



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

CALL TO ORDER

9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

ITEM NO.

Page(s)

1. Public Comment Period
2. Minutes of Regular Meeting of April 11, 2015 **3-13**
3. Chairman's Report
4. Nominating Committee Report **14**

STAFF AGENDA

ITEM NO.

5. Consideration of **Resolution 15-17**: Amending the 2015 Operating Budget **15-16**
6. Consideration of **Resolution 15-18**: Reaffirming the Pay and Classification Plan for Fiscal Year 2015-2016 **17-18**
7. Curbside Recycling Program Update
8. Municipal Solid Waste (MSW) Program
9. Operations and Program Statistics
10. Consideration of **Resolution 15-19**: Extending the CFC/HCFC Collection and Processing Services Contract **19-20**
11. Technical Advisory Committee Report
12. Public Information
13. Financial Reports for April 2015 **21-28**
14. CVWMA Celebrates 25 Years! **29**
15. Strategic Planning

16. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

| | |
|---------------------------------------|---------------------------------|
| Audit Committee Meeting | Monday, May 18, 2015 – 1:00pm |
| Technical Advisory Committee | Thursday, June 4, 2015 – 9:00am |
| Executive Committee | Monday, June 8, 2015 – 2:00pm |
| Board of Directors Meeting (Richmond) | Friday, June 19, 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 APRIL 17, 2015

The minutes of the regular Board of Directors meeting held April 17, 2015, are presented for your consideration and approval. (See revisions in your inbox)

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
APRIL 17, 2015
6605 COURTS DRIVE
PRINCE GEORGE, 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
Steven Hicks (M-Petersburg), Director
Lee Sloppy (M-Ashland)
Marcia R. Phillips (M-Chesterfield)
Wayne Hazzard (M-Hanover)
Randy Hardman (A-Hanover)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
Edward Watson (M-Hopewell)
James H. Burrell (M-New Kent)
Johnny Melis (A-Powhatan)

Non-Voting:

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Marc René, Finance & Administrative Officer
Nancy W. Drumheller, Public Information Coordinator
Reginald D. Thompson, Operations Technician

MEMBERS/ALTERNATES NOT PRESENT

James A. Jackson (M-Richmond), Treasurer
Stephen Chidsey, (M-Hanover), Past Chair
Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Matthew Rowe (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Sheryl D. Bailey (A-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
David Lloyd (M-Goochland)
Dwayne Jones (A-Goochland)
Michael Flagg (A-Hanover)
Robert C. Whiteman (M-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Arthur D. Petrini (A-Henrico)
Monique Robertson (A-Hopewell)
David Bednarczyk (A-New Kent)
William Riggelman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Lana Agostini (M-Richmond)
Mark Kukoski (M-Richmond)
Kevin A. White (A-Richmond)
Johnnie Allen (A-Richmond)

Guests:

With a quorum in attendance Chairman Robert C. Key (M-Chesterfield) called the meeting to order at 9:03 a.m.

Chairman Key thanked Mr. Percy Ashcraft, Prince George County Administrator and Staff, on behalf of Central Virginia Waste Management Authority, for their hospitality.

Mr. Percy Ashcraft, Prince George County Administrator thanked Chairman Key and the Board for coming to Prince George. The County was very excited to have everyone there. He added, as a government they encourage their Staff to host meetings for professional organizations to attract people to Prince George County to get to know the area better. Mr. P. Ashcraft encouraged members to visit some of their facilities, one of the newer facilities being the library which is four years old. He expressed his appreciation for the work the CVWMA does. Mr. P. Ashcraft added that Vice Chairman Bill Hamby Jr., (M-Prince George) keeps him posted on challenges that the Authority faces and it is important to him and the county He stated that Prince George is a benefactor of Central Virginia Waste Management Authority, along with the other jurisdictions as well. Mr. P. Ashcraft also thanked Vice Chairman Hamby (M-Prince George) for his leadership and what he brings to CVWMA as a representative of the County of Prince George.

Chairman Key passed the gavel to Vice Chairman Hamby to facilitate the rest of the Board Meeting. Vice Chairman Hamby thanked everyone for attending the meeting in Prince George County.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of March 20, 2015

Vice Chairman Hamby opened the floor for a motion to accept the minutes of the regular meeting for March 2015 as submitted. A motion was made by Mr. W. Hazzard (M-Hanover), seconded by Mr. J. Burrell (M-New Kent) and carried that the minutes of the March 20, 2015 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Key appointed the Nominating Committee, Mr. S. Chidsey, Past Chair (M-Hanover) will serve as Chair of the Nominating Committee and Mr. L. Sloppy (M-Ashland) and Mr. R. Whiteman (M-Henrico) will also serve as members. He reminded the Board that the Nominating Committee will recommend the slate of officers for the ensuing fiscal year at the May Board of Director's meeting.

Vice Chairman Hamby mentioned on behalf of the Board, he appreciates everyone and their involvement, though challenging, while going through the list of nominees.

Item No. 4: Treasurer's Report

Financial Reports for March 2015

Mr. M. René, Finance and Administrative Officer, presented the Treasurer's Report on behalf of Mr. J. Jackson (M-Richmond), CVWMA Treasurer. Mr. René reported that as of March 31, 2015, the Authority has a combined net income of about \$144,000 year to date. CVWMA has recorded over \$9,901,000 million in revenues and \$9,757,000 million 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 March 31. The CVWMA is on target to break even at the end of the fiscal year.

Vice Chairman Hamby then opened the floor for a motion to accept and file the Treasurer's Report for March 2015 as submitted. A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. W. Hazzard (M-Hanover), and carried that the Treasurer's Report for March 2015 be approved, accepted, and filed as submitted.

STAFF AGENDA

Item No. 5: 2014 Recycling Rate Report

Mr. Reggie Thompson, CVWMA Operations Technician, presented the calculation of the 2014 Recycling Rate. He reminded the Board of the Solid Waste Management Plan regulations requiring regions (such as the CVWMA) and towns, cities and counties not part of a designated region and have a population in excess of 100,000 to submit a recycling rate report to the Department of Environmental Quality (DEQ) annually by April 30th for the previous calendar year that documents the recycling efforts of the area. He noted that Virginia has a two tier recycling rate which requires a 25 percent recycling rate or a 15 percent rate if qualified. He asserted that the solid waste planning unit must have a population density less than 100 persons per square mile or an unemployment rate 50 percent greater than the statewide average to qualify for a 15 percent recycling rate. Further, Mr. R. Thompson reminded the Board that under the 2012 legislation, those with a population less than 100,000 are now required to submit a report every 4 years.

Continuing Mr. R. Thompson reported that CVWMA surveyed 45 processors and received responses from 30 for a 67% response rate. He added that there were some processors that had to be eliminated to avoid double counting but all of the major processors replied.

Mr. R. Thompson reported that the DEQ utilizes two formulas in the recycling rate calculation. The base recycling rate is calculated by dividing the principal recyclable material tonnage by the municipal solid waste (MSW) generated in the region. The adjusted recycling rate which adds the credit tonnage to the amount of principal recyclable materials, then divides by the amount of credit tonnage and MSW generated within the region.

The adjusted recycling rate, however, cannot exceed the base rate by more than 5 percentage points. Mr. R. Thompson added MSW is calculated by multiplying the population in the region by the most recent waste generation rate provided by the Environmental Protection Agency (EPA), which is 4.38 pounds per person per day, slightly less than the previous year of 4.43 pounds and the lowest waste generation rate since the 1980's.

Mr. R. Thompson reviewed the Principal Recyclable Materials and the tonnages recycled in 2014 compared to 2013. He mentioned that recycling processors are reporting comingled tonnage instead of a glass tonnage, as a result the Authority no longer has a glass category. Mr. R. Thompson also mentioned that glass is still being recycled, however, it is being reported as commingled, and it is listed as a category by the DEQ for the recycling rate. He reported that the paper tonnage dropped a

little as some processors are only reporting their OCC as paper, and reporting the mixed paper as comingled. Mr. R. Thompson stated that paper along with yard and wood waste represent 81% of the tonnage in the principal recycling materials category. The credit tonnage for this year consists of construction, demolition and debris waste reported in the category: Solid Waste Reused.

Mr. R. Thompson reported that the recycling rate including the base rate (54.8%) plus the credit tonnage percentage (3%) results in a total recycling rate for the region of 57.7%. In conclusion, he indicated that the 2014 recycling rate of 57.7% is slightly lower than the 2013 rate, due to the increase in the amount of MSW generated in 2014, which went up due to the population estimates from Weldon Cooper.

Mr. W. Hazzard (M-Hanover) asked what is more important, the recycling rate or how much tonnage is collected. Mr. W. Hazzard (M-Hanover) stated that with what the Authority has to report is it more important than the 57.7%, because it sounds like as the population increases the percentage will go down, can the Authority get in trouble for that decrease. Mrs. Kim Hynes, CVWMA Executive Director, responded that the rate is important because there is so much shift in the weight, and the Authority has seen it in their own numbers, due to packing changes. Packaging has been reduced, newspaper subscriptions continue to decline but that does not mean that people aren't recycling as much. Mr. W. Hazzard (M-Hanover) questioned if there is there a compliance issue and if so, what is the requirement? Mrs. K. Hynes stated that the State requirement is 25% and the Authority is way over the mandated rate. Also, the central Virginia region has the highest rate of any region in the state. Mr. W. Hazzard verified that the recycling rate is the important number, compared to the amount of tonnage collected. Mrs. K. Hynes agreed that is what the Authority along with other Solid Waste Planning units report.

Mr. J. Burrell (M-New Kent) asked if the rate includes yard waste, and asked if the rate is broken down by recyclable commodity. Mrs. K. Hynes stated that it has not been broken down separately, however, 50% of that volume is yard waste by weight. Mr. J. Burrell (M-New Kent) asked if it would still meet the 57.7% mandate with 50% volume being yard waste. Mrs. K. Hynes stated that the yard waste generated would also need to be backed out of the bottom number for the rate to be comparable. Mr. W. Hazzard (M-Hanover) stated that when using yard waste information to compare nationally, a place like New York City is not going to have as much yard waste. Mrs. K. Hynes mentioned that this is only Virginia's way of calculating the recycling rate, and every state calculates recycling rates differently. She added that there is not a good comparison state to state, which was discussed at the DEQ conference in November. The Authority basically follows the formula that the state requires.

Mrs. K. Hynes indicated the report will be sent to the DEQ by the deadline of April 30, and mentioned that there are a couple of processors the Authority is still waiting on information. The DEQ does not mandate that the recycling processors provide a report. Mr. Rich Nolan, CVWMA Director of Operations, stated that if the processors have a contract with CVWMA they are required to send in a report. Mr. J. Clary (A-Henrico) asked how the vegetative waste is calculated. Mr. R. Thompson stated that it is all sent in as yard waste and is not separated.

Item No. 6: Curbside Recycling Program

Mr. Richard Nolan, CVWMA Director of Operations, reported that March was a good month with 3,183 tons collected at the curb/alley. He noted that the Authority continues to see improvement in Petersburg with 118 tons last year and 155 tons this year. He mentioned that year to year we are doing well seeing improvement in the City of Richmond with the new Cart program and as a result of better weather. Mr. R. Nolan also noted that average set-out rate for March is 38%, up from 35%

from the previous year. Mr. R. Nolan reported that misses have gone down from 800 in February to 441 misses in March. He added that there are 90 new homes coming into the program in Chesterfield County starting on May 5, 2015, and about 350 homes in Hanover starting in July.

Item No. 7: Municipal Solid Waste (MSW) Program

Mr. Reginald Thompson, CVWMA Operations Technician, reported after the winter storms in February, the misses and call volumes were back to normal in March. He added that in Ashland, Staff recorded seven misses for County Waste; 33 misses were recorded in Colonial Heights, 52 in Hopewell, and 93 in Petersburg under contracts with CFS.

Item No. 8: Consideration of Resolution 15-16: Amending the Solid Waste Transporting and Disposal Services Contract

Mr. R. Nolan reported that the Solid Waste Transporting and Disposal Services Contract between the Central Virginia Waste Management Authority (CVWMA) and Virginia Waste Services (VWS) dated December 14, 2012 is for a period beginning July 1, 2013 and ending June 30, 2023. The first addendum provided for an equipment operator only for the Northern and Southern Convenience Center locations of Chesterfield County.

Mr. R. Nolan stated that this Contract currently provides for the hauling and disposal of Municipal Solid Waste (MSW) from the Chesterfield Northern and Southern Convenience site locations. In addition to rates for hauling and disposal, VWS also provides a rate for an equipment operator with a backhoe and rental rates for roll-off services.

Mr. R. Nolan added that the haul rate for waste at the Southern Convenience site in the Contract for a 55 cubic yard container is \$40 per haul. He mentioned that this amendment requests an additional rate be added to the Contract for a smaller 40 cubic yard container at a rate of \$29.00 per haul. He noted that the additional rate is approximately 72.5% of \$40, which compensates for the difference in size between a 55 cubic yard container and 40 cubic yard container.

Mr. W. Hazzard (M-Hanover) was surprised that the contractor went along with the change in the contract. Mr. R. Nolan stated that Mr. J. Howard (A-Chesterfield) did a great job helping with the change in the contract. Chairman Key explained that to some extent it is more convenient to the contractor.

Vice Chairman Hamby opened the floor for a motion to approve **Resolution 15-16**. A motion was made by Mr. J. Burrell (M-New Kent), seconded by Mrs. M. Phillips (M-Chesterfield) and carried unanimously to approve **Resolution 15-16**.

Item No. 9: Operations and Program Statistics

Mr. R. Nolan reported two successful e-cycling events in Richmond and Powhatan with e-Waste Technologies, with a lot of positive comments coming back about the vendor. He added that there are two more e-cycling events coming up in the next two weeks in Henrico and Hanover County. Also on May 9th, Henrico will be hosting an additional e-cycling event at the former Best Products Plaza. The Authority has published the RFP for e-cycling which proposals are due on May 15th.

He also mentioned that CARE Environmental, Inc. did a great job on their first Household Hazardous event in Prince George County for CVWMA. He mentioned an RFP for trash collection for Chesterfield Tax Relief participants was issued on March 17. There was a pre-proposal meeting held on April 1st, attended by County Waste and Republic Waste, although it was not a mandatory meeting. He added that an Addendum to the RFP was issued April 16th answering and clarifying questions and concerns on the RFP package. The final proposals are due May 1st.

In conclusion, Mr. R. Nolan mentioned Staff met with the new manager at Heritage Crystal Clean, who manages the used oil, anti-freeze, and oil filters contract for CVWMA. Fortunately for CVWMA having a contract in place, they will continue to provide a rebate to the jurisdictions for the used oil that is collected.

Item No. 10: Solid Waste Management Plan Update

Mrs. K. Hynes reported the Authority has not received a formal response by the DEQ regarding the 5-year update to the Solid Waste Management Plan. She added that they have preliminarily stated that they do not have any significant comments or requested revisions. She followed up with the Richmond Region Planning District Commission on questions they had about capacity, disposal and out of state waste. She went over a summary that shows the amount of waste that was coming from out of state. The summary also included some information that is not included in the plan that has not been permitted by the DEQ yet. She wanted to inform the Board in case they get any questions.

Mr. W. Hazzard (M-Hanover) asked why do the landfills accept out of state trash, and is there any revenue collected from the state, or any advantage to accepting out of state trash? Mrs. K. Hynes stated that the landfill business is a big economic development opportunity. A lot of the landfills were built to handle significant levels of capacity, including out of state waste. Virginia behind Pennsylvania, is the number two importer of solid waste. There is no tax or surcharge per ton on solid waste in Virginia. It has been proposed in the General Assembly several times to fund various programs even recycling. For example Pennsylvania has a \$2.00 surcharge per ton that goes back into recycling programs so they have been able to efficiently and effectively enhance their recycling programs.

Mr. W. Hazzard (M-Hanover) asked how long the state will continue to accept the out of state trash. Mrs. K. Hynes stated that there is enough capacity for the 20 year planning period and beyond and there are still some landfills that have not come online yet, such as Republic's landfill in Cumberland County that is permitted but not active. Tri-City Landfill just recently bought the Lunenburg County landfill, and will be expanding that. There is a long way to go to fill up these landfills and the more everyone recycles the longer it will take to fill the landfills. Mr. W. Hazzard (M-Hanover) asked again, what happens when the landfills fill up and is any of the out of state waste that comes in recycled. Mr. R. Nolan responded yes some of the waste that comes in to Virginia is recycled.

Mrs. K. Hynes reported the amendment requests are expected soon from the Ashcake Road Landfill, a Construction Demolition Debris Landfill, and the Tri-City Landfill in Petersburg. Tri-City is going through a permit modification now to change some grading in the landfill, which will be a slight reduction in the remaining capacity, however they are looking to buy some land to expand that landfill as well.

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

Mrs. K. Hynes reported that the DEQ is considering opening up the Solid Waste Planning regulations for review, which went into effect in 2003, and have not been reviewed since then. Right now through April 27th there is a comment period on whether they should be revisited. The TAC and

Executive Committee are supportive of submitting a comment to indicate support for conducting a periodic review of the planning regulations.

Mr. J. Clary (A-Henrico) asked if the Authority is planning on sending comments, and are those comments being put out for review by TAC or localities before sending them to the DEQ. Mrs. K. Hynes stated that right now, the only comment would be whether or not we think they should revisit the regulations. If DEQ decides to review the regulations, CVWMA will work with the TAC and the Board on comments.

Mr. R. Nolan, reported that they discussed a couple of expiring contracts and what the TAC recommended to do. The first is for the collection of batteries at different convenience sites under a contract with Battery Barn that expires in August 2015, and will be put out for procurement. The CFC/HCFC removal contract expires in June. Tri-City Appliance removes the gases from refrigerators and similar appliances. The TAC recommended to renew for another five years. The last contract is with Bio Fuels, who collects and recycles cooking oil, which expires in September, and representatives are scheduled to meet with TAC in May. He stated that someone had asked previously what they do with the oil, he commented the oil is recycled and turned into bio-diesel fuel.

Mrs. M. Kelley (M-Henrico) stated that there is a contract with Bio Fuels, however it states that no one currently participates. Mr. R. Nolan stated that he has inquired of jurisdictions about participating, and they are interested however they would like to know more information, which is why he has someone from Bio Fuels is coming to talk about the company. Mrs. M. Kelley (M-Henrico) asked what restaurants use for collection and Mr. R. Nolan said that many restaurants have a contract with companies such as Valley Proteins. Mrs. K. Hynes stated that the cooking oil contract is for collection sites for residents to drop off for. Mrs. M. Kelley (M-Henrico) asked if the jurisdictions will be informed of when the representative from Bio Fuels plans to come to which Mr. R. Nolan responded at the next TAC meeting on May 7th.

Mr. J. Allen Lane (M-Henrico) asked a question about the contractor who collects Freon and asked what he does with the Freon. Mr. R. Nolan responded that the material is recyclable and they sell it, however, it has to be 95% pure to get a rebate.

Item No. 12: Earth Day and Public Information

EARTH DAY

Mrs. Nancy Drumheller, CVWMA Public Information Coordinator, stated that Staff has posted locality events and educational resources on the CVWMA Earth Day webpage, and also has created an Earth Day board of educational resources on Pinterest, another social media tool, which receives 25 pins in one day, which is good.

In addition, Mrs. N. Drumheller noted that Staff is working with Keep Henrico Beautiful as well as Cari Tretina and Cristol Klevinsky with Henrico County Manager's Office for Recycling Roundup-Movie Monday educational videos that feature Hallie Stephenson, KHB Executive Coordinator spotlighting recycling or a recycling issue such as glass, confusion with plastics, etc. She added that these short video clips air each Monday in April, and that this education initiative by Henrico County staff is an example of great partnership with one of the Authorities member jurisdictions. Mrs. N. Drumheller reported that the short videos are very cost effective to produce, and have generated a lot of interest and comments on social media. Staff is pleased to report that this type of education has the

support of officials within the Henrico County General Government, and if any members of the Board would like to do something similar in their locality, please let Mrs. N. Drumheller know.

Mrs. N. Drumheller mentioned that Staff has received 30 requests for the month of April, and of those, 15 are for presentations, nine for educational materials as well as Staff working four events. Mrs. N. Drumheller wanted to clarify that when Staff counts presentations for the month and report to the Board, they count each request as one, however, CVWMA's Recycling Education and Outreach Specialist Denise Ritchie typically does more than one presentation for each request. She added that for this week alone, Mrs. D. Ritchie did seven separate presentations in one day at one school asking for a presentation.

Mrs. N. Drumheller added that the Green Team at the Bon Secours St. Francis Hospital contacted Staff to work with them on their Earth Day week. Part of the education includes running CVWMA's "Journey Through The MRF" video on all of their computers for staff and the public to see in the hospital. She mentioned to the Board that these are opportunities the Authority has available at no cost and to let Staff know if they have contacts that might be interested in doing the something similar.

PUBLIC INFORMATION

Waste Reduction News

Mrs. N. Drumheller reported that the April electronic newsletter included articles on "What are YOU doing for Earth Day?" Special Recycling Collection Events Planned for April and May, CVWMA's Recycling Wizard and CVWMA Recycles: 25 Milestones in 25 Years. She added at that the e-newsletter was distributed to over 1,100 email subscribers, and monthly statistics show that the open click rate is still above the industry standard.

Promotion and Outreach

Mrs. N. Drumheller mentioned that Staff continues to work with localities on individual projects as well as resources for the May 2nd event with the Richmond Kickers. She noted that Staff responded to 20 requests for the month of March, and of these requests, 12 were for presentations and six were for educational materials. In addition, Staff had a booth at one event and CVWMA's mascot R3 was at the VA 529 Kids Race on March 18th, where Staff estimates impacting 725 people and distribution of 1,972 educational materials.

Mrs. N. Drumheller reported the highlights for the month to include: Mrs. K. Hynes on Richmond Regional Planning District Commission Twitter Feed, with great information for the general public about CVWMA; she offered a huge thank you to Mr. Jon Clary (A-Henrico) for the invitation to the Shane Road Recycling Center Grand Opening where the Henrico County Manager provided Mrs. K. Hynes the opportunity to share a few words; and at VA 529 Kids Race. As a result, R3 (CVWMA staff) received an invitation from VA 529 to be part of Family Zone at the NASCAR race at RIR in September, which is a new audience for the Authority. In addition, CVWMA has been invited to be part of the Henrico County Community Day on August 1, 2015 by staff working in the County Manager's office.

Finally, Mrs. N. Drumheller added that Henrico Public Elementary Schools has a new policy where each school principals can determine what type of "outside education programs" can be offered to their students during normal instructional hours. Each principal determines the credibility of the outside person based on resume, credentials and subject expertise. She stated that if any Board member knows of a similar policy such as Henrico County, please let Staff know.

Mrs. N. Drumheller mentioned that since recycling is one of the Virginia Standards of Learning (SOLs), Staff took the time to meet with a highly esteemed educator within Henrico County Public Schools who provided them with excellent information on how to make recycling fit into SOL Correlations across all curriculum and not just the area of Science. Staff will make these changes during the summer, adding recycling to address math, language arts, and other subject areas that will make it easier to get CVWMA's free recycling education programs into Henrico's public elementary schools.

CVWMA Website and Email Reminder

Mrs. N. Drumheller informed the Board that Staff reported 11,604 unique visitors viewed 20,910 pages, and the top pages include the CVWMA homepage, Electronics, Curbside Recycling Collection page and then the Locations pages as well as over 6,119 visits to our News feed and 304 new emails added to our Curbside Recycling Email Reminder database the month of March. She noted a total of 22,262 have signed up for the email reminder as of March 31 and a lot of interest continues on Social media pages as well.

Middle James Roundtable Workshop

In conclusion, Mrs. N. Drumheller mentioned that if any Board members would like to attend a comprehensive workshop on storm water, the Middle James Roundtable is hosting its annual workshop one day conference on Wednesday, May 20, 2015 at Deep Run Recreation Center.

Item No. 13: CVWMA Celebrates 25 Years!

Mrs. K. Hynes reported that the Authority is celebrating their 25th anniversary. Everyone should be proud of the strides made and excited for the next 25 years to come. She mentioned that CVWMA is kicking it off with the Richmond Kickers game on May 2, 2015 and has partnered with the Kickers and Channel 8 doing contests and giveaways. She encouraged Board members to come to the game, and Mrs. N. Drumheller has tickets to give out as well. She added that during half time there will be recognition of CVWMA, mascot fun as well as using it as an educational opportunity to reach the kids as well as their parents attending the game. Mrs. K. Hynes also mentioned that the Authority is planning a formal event on Thursday, September 3, 2015 in the courtyard. Mr. R. Dunn (M-Chesterfield) is helping the Staff plan the event as well. Mrs. K. Hynes has been meeting with county leaders thanking them for their support of CVWMA and inviting them to participate in the 25th anniversary activities. Mr. S. Hicks (M-Petersburg) asked around what time frame would the event start to which Mrs. K. Hynes said around 4:00pm.

Item No. 14: Administrative

Mrs. K. Hynes informed the Board that CVWMA has been nominated and selected for the Stewards of the River award from the James River Advisory Council, and received the Virginia Recycling Association (VRA) award for Outstanding Service Providers, which is exciting news for the 25th Anniversary. She added that the Authority will be presenting with the City of Richmond at the Mid Atlantic APWA Conference in Baltimore the first week of May and Mr. R. Nolan will be representing the Authority.

Lastly, Mrs. K. Hynes introduced and welcomed Mr. Randy Hardman, the new alternate for Hanover County. She thanked Mr. B. Hamby (M-Prince George) and his staff for hosting the Board meeting, as well as Mrs. Sherri Dew a long time public servant for Petersburg and a contact for CVWMA for over 30 years, for catering the breakfast.

Old/New Business

Mr. S. Hicks (M-Petersburg) added that on April 22, 2015 the City of Petersburg is having their annual Earth Day for the Kids Foundation, and if anyone is interested in playing golf please call and let him know.

With no further business to come before the Board, Vice Chairman Hamby opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:09 a.m. The motion was made by Mr. J. Burrell (M-New Kent), seconded by Mr. J. Clary (A-Henrico) and carried that the April 17, 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 April 17, 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., May 15, 2015. Given under my hand and seal of the CVWMA this 15th day of May 2015.

Robert C. Key, Chairman

NOMINATING COMMITTEE REPORT

The Nominating Committee has developed a slate of officers for the ensuing fiscal year. It is the consensus recommendation of Mr. Steve Chidsey (M-Hanover), Past Chair, Mr. Lee Sloppy (M-Ashland) and Mr. Robert Whiteman (M-Henrico) that the following be nominated for the officers of the Central Virginia Waste Management Authority for fiscal year 2015-2016:

| | |
|---------------|---|
| Chairman | Robert Key (County of Chesterfield) |
| Vice-Chairman | William Hamby (County of Prince George) |
| Treasurer | James Jackson (City of Richmond) |
| Secretary | Allen Lane (County of Henrico) |
| Director | Steven Hicks (City of Petersburg) |

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

The term of the elected officers will begin July 1, 2015.

CONSIDERATION OF RESOLUTION 15-17: AMENDING THE 2015 OPERATING BUDGET

The CVWMA staff has reviewed revenues and expenses by line item and made projections through the end of the fiscal year. Each line item was compared to budget to identify any necessary transfers in excess of \$1,000 in the 2015 budget. 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, thus the CVWMA will be within total budget at the end of the year.

General Operating and Curbside Project Fund Transfers:

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. The 2015 Operating Budget provided for 8 fulltime and 4 part-time staff. In 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.

Resolution 15-17, attached for consideration, will amend the 2015-2016 General Operating and Curbside Project Fund Budgets.

Recommended Action:

Approval of **Resolution 15-17**

Attachment

RESOLUTION 15-17

A resolution to amend the CVWMA 2015 Operating Budget for the fiscal year beginning July 1, 2014, and ending on June 30, 2015, so as to transfer funds sufficient for the remainder of the fiscal year.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budget designated as the CVWMA General Operating and Curbside Project Fund Budgets for the fiscal year beginning July 1, 2014, and ending on June 30, 2015, are hereby amended as follows:

| <u>Account</u> | <u>2014-2015 Approved Budget</u> | <u>Amendment</u> | <u>2014-2015 Revised Budget</u> |
|---|--------------------------------------|------------------|-------------------------------------|
| GENERAL OPERATING FUND | | | |
| <i>Expenses:</i> | | | |
| Regular Salaries & Wages | \$ 315,700 | \$ (10,000) | \$ 305,700 |
| Part-time Salaries | 28,750 | 16,000 | 44,750 |
| Retirement | 34,250 | (6,000) | 28,250 |
| Net Appropriation General Operating Fund | | -0- | |

CURBSIDE PROJECT FUND

| | | | |
|--|---------|------------|---------|
| <i>Expenses:</i> | | | |
| Regular Salaries & Wages | 139,500 | 20,000 | 159,500 |
| Part-time Salaries | 37,500 | (20,000) | 17,500 |
| Net Appropriation Curbside Project Fund | | -0- | |

2. That this Appropriation Resolution shall be in full force and effect upon its passage.

Adopted this 15th day of May 2015

Attest: _____
Robert C. Key, Chairman

CONSIDERATION OF RESOLUTION 15-18 REAFFIRMING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2015-2016

The CVWMA Board approved the 2015-2016 Operating Budget presented by staff at the regular meeting on December 12, 2014. **Resolution 15-14** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and the 2016 Operating Budget reflect a 1.5% salary increase for all employees effective July 1, 2015. This resolution calls for the Board to reaffirm the 1.5% salary increase at their regular meeting in May 2015. 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 will realize some savings in 96 gallon cart sales as development costs are fully amortized, retirement costs have declined and CVWMA will realize a rebate on certain credit card purchases. Therefore the 1.5% wage increase budgeted for fiscal year 2015-16 is deemed sustainable. **Resolution 15-18**, attached for consideration, will reaffirm and adopt the 1.5% salary increase as presented and approved in December 2014.

Recommended Action:

Approval of **Resolution: 15-18**

Attachment.

RESOLUTION 15-18

A resolution reaffirming and adopting the 1.5% salary increase included in the Pay and Classification Plan of the 2016 Operating Budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2015, and ending June 30, 2016, included as part of the 2015-2016 Operating Budget approved by the Board of Directors at the regular meeting on December 12, 2014, is hereby affirmed by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2015-2016 approved Pay and Classification Plan, and
2. That the Pay and Classification Plan includes an open range pay scale consisting of thirty two grades, and those ranges are adjusted by 5% for fiscal year beginning July 1, 2015 and ending June 31, 2016, and
3. That the Pay and Classification Plan reflects a 1.5% salary increase for all employees, and
4. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2015-2016, and
5. That this resolution shall be in full force and effect on and after the first day of July 2015, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 15th day of May 2015

Attest:

Robert C. Key, Chairman

CONSIDERATION OF RESOLUTION 15-19: EXTENDING THE CFC/HCFC COLLECTION AND PROCESSING SERVICES CONTRACT

The CFC/HCFC Collection and Processing Services Contract between the Central Virginia Waste Management Authority (CVWMA) and Tri-City Appliances dated May 23, 2010 is for the period beginning July 1, 2010 and ending June 30, 2015. The attached resolution will authorize the Authority to extend this contract for five additional years as provided for in the contract. The new expiration date will be June 30, 2020.

CFCs (Chlorofluorocarbons) are used as refrigerants in appliances such as refrigerators and freezers and HCFCs (Hydrochloroflourocarbon) are found in air-conditioners. 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 and previous contracts.

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.

Attached is **Resolution 15-19** authorizing the Executive Director to execute this addendum to the CFC/HCFC Collection and Processing Services Contract and amend the Special Project Services Agreements with participating jurisdictions.

Recommended Action: Approval of **Resolution 15-19**

Attachment

RESOLUTION 15-19

A resolution authorizing an addendum to the CFC/HCFC Collection and Processing Services Contract between the CVWMA and Tri-City Appliance Company. This is for a five year extension of the existing Contract that is set to expire on June 30, 2015.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

Whereas, the report included as Staff Agenda Item No. 10 of the May 2015 Board Agenda identified the mutual interest by the Central Virginia Waste Management Authority and Tri-City Appliance Company, to extend the Contract for another five years; and

Whereas, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the contract for CFC/HCFC Collection and Processing Services between the Central Virginia Waste Management Authority and Tri-City Appliance Company; and

Whereas, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an amendment to the Special Project Service Agreements between the Central Virginia Waste Management Authority and member localities as requested.

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

Adopted this 15th of May, 2015

ATTEST: _____
Robert C. Key, Chairman

FINANCIAL REPORTS FOR APRIL 2015

The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30, 2015. The CVWMA has a combined Net Income of about \$112,000 year to date. The Net Income will decrease, as we incur additional expenses within the remaining two months of the fiscal year.

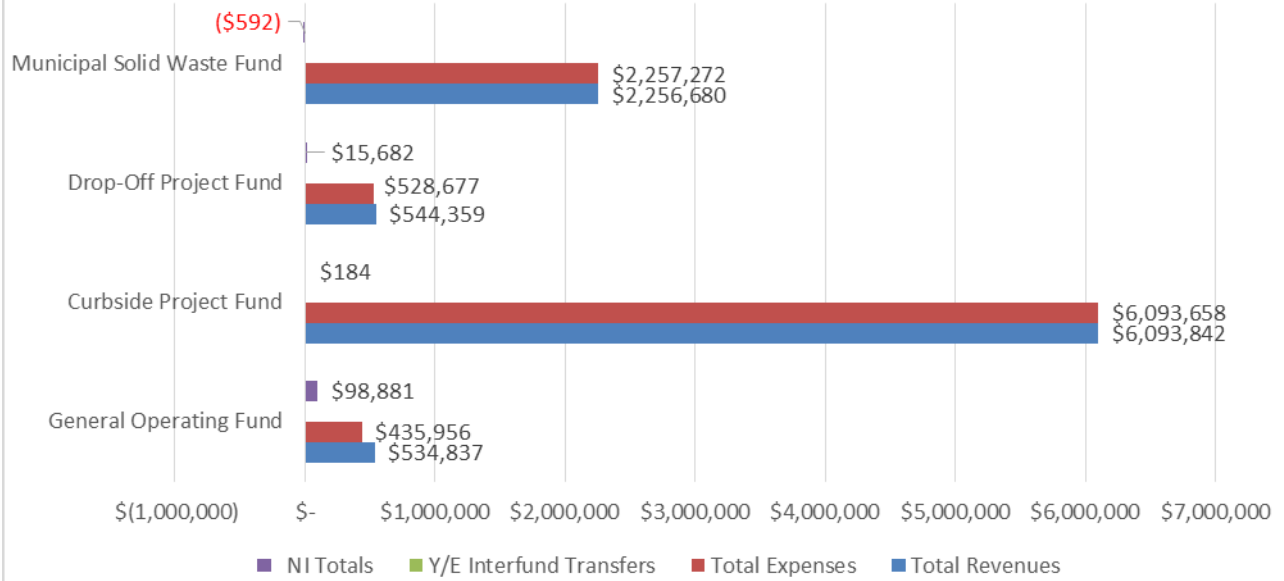
Recommended Action: Approval of the April 2015 Financial Report

Attachments

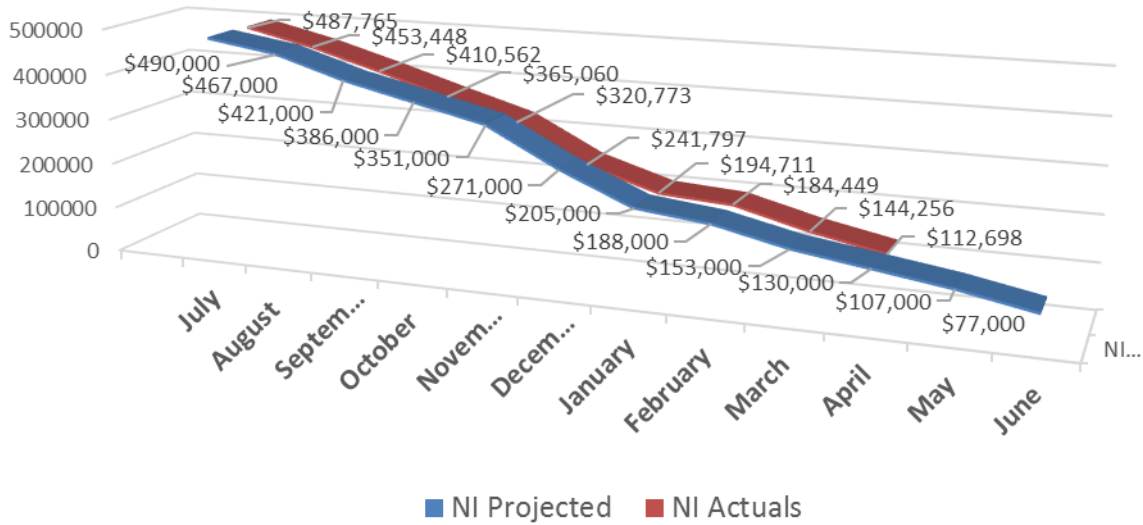
**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July - April 2015**

| 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 | 435,956 | \$ - | \$ 98,881 |
| Curbside Project Fund | 6,093,842 | 6,093,658 | - | 184 |
| Drop-Off Project Fund | 544,359 | 528,677 | - | 15,682 |
| Municipal Solid Waste Fund | 2,256,680 | 2,257,272 | - | (592) |
| CFC/HCFC | 13,940 | 13,940 | - | - |
| Special Waste Collections | 134,584 | 136,041 | - | (1,457) |
| Waste Tire Fund | 33,840 | 33,840 | - | - |
| Appliance and Scrap Metal Hauling | 268,589 | 268,589 | - | - |
| Yard Waste Projects | 214,732 | 214,732 | - | - |
| Waste Transfer & Disposal | 884,453 | 884,453 | - | - |
| | | | | |
| Totals | <u>\$ 10,979,857</u> | <u>\$ 10,867,159</u> | <u>\$ -</u> | <u>\$ 112,698</u> |
| | | | | |
| | | | | |
| | | | | |
| Capital Outlay: | <u>Month to date</u> | <u>Year to date</u> | <u>Budget</u> | <u>Variance</u> |
| Computer equipment | \$ - | \$ 45,000 | \$ 45,000 | \$ - |
| Office equipment | - | - | - | \$ - |
| Total Capital Outlay | <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



Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Budget and Actual
July - April 2015

| 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 | 29,053 | 291,812 | 344,550 | 52,738 | 15.3% |
| Fringe benefits | 4,007 | 65,393 | 96,850 | 31,457 | 32.5% |
| Professional services | 923 | 26,194 | 27,775 | 1,581 | 5.7% |
| Repairs and maintenance | 384 | 1,043 | 2,925 | 1,882 | 64.3% |
| Advertising and promotions | 64 | 973 | 2,250 | 1,277 | 56.8% |
| Materials and supplies | 483 | 4,199 | 5,100 | 901 | 17.7% |
| Other services and charges | 479 | 10,948 | 22,010 | 11,062 | 50.3% |
| Leases | 3,279 | 32,636 | 41,315 | 8,679 | 21.0% |
| Depreciation | 284 | 2,758 | 5,200 | 2,442 | 47.0% |
| Total Expenses | <u>38,956</u> | <u>435,956</u> | <u>547,975</u> | <u>112,019</u> | <u>20.4%</u> |
| Transfers In (Out) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| Totals | <u>\$ (38,883)</u> | <u>\$ 98,881</u> | <u>\$ (10,770)</u> | <u>\$ 109,651</u> | \$ 109,651 |
| 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
Statement of Revenues and Expenses – Budget and Actual
July – April 2015**

| 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 | 508,748 | 5,122,867 | 6,510,000 | \$ 1,387,133 | 21.3% |
| Public Relations Assessment | 17,323 | 174,112 | 209,000 | 34,888 | 16.7% |
| Customer Service Assessment | 18,423 | 184,877 | 224,000 | 39,123 | 17.5% |
| 96-gal Cart Revenue | 7,960 | 99,601 | 100,380 | 779 | 0.8% |
| Materials Sales Rebate | 59,036 | 502,385 | - | (502,385) | - |
| Contract Admin Costs | - | - | - | - | 0.0% |
| Sponsorships and Grants | | 10,000 | 10,000 | - | 0.0% |
| Interest on Investments | <u>-</u> | <u>-</u> | <u>1,500</u> | <u>1,500</u> | <u>100.0%</u> |
| | | | | | |
| Total Revenues | <u>611,490</u> | <u>6,093,842</u> | <u>7,054,880</u> | <u>961,038</u> | <u>13.6%</u> |
| Expenses: | | | | | |
| Personnel services | 15,660 | 144,885 | 180,075 | 35,190 | 19.5% |
| Fringe benefits | 4,302 | 47,602 | 52,600 | 4,998 | 9.5% |
| Professional services | 1,003 | 28,276 | 29,260 | 984 | 3.4% |
| Repairs and maintenance | 326 | 4,169 | 3,190 | (979) | -30.7% |
| Advertising and promotions | 9,004 | 52,105 | 75,285 | 23,180 | 30.8% |
| Materials and supplies | 144 | 2,794 | 4,560 | 1,766 | 38.7% |
| Other services and charges | 1,012 | 66,011 | 69,410 | 3,399 | 4.9% |
| Leases | 2,262 | 21,981 | 26,500 | 4,519 | 17.1% |
| Depreciation | 711 | 6,556 | 8,000 | 1,444 | 18.1% |
| Contractual services | 508,696 | 5,122,451 | 6,510,000 | 1,387,549 | 21.3% |
| Materials Sales Rebate | 59,036 | 502,385 | - | (502,385) | - |
| 96-gal Cart Expense | <u>8,080</u> | <u>94,443</u> | <u>96,000</u> | <u>1,557</u> | <u>1.6%</u> |
| | | | | | |
| Total Expenses | <u>610,236</u> | <u>6,093,658</u> | <u>7,054,880</u> | <u>961,222</u> | <u>13.6%</u> |
| | | | | | |
| Transfers In (Out) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| | | | | | |
| Totals | <u>\$ 1,254</u> | <u>\$ 184</u> | <u>\$ -</u> | <u>\$ (184)</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 | <u>-</u> | <u>-</u> | <u>-</u> | <u>\$ -</u> | |
| Total Capital Outlay | <u>\$ -</u> | <u>\$ 30,000</u> | <u>\$ 30,000</u> | <u>\$ -</u> | |

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2015**

| 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 | \$ 44,161 | \$ 389,724 | \$ 530,000 | \$ 140,276 | 26.5% |
| Materials Sales Rebate | 18,281 | 154,635 | 100,000 | \$ (54,635) | -54.6% |
| Interest on Investments | - | - | - | - | 0.0% |
| Total Revenues | <u>62,442</u> | <u>544,359</u> | <u>630,000</u> | <u>85,641</u> | <u>13.6%</u> |
| Expenses: | | | | | |
| Personnel services | 376 | 3,636 | 5,630 | 1,994 | 35.4% |
| Fringe benefits | 197 | 1,553 | 2,040 | 487 | 23.9% |
| Professional services | 18 | 435 | 450 | 15 | 3.3% |
| Repairs and maintenance | 8 | 55 | 60 | 5 | 8.3% |
| Advertising and promotions | 1,098 | 1,098 | 1,000 | (98) | -9.8% |
| Materials and supplies | 51 | 222 | 40 | (182) | -455.0% |
| Other services and charges | 24 | 246 | 360 | 114 | 31.7% |
| Leases | 55 | 863 | 1,100 | 237 | 21.5% |
| Contractual services | 44,295 | 387,327 | 530,000 | 142,673 | 26.9% |
| Materials sales rebate | <u>16,676</u> | <u>133,242</u> | <u>75,000</u> | <u>(58,242)</u> | <u>-77.7%</u> |
| Total Expenses | <u>62,798</u> | <u>528,677</u> | <u>615,680</u> | <u>87,003</u> | <u>14.1%</u> |
| Transfers In (Out) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| Totals | <u>\$ (356)</u> | <u>\$ 15,682</u> | <u>\$ 14,320</u> | <u>\$ (1,362)</u> | |

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2015

| 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 | \$ 226,529 | \$ 2,231,661 | \$ 2,587,280 | \$ 355,619 | 13.7% |
| Customer Service Assessment | 6,769 | 24,319 | 29,400 | \$ 5,081 | 17.3% |
| Contract Admin Costs | - | 700 | - | \$ (700) | 0.0% |
| Interest on Investments | - | - | 500 | \$ 500 | 100.0% |
| | | | | | |
| Total Revenues | <u>233,298</u> | <u>2,256,680</u> | <u>2,617,180</u> | <u>360,500</u> | <u>13.8%</u> |
| Expenses: | | | | | |
| Personnel services | 1,154 | 11,224 | 14,365 | 3,141 | 21.9% |
| Fringe benefits | 424 | 4,878 | 5,030 | 152 | 3.0% |
| Professional services | 127 | 3,297 | 3,815 | 518 | 13.6% |
| Repairs and maintenance | 39 | 712 | 760 | 48 | 6.3% |
| Advertising and promotions | 138 | 188 | 2,000 | 1,812 | 99.0% |
| Materials and supplies | 6 | 464 | 1,250 | 786 | 62.9% |
| Other services and charges | 100 | 1,031 | 1,530 | 499 | 32.6% |
| Leases | 276 | 2,400 | 2,700 | 300 | 11.1% |
| Depreciation | 83 | 750 | 1,000 | 250 | 25.0% |
| Contractual Services | <u>226,529</u> | <u>2,232,328</u> | <u>2,587,280</u> | <u>354,952</u> | <u>13.7%</u> |
| | | | | | |
| Total Expenses | <u>228,876</u> | <u>2,257,272</u> | <u>2,619,730</u> | <u>362,458</u> | <u>13.8%</u> |
| | | | | | |
| Transfers In (Out) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| | | | | | |
| Totals | <u>\$ 4,422</u> | <u>\$ (592)</u> | <u>\$ (2,550)</u> | <u>\$ 1,958</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
Statement of Revenues and Expenses – Budget and Actual
July – April 2015**

| 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 | \$ 135,741 | \$ 1,220,845 | \$ 2,185,000 | \$ 964,155 | 44.1% |
| Materials Sales Rebate | 33,064 | 329,144 | 250,000 | \$ (79,144) | -31.7% |
| Contract Admin Cost | - | 150 | - | \$ (150) | 0.0% |
| Interest on Investments | <u>-</u> | <u>-</u> | <u>-</u> | <u>\$ -</u> | <u>0.0%</u> |
| Total Revenues | <u>168,805</u> | <u>1,550,139</u> | <u>2,435,000</u> | <u>884,861</u> | <u>36.3%</u> |
| Expenses: | | | | | |
| Personnel services | - | - | - | - | |
| Fringe benefits | - | - | - | - | 0.0% |
| Professional services | - | - | - | - | 0.0% |
| Repairs and maintenance | - | - | - | - | 0.0% |
| Advertising and Promotions | - | 175 | 1,000 | 825 | 0.0% |
| Materials and supplies | - | - | - | - | 0.0% |
| Other services and charges | - | - | - | - | 0.0% |
| Contractual services | 136,294 | 1,223,368 | 2,185,000 | 961,632 | 90.0% |
| Materials sales rebate | <u>32,511</u> | <u>328,053</u> | <u>250,000</u> | <u>(78,053)</u> | <u>-31.2%</u> |
| Total Expenses | <u>168,805</u> | <u>1,551,596</u> | <u>2,436,000</u> | <u>884,404</u> | <u>36.3%</u> |
| Transfers In (Out) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| Totals | <u>\$ -</u> | <u>\$ (1,457)</u> | <u>\$ (1,000)</u> | <u>\$ (457)</u> | |

STRATEGIC PLANNING

The Executive Committee has discussed a process for developing a strategic plan for the CVWMA. 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 our member localities going forward. It is a good time to embark on a plan for the future as we celebrate and reflect on the past 25 years.

The anticipated timeline to go through the process is provided in the table below. At various stages, consensus of the Board will be necessary and vital to the process.

The Executive Committee has discussed procuring the expertise of a strategic planning facilitator for assistance in shepherding us through the process efficiently. We would like to discuss more at the Board meeting in hopes of gaining a broad level of support for the process.

| 2015/2016 | May | June | July | August | Sept | Oct | Nov | Dec | Jan |
|--|-----|------|------|--------|------|-----|-----|-----|-----|
| Project Plan Development and approval | | | | | | | | | |
| Environmental Scan | | | | | | | | | |
| Mission, vision, goals development and approval | | | | | | | | | |
| Objectives, initiatives development and approval | | | | | | | | | |
| Plan finalized | | | | | | | | | |
| Implementation | | | | | | | | | |