



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
MAY 19, 2017
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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STAFF AGENDA

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OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Audit Committee Meeting	Wednesday, May 24, 2017 – 1:00pm
Technical Advisory Committee	Thursday, June 1, 2017 – 9:00am
Executive Committee	Tuesday, June 6, 2017 – 2:00pm
Board of Directors Meeting (Richmond)	Friday, June 16, 2017 – 9:00am
Curbside Education Advisory Committee	Friday, June 23, 2017 – 10:00am

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 21, 2017

The minutes of the regular Board of Directors meeting held April 21, 2017, are presented for your consideration and approval.

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
APRIL 21, 2017
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

J. Allen Lane (M-Henrico), Chairman
Marcia R. Phillips (M-Chesterfield), Vice-Chair
Edward Watson (M-Hopewell), Director
Lee Slöppy (M-Ashland)
Scott Zaremba (M-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Stephen Chidsey, (M-Hanover)
Scott Wyatt (M-Hanover)
Robert C. Whiteman (M-Henrico)
Bentley P. Chan (A-Henrico)
Patricia Paige (M-New Kent)
Daniel Harrison (M-Petersburg)
David McNeel (M-Richmond)

Non-Voting:

Michael Flagg (A-Hanover)
Jon Clary (A-Henrico)
William Rigglesman (A-Petersburg)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Teresa Eckhout, Accounting and Financial Manager
Reginald D. Thompson, Operations Technician
Erica Long, Part-time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Mark Kukoski (M-Richmond), Treasurer
Jennifer Schontag (A-Ashland)
Mike Mee (M-Charles City)
Zach Trogdon (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Clay Bowles (A-Chesterfield)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Randy Hardman (A-Hanover)
Marcia E. Kelley (M-Henrico)
Arthur D. Petrini (A-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (A-New Kent)
Elliot Danburg (M-Powhatan)
Johnny Melis (A-Powhatan)
George Poulson (M-Prince George)
Rod M. Compton (A-Prince George)
Dr. Emmanuel Adediran (M-Richmond)
Johnnie Allen (A-Richmond)

Guests:

Valerie Brockett – County of Prince George

With a quorum in attendance Chairman J. Allen Lane (M-Henrico) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of March 17, 2017

Chairman Lane opened the floor for a motion to accept the minutes of the regular meeting of March 17, 2017 as submitted. A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico), and carried that the minutes of the March 17, 2017 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Lane appointed the Nominating Committee. Mr. M. Kukoski, Treasurer (M-Richmond) 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. Mrs. Kim Hynes, CVWMA Executive Director, reminded the Board that the Nominating Committee will provide a recommended slate of officers at the May Board meeting, and the election will take place at the June Board meeting. The new officers will take office effective July 1.

Item No. 4: Treasurer's Report

Financial Reports for March 2017

Mrs. Terry Eckhout, CVWMA Accounting and Financial Manager, presented the Treasurer's Report on behalf of Mr. M. Kukoski (M-Richmond), Treasurer. Mrs. T. Eckhout reported 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, 2017. She added that CVWMA has a combined net income of \$133,964 year to date, and the net income will decrease, as the authority incurs additional expenses the last quarter of the fiscal year. Mrs. T. Eckhout stated that Staff will be evaluating projected revenues and expenses as compared to the budget and will bring any necessary transfers to the Board in May.

Chairman Lane then opened the floor for a motion to accept and file the Treasurer's Report for March 2017 as submitted. A motion was made by Mr. S. Wyatt (M-Hanover), seconded by Mr. S. Chidsey (M-Hanover), and carried that the Treasurer's Report for March 2017 be approved, accepted, and filed as submitted.

Item No. 5: Strategic Planning Update

Mrs. K. Hynes presented the third quarterly report on the Strategic Plan implementation. She went over the Strategic Plan dashboard which included the four goals: Protection of Environmental Resources, Customer Focus, Educational Resources and Financial Stewardship Through a Well-Run Organization. She then provided details on each goal, objective and initiative and the progress being

made toward each. Mrs. K. Hynes also mentioned that each goal now defines which committee or person has responsibility for it; to ensure that it happens.

Chairman Lane stated that a lot of work has gone into the preparation of the strategic plan and suggested everyone to consider it and present any questions or suggestions they may have to the Staff.

STAFF AGENDA

Item No. 6: 2016 Recycling Rate Report

Mr. Reggie Thompson, CVWMA Operations Technician, presented the calculation of the 2016 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 more than 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 of 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.

Mr. R. Thompson reported the Recycling Rate is calculated by the amount of MSW generated within the region and the amount of materials recycled in 2016. He added that Staff obtained the 2016 Weldon Copper Population estimate for the region. He stated that Staff also surveyed several recycling processors for their 2016 recycling tonnage from CVWMA's region only.

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 4.44 pounds per person per day, slightly more than the previous year of 4.40 pounds.

Continuing Mr. R. Thompson reported that CVWMA surveyed 40 processors and received responses from 30 for a 75% response rate.

Mr. R. Thompson reported that the recycling rate including the base rate (53.9%) plus the credit tonnage percentage (5%) results in a total recycling rate for the region of 58.9%. He indicated that the 2016 recycling rate of 58.9% is slightly higher than the 2015 rate of 58.8%. In conclusion, there was more material recycled in 2016, the waste generation rate is up, the population is up, and the amount of MSW generated within our region is up.

Item No. 7: Residential Recycling Program Update

Mr. Rich Nolan, CVWMA Director of Operations, reported that the total tonnage collected year to date is 28,386 tons, 761 tons less than last year. He reported a large decrease in Chesterfield County compared to last year of 1,415 tons is due to County Waste collecting material that is no longer being collected in CVWMA's program. County Waste reports collecting 2,331 tons for the same time period in Chesterfield County. He added that the volume collected in the other jurisdictions is consistent with a year ago.

Mr. S. Chidsey (M-Hanover) asked if Staff is going to continue tracking tonnage collected from County Waste, and are there any other vendors providing curbside recycling like Donnie's and County Waste. He also asked if County Waste and other vendors can supply tonnage information on other jurisdictions. Mr. R. Nolan stated that Staff will consider tracking recycling collected in other jurisdictions by County Waste.

Mr. R. Nolan mentioned CVWMA has received \$530,470 in recycling rebate fiscal year to date. He added that the Authority received \$23.83/ton in rebate money last month, compared to the minimum amount required of \$20.00/ton. An increase in commodity pricing provided the increase in rebate revenue. Mr. R. Nolan added that there was a total of 308 misses in March compared to 507 in 2016.

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

Mr. Reggie Thompson, CVWMA Operations Technician, reported that the month of March was another great month for County Waste and CFS. Staff recorded four misses in Ashland and nine misses for the Chesterfield tax relief program for County Waste. Mr. R. Thompson reported that CFS had a great month with 93 misses recorded from the entire Tri-City region. He reported in Colonial Heights, 16 misses were recorded; 41 misses in Hopewell; and 36 misses in Petersburg. Mr. R. Thompson mentioned that CFS is also current on their cart deliveries.

Mrs. K. Hynes reported on the City of Petersburg trash and recycling program. She mentioned that the city is current on their payments. Mrs. K. Hynes stated that the Staff informed the Executive Committee and Technical Advisory Committee that on March 31st, the Authority received a letter from the City of Petersburg Attorney terminating the service agreement for trash and recycling collection effective July 1, 2017. She added that Staff responded to the letter and has yet to hear back from the administration. Mrs. K. Hynes stated that Staff has notified the contractor, Container First Services (CFS) to terminate the contract and remove all the carts immediately following the last collection in June. She added that the City was notified and CVWMA will notify the residents as well in June. She stated that Staff and representatives of the City have a meeting scheduled after the Board meeting today to discuss the contract with the City of Petersburg.

Mr. D. Harrison (M-Petersburg) informed the Board that the City had asked the Robert Bob Group to look at each of the contracts, and has brought in Mr. William Howland, a retired Public Works Director from Washington, D.C., to help as well. He stated that the termination is not finalized yet. Mr. S. Chidsey (M-Hanover) suggested that if a notice of termination letter was written and sent in, it is considered finalized. Mrs. K. Hynes stated that the notice of termination will be further discussed.

Item No. 9: Operations and Program Statistics

Mrs. K. Hynes informed the Board that Staff sent a letter notifying eWaste Tech Systems, CVWMA's ewaste vendor, that they were in default of their contract. She stated that eWaste Tech has provided electronic waste collection and recycling services since July 2015; collecting computers, televisions and other electronics at events, pick up locations and school systems. Mrs. K. Hynes added that they have been doing great work, until the Authority recently learned that eWaste Tech has not properly handled the disposal of televisions and monitors. She stated that eWaste Tech's warehouse is filled with material, and since then the Authority has put them on notice that they can no longer collect anymore material until the warehouse is cleaned up due to a violation of the contract. Mrs. K. Hynes explained to the Board that the Authority tried working with Mr. Felipe Wright, President and CEO, and the issue is not being resolved.

Mrs. K. Hynes mentioned that the Authority is currently in an emergency contract basis until a new procurement is conducted. Staff has found three vendors; Securis, GEEP and a local recycling company 2nd Life to provide the services.

Mr. J. Howard (A-Chesterfield) stated that it is an unfavorable issue with eWaste Tech Systems, considering localities never had any issues with eWaste Tech. Mrs. K. Hynes stated that although they did a great job, what has transpired is against federal regulations.

Mr. J. Clary (A-Henrico) asked if there was a time frame on a new procurement for electronics waste. Mrs. K. Hynes replied that Staff is currently working on one. Mr. S. Chidsey (M-Hanover) mentioned that in the TAC meetings they had previously discussed having a contract with two options; one that included televisions, and one that did not. Mr. J. Howard (A-Chesterfield) stated that if the jurisdictions had their own electronics collection they would still need a vendor to dispose of the materials properly. Mrs. M. Phillips (M-Chesterfield) added that there is not an infrastructure for television demand.

Mrs. K. Hynes stated that Staff is working with Jim Snyder, CVWMA's attorney, concerning the electronics contract. She informed the Board that eWaste Tech gave CVWMA a \$25,000 cash bond and it will be used to defray the cost of the upcoming scheduled electronics events and pickups. She stated that any remainder can be used to help clean up some of the material stored in the warehouse.

Mr. R. Nolan reported that Staff prepared Memorandum Of Understandings with several vendors to collect and recycle ewaste in the meantime. He mentioned that the event on April 15th with the collection of household hazardous waste in Prince George was well attended. He added the following e-cycling events are coming up: April 22nd and Powhatan is also providing Tire Collection and Freon removal; April 29th Hanover will be collecting household hazardous waste, latex paint and will have a hard drive shredder. He added events in May include: May 6th City of Richmond and Henrico will host e-waste events with 2nd Life; May 13th in Henrico with 2nd Life and May 20th Chesterfield County with Securis including hard drive shredding. He added a new RFP is in process with several new provisions included.

Mr. R. Nolan stated that the March program statistics were available for the Board. He mentioned commodity prices continue to increase. Mr. R. Nolan reported for the month of March the pricing for mixed paper increased from \$90/ton to \$100/ton; the pricing for cardboard increased from \$145/ton to \$185/ton. In addition, he stated that because of the commodity increases the drop-off programs are receiving a co-mix rebate for the roll-off material of the maximum \$25/ton.

Item No. 10: Consideration of Resolution 17-10: Awarding the Contract for Textile Collecting and Recycling

Mr. R. Nolan reported that a Request for Proposals (RFP) was issued February 13, 2017 for Collecting and Recycling Textiles to include placing collection boxes at designated sites to collect used clothing and other items such as shoes and belts, servicing the boxes and recycling/reusing the collected materials. He mentioned that one proposal was received, opened and read March 17, 2017 at 2:00 p.m. by CVWMA staff and the proposal was reviewed with the Technical Advisory Committee. Mr. R. Nolan mentioned that the recommendation of the committee is the execution of an agreement with Goodwill of Central Virginia for the collecting and recycling of textiles. The term of the contract will be for an initial period of five years beginning on May 1, 2017 and ending April 30, 2022. The contract will also include an additional five-year renewal option.

A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that **Resolution 17-10** be approved, accepted, and filed as submitted.

Item No. 11: Consideration of Resolution 17-11: 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 County Waste LLC, formerly, Virginia Waste Services (VWS) dated December 14, 2012 is for a period beginning July 1, 2013 and ending June 30, 2023. This Contract provides for the hauling and disposal of Municipal Solid Waste (MSW) from the Chesterfield Northern and Southern Convenience Center locations. This will be the third addendum to this contract. The first addendum was to provide for an equipment operator only for the Northern and Southern Convenience Center locations of Chesterfield County and the second addendum was for a hauling price for a smaller 40 cy roll-off (overflow) container.

Mr. R. Nolan mentioned the third addendum will provide for an hourly rate for labor and equipment on Sundays for staging. He stated that the change is due to the Shoosmith landfill now being closed on Sundays and County Waste is no longer able to haul material for disposal on this very busy day for the Convenience Centers. He added that the amendment requests an additional rate be added to the Contract for moving and staging containers at the Northern and Southern Convenience sites on Sundays when the landfill is closed. The additional rate is \$89.00 per hour. The amendment also includes the purchase of additional trailers and containers for the staging at both locations to accommodate volume increase received on the weekends.

Mr. R. Nolan stated that CVWMA and Chesterfield County are working with County Waste on other alternatives that will afford efficiencies and cost savings to the County in the future. These additional adjustments will also be factored into a future addendum to the Contract and Amendments to the Service Agreement.

A motion was made by Mr. S. Zaremba (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that **Resolution 17-11** be approved, accepted, and filed as submitted.

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

Mr. R. Nolan reported that the TAC discussed Petersburg, eWaste Tech issues and the upcoming expiring contracts. He mentioned that Staff met with all four respondents to the debris monitoring RFP. Mr. R. Nolan added that disaster recovery vendors will be in on Monday, April 24th for interviews. These contracts will be awarded at the May Board meeting.

Mr. R. Nolan reported that Staff approved the feather banner design for the various convenience centers to promote the acceptance of the new commodities. He stated that the next TAC meeting is scheduled for May 4, 2017.

Item No. 13: Earth Day 2017

Mrs. K. Hynes reported that tomorrow April 22nd is Earth Day and Staff is busy with outreach programs and events throughout the region as well as promoting member jurisdiction collection events. Nancy Drumheller and Pam Cooper created a Recycling and Your Watershed Corn Hole game, which focuses on recycling, litter prevention, proper waste disposal, watersheds, and water quality. She added that it is applicable for all the member jurisdictions and is being used for Earth

Day events in Chesterfield, New Kent, Powhatan, and Richmond. Mrs. N. Drumheller will provide a complete recap of Earth Day and month activities at the next meeting.

Item No. 14: Public Information

Waste Reduction News

Mrs. K. Hynes, reported that the April 2017 Waste Reduction News electronic newsletter included: What are YOU doing for Earth Day? Special Collection Recycling Events Planned for April and May, National Prescription Drug Take Back Day, April 29, and Spring Cleaning. Mrs. K. Hynes added that the e-newsletter was distributed to 1,185 email subscribers.

Promotion and Outreach

Mrs. K. Hynes reported that Staff responded to 35 requests for the month, and of these requests, 30 were for presentations and three were for educational materials. In addition, Staff received two requests to for events. Staff estimates impacting over 1,570 people and distributed 5,105 educational materials.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. K. Hynes mentioned the website statistical data for the month of March: 20,023 unique visitors made 35,308 visits to 218,558 pages. Mrs. K. Hynes added that the top web pages viewed were: Homepage cvwma.com, Curbside Recycling –What to Recycle, Electronics, 2017 CVWMA Recycling Schedule (pdf). Event calendar had 1,241 views and the News feed had 623 items viewed.

Mrs. K. Hynes reported that Staff continues to see a lot of social media activity promoting new commodities, outreach events and locality events. Mrs. K. Hynes reported a total of 207 new subscribers signed up for the email reminder in the month of March, with total subscribers now at 27,475 as of March 31, 2017.

Item No. 15: Administrative

Mrs. K. Hynes reported that DEQ is accepting comments from solid waste planning units on proposed changes to the solid waste planning regulations. The proposal includes clarifications and formal inclusion of current practices. She stated that the comments are due back to the DEQ by April 28, 2017 and CVWMA is working with the TAC on a response.

Mrs. K. Hynes reminded the Board that she and Mr. R. Nolan will be attending the SWANA Conference the following week in Virginia Beach.

Mrs. K. Hynes reminded the Board the TAC meets on May 4th at 9:00am and the Executive Committee Meeting is on May 9th at 2:00pm. Mrs. K. Hynes mentioned that the board will be back in Richmond for the May 19th board meeting, and the Audit Committee is on May 24th at 1:00pm.

Old/New Business

With no further business to come before the Board, Chairman Lane opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:00 a.m. The motion was made by Mr. R. Whiteman (M-Henrico), seconded by Mr. S. Wyatt (M-Hanover) and carried that the April 21, 2017 Board of Directors' meeting be adjourned.



CERTIFICATE

I, J. Allen Lane, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the April 21, 2017 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 19, 2017. Given under my hand and seal of the CVWMA this 19th day of May 2017.

J. Allen Lane, 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. Mark Kukoski (M-Richmond), Treasurer, 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 2017-2018:

Chairman	J. Allen Lane (Henrico County)
Vice-Chairman	Marcia Phillips (Chesterfield County)
Treasurer	Mark Kukoski (City of Richmond)
Secretary	Patricia Paige (New Kent County)
Director	Ed Watson (City of Hopewell)

The elections will be held at the June 16, 2017, Board of Directors meeting, at which time, any Board member may make additional nominations.

The term of the elected officers will begin July 1, 2017.

CONSIDERATION OF RESOLUTION 17-12: AWARDING CONTRACTS FOR DISASTER RECOVERY SERVICES

A Request for Proposals (RFP) was issued February 10, 2017 for Disaster Recovery Services to include providing assistance such as debris removal during emergency events to participating local jurisdictions. Nine proposals were received from Ceres Environmental, Bergeron, DRC, Graham County Land Company, Coxwell Disaster Services, Custom Tree Disaster Response, D&J Enterprises, Arbor Masters Tree Service and AshBritt. The proposals were opened and read March 24, 2017. CVWMA staff reviewed the proposals with an Evaluation Committee comprised of representatives from several member localities. The selection committee interviewed Ceres Environmental, Ashbritt, Coxwell Disaster Services, Bergeron, and DRC. The recommendation of the selection committee is the execution of two agreements for Disaster Recovery Services; one with Ceres Environmental and the other with DRC. The term of the contracts will be for an initial period of five years beginning on or about June 1, 2017 and ending May 31, 2022. The contract will also include an additional five-year renewal option.

In the event of a disaster, natural or manmade, any Participating Local Jurisdiction will be able to select one of the Contractors, issue a 'Notice to Proceed' to activate the Contract and define the scope of the work they would like the Contractor to perform. Disaster Recovery Services include the initial 70-hour 'push' for emergency road clearing as well as the ongoing collection, reduction and disposal of eligible debris. Prior to events the Contractors will assist participating member jurisdictions with planning, identification of TDSRS (temporary debris staging and reduction sites) and disposal sites and training as requested. Post event activities include assistance with FEMA in the reimbursement process.

Attached is **Resolution 17-12** authorizing the Executive Director to execute a contract for Disaster Recovery Services with Ceres Environmental and DRC. Special Project Service Agreements will also be developed between CVWMA and member jurisdictions interested in these services.

Recommended Action: Approval of **Resolution 17-12**

Attachment

RESOLUTION 17-12

A resolution awarding contracts for Disaster Recovery Services between the Central Virginia Waste Management Authority and Ceres Environmental and DRC, Inc. and authorizing the Special Project Service Agreements with participating local jurisdictions for a five (5) year period commencing on June 1, 2017.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 7 of the May 2017 Board Agenda outlined the proposed Disaster Recovery Services between the Central Virginia Waste Management Authority and Ceres Environmental; and

WHEREAS, the report included as Staff Agenda Item No. 7 of the May 2017 Board Agenda outlined the proposed Disaster Recovery Services between the Central Virginia Waste Management Authority and DRC, Inc. and between Central Virginia Waste Management Authority and Ceres Environmental; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a contract for Disaster Recovery Services between the Central Virginia Waste Management Authority and DRC, Inc. and between Central Virginia Waste Management Authority and Ceres Environmental; 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 member localities as requested; and

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

Adopted this 19th of May, 2017

ATTEST: _____
J. Allen Lane, Chairman

CONSIDERATION OF RESOLUTION 17-13: AWARDING CONTRACTS FOR PROFESSIONAL DEBRIS MONITORING SERVICES

A Request for Proposals (RFP) was issued February 17, 2017 for Professional Debris Monitoring Services to include providing monitors, collecting data to assist participating local jurisdictions with audits of Disaster Recovery Services Contractor invoices and to facilitate FEMA reimbursements. Four proposals were received, opened and read March 24, 2017. CVWMA staff reviewed the proposals and conducted interviews with all the respondents. An Evaluation Committee comprised of representatives from several member localities evaluated the proposal and made recommendations. The recommendation of the Evaluation Committee is the execution of Contracts with Tetra Tech and Thompson Consulting for these services. The term of the Contracts will be for an initial period of five years beginning on or about June 1, 2017 and ending May 31, 2022. The contracts will also include an additional five-year renewal option. Two other proposals were received from Louis Berger and Witt Obrien's.

In the event of a disaster, natural or manmade, that requires the activation of the Disaster Recovery Services Contract, Tetra Tech and/or Thompson Consulting will provide debris monitoring services. They will certify trucks for hauling debris, prepare tickets (electronic or paper), advise on debris eligibility, monitor TDSRS (Temporary Debris Storage and Reduction Sites), assist with Right of Entry (ROE) programs, perform debris volume estimation services, and develop a database to include the necessary information to verify the invoices from the Disaster Recovery Contractor and facilitate FEMA reimbursements. Prior to events, these firms will assist participating member jurisdictions with their Disaster Management Plans, help identify TDSRS and disposal sites and conduct periodic training as requested. Post event activities include assistance with FEMA dispute resolution and any necessary appeals.

Attached is **Resolution 17-13** authorizing the Executive Director to execute a contract for Professional Debris Management Services. Special Project Service Agreements will also be developed between CVWMA and the local participating jurisdictions interested in these services.

Recommended Action: Approval of **Resolution 17-13**

Attachment

RESOLUTION 17-13

A resolution awarding contracts for Professional Debris Monitoring Services between the Central Virginia Waste Management Authority and Tetra Tech and Thompson Consulting and authorizing the Special Project Service Agreements with participating local jurisdictions for a five (5) year period commencing on June 1, 2017.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 8 of the May 2017 Board Agenda outlined the proposed Professional Debris Monitoring Services between the Central Virginia Waste Management Authority and Tetra Tech and between Central Virginia Waste Management Authority and Thompson Consulting.; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a contract for Professional Debris Monitoring Services between the Central Virginia Waste Management Authority and Tetra Tech and between Central Virginia Waste Management Authority and Thompson Consulting; 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 member localities as requested; and

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

Adopted this 19th of May, 2017

ATTEST: _____
J. Allen Lane, Chairman

CONSIDERATION OF RESOLUTION 17-14: AWARDING THE CONTRACT FOR PROPANE TANK COLLECTION AND RECYCLING SERVICES

A Request for Proposals (RFP) was issued March 19, 2017 for Propane Tank Collection and Recycling Services to include collecting the commonly used 20-pound propane tanks from designated collection sites as well as used 1 pound to 100-pound propane tanks. One proposal from Massey, Wood and West was received, opened and read on April 28, 2017 at 2:00 p.m.

CVWMA staff reviewed the Massey, Wood and West proposal with the members of the Technical Advisory Committee (TAC). The recommendation of the TAC is the execution of an agreement with Massey, Wood and West to continue providing Propane Tank Collection and Recycling Services. The term of the contract will be for an initial period of five years beginning July 1, 2017 and ending June 30, 2022. The proposed contract will also include an additional five-year renewal option.

Massey, Wood and West will continue to collect used 20-pound propane tanks and pay the Authority \$1.00 for those that are reusable. They will also continue to collect other size used propane tanks from 1-pound to 100-pound tanks at no charge.

Attached is **Resolution 17-14** authorizing the Executive Director to execute a contract for Propane Tank Collection and Recycling Services with Massey, Wood & West. Special Project Service Agreements will also be developed between CVWMA and member jurisdictions interested in these services.

Recommended Action: Approval of **Resolution 17-14**

Attachment

RESOLUTION 17-14

A resolution awarding a contract for Propane Tank Collection and Recycling Services between the Central Virginia Waste Management Authority and Massey, Wood and West and authorizing Special Project Service Agreements with participating local jurisdictions for a five (5) year period commencing on July 1, 2017.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 9 of the May 2017 Board Agenda outlined the proposed Propane Tank Collection and Recycling Services for the Central Virginia Waste Management Authority by Massey, Wood and West; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a contract for Propane Tank Collection Services between the Central Virginia Waste Management Authority and Massey, Wood and West; 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 member localities as requested.

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

Adopted this 19th of May, 2017

ATTEST: _____
J. Allen Lane, Chairman

FINANCIAL REPORTS FOR APRIL 2017

The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30, 2017. The CVWMA has a combined Net Income of \$102,393 year to date. The Net Income will decrease, as we incur additional expenses in the last two months of the fiscal year. The accounts receivable schedule reflects that all jurisdictions are current.

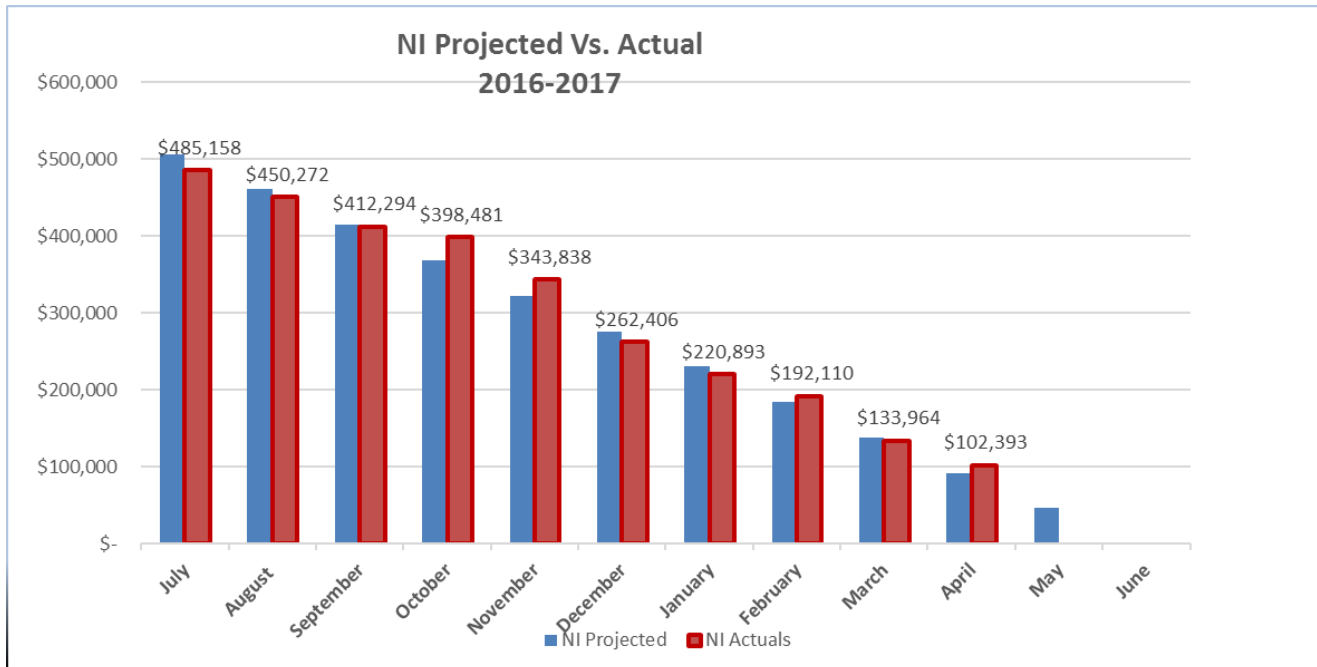
We have scheduled an audit committee meeting for May 24th at 1:00 to discuss preliminary audit planning for FY17 audit.

Recommended Action: Approval of the April 2017 Financial Reports

Attachments

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July - April 2017**

Summary - All Funds			
	Total Revenues	Total Expenses	NI Totals
General Operating Fund	\$ 567,381	480,480	\$ 86,901
Curbside Project Fund	6,948,572	6,974,761	\$ (26,189)
Drop-Off Project Fund	718,429	695,073	\$ 23,356
Municipal Solid Waste Fund	2,491,607	2,473,487	\$ 18,120
CFC/HCFC	24,790	24,790	\$ -
Special Waste Collections	176,192	176,192	\$ -
Waste Tire Fund	42,689	42,689	\$ -
Appliance and Scrap Metal Hauling	293,465	293,465	\$ -
Yard Waste Projects	433,784	433,784	\$ -
Waste Transfer & Disposal	<u>1,204,580</u>	<u>1,204,375</u>	<u>\$ 205</u>
Totals	<u>\$ 12,901,489</u>	<u>\$ 12,799,096</u>	<u>\$ 102,393</u>
	Month to date	Year to date	Budget
Capital Outlay	<u>\$ 36,149</u>	<u>\$ 36,149</u>	<u>\$ 35,000</u>



Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Budget and Actual
July - April 2017

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 552,522	\$ 552,520	\$ 2	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	2,082	14,859	15,240	(381)	-2.5%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	<u>2,082</u>	<u>567,381</u>	<u>567,760</u>	<u>(379)</u>	<u>-0.1%</u>
Expenses:					
Personnel services	30,592	323,667	389,290	65,623	16.9%
Fringe benefits	7,926	72,209	82,415	10,206	12.4%
Professional services	1,701	24,939	31,700	6,761	21.3%
Repairs and maintenance	46	751	2,925	2,174	74.3%
Advertising and promotions	269	2,020	1,250	(770)	-61.6%
Materials and supplies	102	2,891	5,500	2,609	47.4%
Other services and charges	1,124	11,682	21,260	9,578	45.1%
Leases	3,223	34,459	43,970	9,511	21.6%
Depreciation	978	7,862	7,500	(362)	-4.8%
Total Expenses	<u>45,961</u>	<u>480,480</u>	<u>585,810</u>	<u>105,330</u>	<u>18.0%</u>
Net Income	<u>\$ (43,879)</u>	<u>\$ 86,901</u>	<u>\$ (18,050)</u>	<u>\$ 104,951</u>	
Capital Outlay	<u>\$ 26,836</u>	<u>\$ 26,836</u>	<u>\$ 25,000</u>	<u>\$ (1,836)</u>	<u>-7.3%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2017

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	\$ 581,759	\$ 5,832,427	\$ 6,947,080	\$ 1,114,653	16.0%
Public Relations Assessment	17,462	175,600	214,000	38,400	17.9%
Customer Service Assessment	18,621	186,643	230,000	43,357	18.9%
96-gal Cart Revenue	11,996	131,729	96,480	(35,249)	-36.5%
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	72,075	605,523	700,000	94,477	13.5%
Interest on Investments	<u>932</u>	<u>6,650</u>	<u>6,820</u>	<u>170</u>	<u>2.5%</u>
Total Revenues	<u>702,845</u>	<u>6,948,572</u>	<u>8,204,380</u>	<u>1,255,808</u>	<u>15.3%</u>
Expenses:					
Personnel services	14,555	152,809	193,645	40,836	21.1%
Fringe benefits	3,574	44,250	55,260	11,010	19.9%
Professional services	2,038	23,163	27,540	4,377	15.9%
Repairs and maintenance	40	2,012	2,830	818	28.9%
Advertising and promotions	537	86,277	106,650	20,373	19.1%
Materials and supplies	231	2,650	3,950	1,300	32.9%
Other services and charges	3,418	64,159	66,635	2,476	3.7%
Leases	2,573	26,847	30,345	3,498	11.5%
Depreciation	809	5,759	8,600	2,841	33.0%
Contractual services	581,759	5,832,427	6,947,080	1,114,653	16.0%
96-gal Cart Expense	14,567	128,883	91,845	(37,038)	-40.3%
Material Sales Rebate	<u>72,089</u>	<u>605,525</u>	<u>700,000</u>	<u>94,475</u>	<u>13.5%</u>
Total Expenses	<u>696,190</u>	<u>6,974,761</u>	<u>8,234,380</u>	<u>1,259,619</u>	<u>15.3%</u>
Net Income	<u>\$ 6,655</u>	<u>\$ (26,189)</u>	<u>\$ (30,000)</u>	<u>\$ 3,811</u>	
Capital Outlay	<u>\$ 9,313</u>	<u>\$ 9,313</u>	<u>\$ 10,000</u>	<u>\$ 688</u>	<u>6.9%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2017

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	\$ 45,977	\$ 409,785	\$ 530,000	\$ 120,215	22.7%
Contract Admin Costs	\$ -	\$ -	\$ -	\$ -	0.0%
Materials Sales Rebate	34,200	308,644	135,000	(173,644)	-128.6%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>80,177</u>	<u>718,429</u>	<u>665,000</u>	<u>(53,429)</u>	<u>-8.0%</u>
Expenses:					
Personnel services	387	3,990	5,110	1,120	21.9%
Fringe benefits	132	1,358	1,515	157	10.4%
Professional services	14	735	1,460	725	49.7%
Repairs and maintenance	-	15	180	165	91.7%
Advertising and promotions	-	18,229	25,000	6,771	27.1%
Materials and supplies	-	106	170	64	37.6%
Other services and charges	35	371	480	109	22.7%
Leases	61	596	785	189	24.1%
Contractual services	45,977	409,785	530,000	120,215	22.7%
Materials sales rebate	<u>28,652</u>	<u>259,888</u>	<u>101,250</u>	<u>(158,638)</u>	<u>-156.7%</u>
Total Expenses	<u>75,258</u>	<u>695,073</u>	<u>665,950</u>	<u>(29,123)</u>	<u>-4.4%</u>
Net Income	<u>\$ 4,919</u>	<u>\$ 23,356</u>	<u>\$ (950)</u>	<u>\$ 24,306</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2017

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	\$ 248,546	\$ 2,445,738	\$ 2,862,000	\$ 416,262	14.5%
Customer Service Assessment	2,640	26,415	33,000	\$ 6,585	20.0%
Contract Admin Costs	-	16,700	-	\$ (16,700)	0.0%
Interest on Investments	386	2,754	2,825	\$ 71	2.5%
Total Revenues	<u>251,572</u>	<u>2,491,607</u>	<u>2,897,825</u>	<u>406,218</u>	<u>14.0%</u>
Expenses:					
Personnel services	1,224	12,610	16,310	3,700	22.7%
Fringe benefits	425	4,813	4,920	107	2.2%
Professional services	172	4,909	6,150	1,241	20.2%
Repairs and maintenance	7	434	1,165	731	62.7%
Advertising and promotions	-	127	1,000	873	99.0%
Materials and supplies	12	610	880	270	30.7%
Other services and charges	127	1,330	1,720	390	22.7%
Leases	242	2,080	2,680	600	22.4%
Depreciation	83	833	1,000	167	16.7%
Contractual Services	<u>248,546</u>	<u>2,445,741</u>	<u>2,862,000</u>	<u>416,259</u>	<u>14.5%</u>
Total Expenses	<u>250,838</u>	<u>2,473,487</u>	<u>2,897,825</u>	<u>424,338</u>	<u>14.6%</u>
Net Income	<u>\$ 734</u>	<u>\$ 18,120</u>	<u>\$ -</u>	<u>\$ 18,120</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2017

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	\$ 212,166	\$ 1,825,279	\$ 1,884,000	\$ 58,721	3.1%
Contract Admin Costs	-	\$ 200	\$ -	(200)	0.0%
Materials Sales Rebate	51,001	350,022	390,000	39,978	10.3%
Interest on Investments	-	-	-	-	0.0%
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Revenues	<u>263,167</u>	<u>2,175,501</u>	<u>2,274,000</u>	<u>98,499</u>	<u>4.3%</u>
Expenses:					
Personnel services	-	-	-	-	98.0%
Fringe benefits	-	-	-	-	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	-	-	1,000	1,000	0.0%
Materials and supplies	-	-	-	-	59.0%
Other services and charges	-	-	-	-	84.0%
Contractual services	212,166	1,825,273	1,884,000	58,727	90.0%
Materials sales rebate	51,001	350,022	390,000	39,978	10.3%
	<u>263,167</u>	<u>2,175,295</u>	<u>2,275,000</u>	<u>99,705</u>	<u>4.4%</u>
Net Income	<u>\$ -</u>	<u>\$ 206</u>	<u>\$ (1,000)</u>	<u>\$ 1,206</u>	

Central Virginia Waste Management Authority
Accounts Receivable
July – April 2017

Receivables 4/30/17	Total	Over 60 days	Current w/in 60 days
Department of General Services	\$ 3,843.52	\$ -	\$ 3,843.52
Ashland	0.00	-	0.00
Charles City	-	-	-
Chesterfield	289,542.94	-	289,542.94
Colonial Heights	54,471.83	-	54,471.83
Goochland	2,683.25	-	2,683.25
Hanover	32,729.83	-	32,729.83
Henrico	173,322.09	-	173,322.09
Hopewell	88,507.61	-	88,507.61
New Kent	21,948.39	-	21,948.39
Petersburg	123,176.37	-	123,176.37
Powhatan	22,010.94	-	22,010.94
Prince George	9,781.60	-	9,781.60
Richmond	171,070.34	0.00	171,070.34
Totals	\$ 993,088.71	\$ -	\$ 993,088.71

2017 BUDGETARY TRANSFERS REPORT

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 \$2,500 between categories in the 2017 budget. CVWMA has deemed no budgetary transfers are necessary for the 2017 fiscal year. Any transfers that do not meet the \$2,500 criteria will be presented and reviewed with the CVWMA Audit Committee at the completion of the 2017 audit.

CONSIDERATION OF RESOLUTION 17-15 REAFFIRMING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2017-2018

The CVWMA Board approved the 2017-2018 Operating Budget presented by staff at the regular meeting on December 16, 2016. **Resolution 17-09** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and the 2018 Operating Budget reflect a 3% salary increase for all employees effective July 1, 2017. This resolution calls for the Board to reaffirm the 3% salary increase at their regular meeting in May 2017. 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 now receives a rebate of at a minimum \$20/ton on the comingled material which has also increased net revenue in the Drop Off Fund. Therefore, the 3% wage increase budgeted for fiscal year 2017-18 is deemed sustainable.

Resolution 17-15, attached for consideration, will reaffirm and adopt the 3% salary increase as presented and approved in December 2016.

Recommended Action:

Approval of **Resolution: 17-15**

Attachment.

RESOLUTION 17-15

A resolution reaffirming and adopting the 3% salary increase included in the Pay and Classification Plan of the 2018 Operating Budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2017, and ending June 30, 2018, included as part of the 2017-2018 Operating Budget approved by the Board of Directors at the regular meeting on December 16, 2016, is hereby affirmed by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2017-2018 approved Pay and Classification Plan, and
2. That the Pay and Classification Plan includes an open range pay scale consisting of thirty-two grades, and
3. That the Pay and Classification Plan reflects a 3% 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 2017-2018, and
5. That this resolution shall be in full force and effect on and after the first day of July 2017, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 19th day of May 2017

Attest:

J. Allen Lane, Chairman