



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA**

MAY 20, 2016

**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 15, 2016 **3-11**
3. Chairman's Report
4. Nominating Committee Report **12**
5. Strategic Plan

STAFF AGENDA

ITEM NO.

6. Consideration of **Resolution 16-14**: Amending the 2016 Operating Budget **13-14**
7. Consideration of **Resolution 16-15**: Reaffirming the Pay and Classification Plan for Fiscal Year 2016-2017 **15-16**
8. Consideration of **Resolution 16-16**: Appropriating Funds for Education and Outreach Plan to introduce new commodities into the residential and drop-off recycling programs **17-19**
9. Residential Recycling Program Update
10. Municipal Solid Waste (MSW) Program
11. Operations and Program Statistics
12. Technical Advisory Committee Report
13. Earth Day Wrap Up and Public Information
14. Financial Reports for April 2016 **20-26**
15. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Audit Committee Meeting	Monday, May 23, 2016 – 9:00am
Technical Advisory Committee	Thursday, May 26, 2016 – 9:00am
Curbside Education Advisory Committee	Thursday, May 26, 2016 – 11:00am
Executive Committee	Monday, June 6, 2016 – 2:00pm
Board of Directors Meeting (Richmond)	Friday, June 17, 2016 – 9:00am

At any time during the meeting the Board may go into a closed session pursuant to Virginia Code Section 2.2-3712 for purposes of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice, as authorized under Virginia Code Section 2.2-3711 (A) (7).

MINUTES OF THE REGULAR MEETING OF APRIL 15, 2016

The minutes of the regular Board of Directors meeting held April 15, 2016, are presented for your consideration and approval.

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
APRIL 15, 2016
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
Bill Hamby, Jr. (M-Prince George), Vice-Chair
Mark Kukoski (M-Richmond), Treasurer
J. Allen Lane (M-Henrico), Secretary
Stephen Chidsey, (M-Hanover), Past Chair
Lee Sloppy (M-Ashland)
Marcia R. Phillips (M-Chesterfield)
Dwayne Jones (A-Goochland)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (A-Hopewell)
Patricia A. Paige (M-New Kent)
William Riggleman (A-Petersburg)
Johnny Melis (A-Powhatan)

Non-Voting:

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Terry Eckhout, Accounting and Financial Manager
Nancy Drumheller, Public Affairs Manager
Reginald D. Thompson, Operations Technician

MEMBERS/ALTERNATES NOT PRESENT

David Lloyd (M-Goochland), Director
Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Rachel Chieppa (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Sheryl D. Bailey (A-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Clay Bowles (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Scott A. Wyatt (M-Hanover)
Randy Hardman (A-Hanover)
Michael Flagg (A-Hanover)
Robert C. Whiteman (M-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Arthur D. Petrini (A-Henrico)
Edward Watson (M-Hopewell)
James H. Burrell (A-New Kent)
Daniel L. Harrison (M-Petersburg)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Dr. Emmanuel Adediran (M-Richmond)
Johnnie Allen (A-Richmond)
Lana Agostini (M-Richmond)

Guests:

With a quorum in attendance Chairman Robert C. Key (M-Chesterfield) called the meeting to order at 9:04 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of March 18, 2016

Chairman Key opened the floor for a motion to accept the minutes of the regular meeting of March 18, 2016 as submitted. A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mrs. M. Phillips (M-Chesterfield). Mrs. M. Kelley (M-Henrico), asked regarding item number 7, if all of the locality participants signed off on the increase in Curbside Recycling cost and furthermore, has it been discussed. Chairman Key stated that all locality Board and Council approvals are in progress. He explained that the four cent per household increase will be in the first year and by pushing the CPI increase localities will actually realize a savings over the long term of the contract.

Without further discussion, Chairman Key called for a vote to approve the minutes of the March 18, 2016 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting, which were approved unanimously.

Item No. 3: Chairman's Report

Chairman Key thanked Mr. S. Chidsey, Past Chair (M-Hanover), Mr. L. Sloppy (M-Ashland), and Mr. R. Whiteman (M-Henrico) for agreeing to serve on the Nominating Committee. For the slate of officers for the ensuing fiscal year, Chairman Key anticipates a number of interested parties and encouraged members to contact the Nominating Committee if interested in any of the positions. Mrs. K. Hynes 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. Mr. J. Clary (A-Henrico) asked if officers had to be "members," to which Mrs. K. Hynes responded yes.

Item No. 4: Treasurer's Report

Financial Reports for March 2016

Mr. M. Kukoski (M-Richmond), CVWMA Treasurer, deferred to Mrs. Terry Eckhout, Accounting and Financial Manager to present the financial report. 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, 2016. She added that CVWMA has a combined net income of \$105,034 year to date, which is sufficient for operations, public information and administration through the end of the fiscal year. Mrs. T. Eckhout stated that Staff will be evaluating and projecting revenues and expenses through the end of the fiscal year and will bring any necessary transfers to the Board in May.

Mrs. T. Eckhout mentioned that the extension of the audit contracted with Brown and Edwards has been completed. Mr. Kukoski asked if the cost for additional audit procedures associated with the new GASB pronouncements, are included in the budget, to which Mrs. K. Hynes responded affirmatively.

A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mr. B. Hamby Jr. (M-Prince George) and carried that the Treasurer's Report for March 2016 be approved, accepted, and filed as submitted.

Item No. 5: Strategic Planning Update

Chairman Key stated that much progress has been made, as well as an effort to get everyone's input on the strategic planning progress and will continue those efforts through the end of the process. Again, he expressed how he appreciated everyone's input and willingness to spend long hours working on the plan.

Mrs. K. Hynes, informed the Board that Staff is wrapping up the process. She explained to the Board that the handout at everyone's seat is a great synopsis of the plan. She noted that the handout includes the mission, vision and values that have been adopted. Mrs. K. Hynes stated that over the last couple of months Staff has been working on the goals, objectives and initiatives. She mentioned that the Executive Committee and Staff have met to brainstorm on initiatives to meet the objectives and goals that have been established. She added that what is left to do is to put the entire plan together, decide how many years is reasonable to accomplish the initiatives and revise the plan, and how to implement the plan. The next Executive Committee is May 9th, and the planning group will have the final draft of the plan at the May Board meeting for the Board's review. We will then come back to the Board to adopt the plan at the June Board meeting.

STAFF AGENDA

Item No. 6: 2015 Recycling Rate Report

Mr. Reggie Thompson, CVWMA Operations Technician, presented the calculation of the 2015 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.

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 (PRM) 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 4.40 pounds per person per day, slightly more than the previous year of 4.38 pounds.

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

Mr. R. Thompson reviewed the PRM and the tonnages recycled in 2015 compared to 2014. He mentioned that the drop in metal tonnage is due to one of the recycling processors that reported in the previous year's report, is not reporting this year. Mr. R. Thompson stated that paper along with yard and wood waste represent 81% of the tonnage in the principal recycling materials category.

Mr. R. Thompson stated that the DEQ allows material in the following categories to be used as credit tonnage; Source Reduction, Recycling Residue, Solid Waste Reused, and Non MSW Recycled. He added that this year, over 200,000 tons of Construction Demolition and Debris Tonnage (CD&D) were reported, which resulted in the full 5% credit added to the base rate.

Mr. R. Thompson reported that the recycling rate including the base rate (53.8%) plus the credit tonnage percentage (5%) results in a total recycling rate for the region of 58.8%. In conclusion, he indicated that the 2015 recycling rate of 58.8% is slightly higher than the 2014 rate of 57.7%, due to the increase of the extra credit tonnage. Chairman Key asked Mr. R. Thompson to review what is included in the credit tonnage, and Mr. R. Thompson stated that the credit tonnage the Authority received was all CD&D.

Mr. M. Kukoski (M-Richmond) asked that under the PRM of a half a million tons of recycling, how much is curbside. Mrs. K. Hynes stated that curbside is about 36,000 tons and combined with drop-off is about 42,000 tons. She added that the bulk PRM is heavy items such as yard waste, scrap metal and paper from multiple sources. Chairman Key asked if Staff is looking at an ongoing increase. Mr. R. Thompson stated that there will likely be an increase in the PRM next year. Mrs. M. Kelley asked if the participation rate is higher this year. Mr. R. Thompson stated that they eliminated those that never responded, as well as some vendors that went out of business. Mrs. M. Kelley asked if some organizations are not forced to report, and are our vendors required to report. Mrs. K. Hynes said that the DEQ does not require recycling processors to report, however, the Authority requires all vendors to report via contract.

Item No. 7: Residential Recycling Program

Mr. Richard Nolan, CVWMA Director of Operations, reported that fiscal year to date, the Authority is up 2,260 tons collected from the previous year. He also added that the total tonnage collected in March 2016 was 3,353 tons compared to 3,183 tons in 2015. Mr. R. Nolan reported misses have come up with TFC due to turnover with drivers which has impacted services.

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

Mr. Reginald Thompson, CVWMA Operations Technician, reported that the amount of misses were normal for the month of March. He added that 10 misses were reported in the Town of Ashland, and 58 misses were reported in Chesterfield for County Waste. He mentioned that unfortunately, the misses were up a little for CFS with 53 recorded misses in Colonial Heights, 107 in Hopewell, and 95 in Petersburg. Mr. Thompson stated that CFS has had some more truck issues and spills over the past month. Mr. R. Thompson stated that Mr. R. Nolan and Mrs. K. Hynes met with CFS and the

City of Colonial Heights on those issues. Mrs. K. Hynes informed the Board that Staff is working with CFS and Colonial Heights, and in light of recent events will be looking to add language in contracts regarding spill cleanup procedures. Staff is also requesting copies of ordinances and or policies from jurisdictions regarding storm water compliance and proper cleanup procedures.

Item No. 9: Operations and Program Statistics

Mr. R. Nolan referred the Board to the March program statistics. He mentioned that the price for steel and used oil was flat. Mr. R. Nolan stated that the pricing for steel was \$80/ton in March and is going to \$125/ton in April. Mr. Nolan also reported that OCC pricing is still \$80/ton and mixed paper pricing is \$40.50 and has remained flat. He added that program revenue is down despite volume increase in material collected as a result of commodity prices. Mr. Nolan added that there are several upcoming e-cycling events scheduled for every Saturday in April. He also added that there will be two HHW Collection events on April 16th in Prince George, along with e-cycling at the Twin Hickory Library in Henrico. Powhatan is hosting a tire amnesty day and Hanover is having an e-cycling and HHW collection event on April 30th.

Item No. 10: Technical Advisory Committee (TAC) Report

Mr. R. Nolan reported that during the March meeting, the committee discussed the adding of plastics and cartons to the residential and drop off recycling programs and the educational piece as well. Also the TAC discussed a regional Disaster Relief seminar on June 3rd, for a half a day in Henrico County. DRC is sponsoring the event, including lunch. The event will include a scenario based debris management preparedness seminar.

Mr. R. Nolan also discussed spills from hydraulic and motor oil, and how vendors need to respond, and getting the responses required incorporated in the various contracts with the Authority. He mentioned that at this time, Staff can only penalize if the contractor doesn't respond. Therefore, the Staff will be including language in future contracts ensuring Contractors are proactive in preparing for leaks and spills and to provide guidance on cleaning procedures. Mr. M. Kukoski (M-Richmond) asked if the MS-4 applies to trucks breaking down and leaking fuel or oil? Mr. R. Nolan replied that it does, however each jurisdiction has different rules and polices. Mr. M. Kukoski asked if there is a specific quantity, and does that include small leaks? Mrs. K. Hynes stated that as long as small leaks are cleaned up properly, then it does not need to be reported to the DEQ. Mr. S. Chidsey (M-Hanover) stated that more than 25 gallons must be reported to the DEQ as well as calling the national hotline. Mr. J. Clary (A-Henrico) stated that anything that effects the MS-4, needs to be reported. Mr. J. Melis (A-Powhatan) stated that technically anything that can create an issue with the waterway needs to be reported to the County. Mr. R. Nolan stated that in Colonial Heights, anything at a dimension of 10x10 or larger needs to be reported.

Item No. 11: Earth Day and Public Information

Earth Day 2016

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, reported that Staff has been busy with preparations for Earth Day which includes presentations, events, educational resources and feature website page and social media components. She mentioned that several localities are offering special events. Staff has these events listed on the CVWMA website and provided promotion on CVWMA's social media sites on a regular basis. Mrs. N. Drumheller stated that a complete recap of all that was done for Earth Day will be presented by staff at the May Board of Directors meeting. Chairman Key

asked if Earth Day is being celebrated on April 23rd or April 22nd. Mrs. N. Drumheller stated that the actual date is April 22nd each year.

Waste Reduction News

Mrs. N. Drumheller reported that the April electronic newsletter included articles on: What are YOU doing for Earth Day? Special Electronics Recycling Collections Planned for April and May, National Prescription Drug Take Back Day and Spring Cleaning? She added that the newsletter was distributed electronically to 1,152 email subscribers. Mrs. N. Drumheller added that monthly statistics show that the open click rate of 28.3 % is still above industry standard of 21.2%.

Promotion and Outreach

Mrs. N. Drumheller mentioned that R3, CVWMA's mascot, was at the VA529 Kids Run on Saturday, April 9 and Staff was able to get wonderful pictures that have been heavily shared on social media. She added that R3 was included in a picture collage shared by Sportsbackers on Instagram that included the Governor of Virginia, Nutzy the Flying Squirrel mascot and Rodney the VCU Ram mascot. This type of free marketing is priceless.

Mrs. N. Drumheller reported that Staff responded to 45 requests for the month of March, and of these requests, 37 were for presentations and eight were for educational materials. Staff presented at two Career Days and a City of Richmond MPACT meeting and City Council member constituent's meetings. Mrs. N. Drumheller estimated impacting 2,399 people and the distribution of 8,874 educational materials.

Mrs. N. Drumheller stated that CVWMA is looking to be participant in a few of the planned festivities as City of Hopewell celebrates 100 years! Thank you to Herbert Bragg, Director, Intergovernmental and Public Affairs for City of Hopewell and Mrs. Monique Robertson (A-Hopewell) for assistance with connecting Staff to the right contact person for inclusion in some events.

National Prescription Drug Take Back Day, April 30

Mrs. N. Drumheller mentioned that many of the Authority's member locality law enforcement departments are hosting Prescription Drug Take Back take events on Saturday, April 30.

Virginia Recycling Association (VRA) Conference

Mrs. N. Drumheller added that Staff will be attending the VRA conference this year in May. Mrs. N. Drumheller will be providing litter and recycling session with Clara Mills, Litter and Recycling Program Manager, Spotsylvania County and Gloria Puffinburger, Litter and Recycling Program Manager for Frederick County. She noted that Ms. Mills, Ms. Puffinburger and Mrs. N. Drumheller have created a new education resource that they plan to unveil at the conference session. Staff will also share this new resource with the members of the Curbside Education Advisory Committee on May 26, 2016. Please note that the Virginia Council for Litter Prevention and Recycling (VCLPR) will be having a meeting during the VRA conference on May 10, 2016 in Roanoke, Virginia.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. N. Drumheller reported statistical data for the month of March, that showed 10,910 unique visitors, on 20,444 pages, and the top pages viewed after the homepage included: Electronics, Curbside Collection Schedule page, and 5,427 newsfeed views.

In addition, Mrs. N. Drumheller mentioned that Staff added 15 new “pins” (resources) to existing “boards” on the CVWMA Top “pins” visited include Educational Resources (354), Recycled St. Patrick’s Day (300), Recycled Christmas (289), and Waste Factoids (221), along with 3,045 impressions.

Mrs. N. Drumheller mentioned that a total of 310 subscribers signed up for the email reminder in the month of March, with total subscribers now at 24,869 as of March 31, 2016.

Curbside Education Advisory Committee

Save the Date! Mrs. N. Drumheller reminded the Board that the Curbside Education Advisory Committee/Education Workshop, will be held on Thursday, May 26, 2016 from 11 am- 3 pm.

Item No. 13: Administrative

Mrs. K. Hynes recognized and congratulated Mr. Bill Hamby, Jr. (M-Prince George), on his retirement from Prince George County. She also recognized the two newly appointed members on the Board: Mr. Daniel Harrison (M-Petersburg) and Dr. Emmanuel Adediran (M-Richmond). She mentioned a new part time employee in the call center, Gray Barbour.

Mrs. K. Hynes stated that Staff is working on introducing the other #3 through #7 plastics and cartons into the program and working on the contract amendments, service agreement amendments as well as the education outreach plan. Staff hoping to work with the Recycling Partnership on getting the messaging out, and are currently looking into the cost. Mrs. K. Hynes stated that Staff plans on coming back next month with, a request to allocate funds.

Mrs. K. Hynes mentioned that next month Staff will be analyzing revenues and expenses, doing some projections through the end of the year and coming back next month with any necessary budgetary transfers. She mentioned the Board will need to appropriate the funds for the strategic planning process, as well as the 25th Anniversary. She also mentioned the Board will also consider an affirmation for the salaries and wage increase included in the 2017 Budget.

Finally, Mrs. K. Hynes presented some pictures and information on the trip to Israel.

Old/New Business

With no further business to come before the Board, Chairman Key opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:05 a.m. The motion was made by Mr. B. Hamby Jr. (M-Prince George), seconded by Mr. M. Kukoski (M-Richmond) and carried that the April 15, 2016 Board of Directors’ meeting be adjourned.



CERTIFICATE

I, Robert C. Key, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the April 15, 2016 regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA

Board meeting held at 9:00 a.m., May 20, 2016. Given under my hand and seal of the CVWMA this 20th day of May 2016.

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 2016-2017:

Chairman	Allen Lane (County of Henrico)
Vice-Chairman	Marcia Phillips (County of Chesterfield)
Treasurer	Mark Kukoski (City of Richmond)
Secretary	David Lloyd (County of Goochland)
Director	To Be Determined

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

The term of the elected officers will begin July 1, 2016.

CONSIDERATION OF RESOLUTION 16-14: AMENDING THE 2016 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 \$2,500 between categories in the 2016 budget. Staff is requesting the following transfers and appropriations:

General Operating Fund Transfers:

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

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

General Fund and Curbside Project Fund Transfers:

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

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

Resolution 16-14, attached for consideration, will amend the 2016-2017 General Operating and Curbside Project Fund Budgets.

Recommended Action:

Approval of **Resolution 16-14**

Attachment

RESOLUTION 16-14

A resolution to amend the CVWMA 2016 Operating Budget for the fiscal year beginning July 1, 2015, and ending on June 30, 2016, so as to transfer funds sufficient for the remainder of the fiscal year.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budgets designated as the CVWMA General Operating and Curbside Project Fund Budgets for the fiscal year beginning July 1, 2015, and ending on June 30, 2016, are hereby amended as follows:

<u>Account</u>	<u>2015-2016 Approved Budget</u>	<u>Amendment</u>	<u>2015-2016 Revised Budget</u>
GENERAL OPERATING FUND			
<i>Revenue:</i>			
Sponsorships and Grants Revenue	\$ 0	\$ 14,500	\$ 14,500
<i>Expenses:</i>			
Special Project Support	\$ 500	\$ 10,000	\$ 10,500
Other/Miscellaneous	1,500	17,500	19,000
Promo & Education	3,500	(3,000)	500
Audit Fees	9,500	3,100	12,600
Computer Support	7,500	2,000	9,500
Contingencies	3,825	(3,825)	0
Depreciation	6,725	(1,275)	5,500
Net Appropriation General Operating Fund		10,000	

CURBSIDE PROJECT FUND

<i>Expenses:</i>			
Audit Fees	\$ 6,600	\$ 1,900	\$ 8,500
Computer Support	12,000	3,900	15,900
Health Insurance	30,950	(4,600)	26,350
Telephone	12,200	(1,200)	11,000
Net Appropriation Curbside Project Fund		-0-	

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

Adopted this 20th day of May 2016

Attest: _____
Robert C. Key, Chairman

CONSIDERATION OF RESOLUTION 16-15 REAFFIRMING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2016-2017

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

Resolution 16-15, attached for consideration, will reaffirm and adopt the 2.5% salary increase as presented and approved in December 2015.

Recommended Action:

Approval of **Resolution: 16-15**

Attachment.

RESOLUTION 16-15

A resolution reaffirming and adopting the 2.5% salary increase included in the Pay and Classification Plan of the 2017 Operating Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2016, and ending June 30, 2017, included as part of the 2016-2017 Operating Budget approved by the Board of Directors at the regular meeting on December 11, 2015, is hereby affirmed by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2016-2017 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, 2016 and ending June 31, 2017, and
3. That the Pay and Classification Plan reflects a 2.5% 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 2016-2017, and
5. That this resolution shall be in full force and effect on and after the first day of July 2016, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 20th day of May 2016

Attest:

Robert C. Key, Chairman

CONSIDERATION OF RESOLUTION 16-16: APPROPRIATING FUNDS FOR EDUCATION AND OUTREACH PLAN TO INTRODUCE NEW COMMODITIES INTO THE RESIDENTIAL AND DROP-OFF RECYCLING PROGRAMS

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

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

A communication plan is expected to include direct communications to residents, away from home communication and online communication. The campaign will include soliciting the assistance of experts in the field of recycling, education and communication to design the creative, the artwork and develop a campaign addressing the new materials accepted. CVWMA will implement the campaign utilizing locality professionals and in-house personnel and already established mediums of communication. In addition, CVWMA plans to re-paint and decal the Drop-Off recycling containers with the new information as well as develop some signage localities can use to inform residents of the “new” and “improved” program when they visit drop-off locations.

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

After research, staff estimates costs items and non-cost items to implement a communication and education plan as follows:

Creative, design and artwork creation	\$20,000
Drop-Off Decals Printing (Roll-off & FEL – total 811)	\$9,000
Additional Signage @ Drop-Off Locations	\$1,500
Utility Bill Stuffer (based on 240,000)	\$8,400
Brochure (piece to handout at events, meetings, etc)	\$2,000
Bus Signs (35 buses – Rich, Hen, Ches and Tri-Cities)	\$4,500
Other materials (magnets, giveaways, popup banner)	\$4,600
Website (FAQs); PR, headers	Inc
Annual Collection Schedule	Inc
Social Media – FB (5,974 followers), Twitter (902), Pinterest (1,700 per month), Instagram (210 followers)	Inc
Email Reminder (~26,000 emails)	Inc

Events, Presentations, Schools, Civic Groups	Inc
Newsletter Articles; CVWMA monthly newsletter	Inc
Meetings with local PR officials	Inc
New Journey Through the MRF Video	Inc
Other Materials as current supply is exhausted	<u>Inc</u>
Total	\$50,000

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

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

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

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

Attachment.

RESOLUTION 16-16

A resolution to amend the CVWMA 2017 Operating Budget for the fiscal year beginning July 1, 2016, and ending on June 30, 2017, so as to appropriate funds to being implementation of a communication and education plan to expand the Curbside and Drop-Off Recycling programs to add materials available for recycling.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

2. That the budgets designated as the CVWMA Curbside Project Fund and Drop-Off Project Fund for the fiscal year beginning July 1, 2016, and ending on June 30, 2017, are hereby amended as follows:

<u>Account</u>	<u>2016-2017 Approved Budget</u>	<u>Amendment</u>	<u>2016-2017 Revised Budget</u>
CURBSIDE PROJECT FUND			
Promotion & Education	40,000	12,500	52,500
Net Appropriation Curbside Project Fund		12,500	
DROP-OFF PROJECT FUND			
Promotion & Education	5,000	12,500	17,500
Net Appropriation Curbside Project Fund		12,500	

3. That this Appropriation Resolution shall be in full force and effect July 1, 2016.

Adopted this 20th day of May 2016

Attest: _____
Robert C. Key, Chairman

FINANCIAL REPORTS FOR APRIL 2016

The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30, 2016. The CVWMA has a combined Net Income of about \$71,500 year to date. The Audit Committee will meet with the audit firm, Brown & Edwards (B&E) on Monday, May 23 at 9:00am. B&E will also be spending the day planning and beginning the audit of the 2016 financials.

Recommended Action: Approval of the April 2016 Financial Report

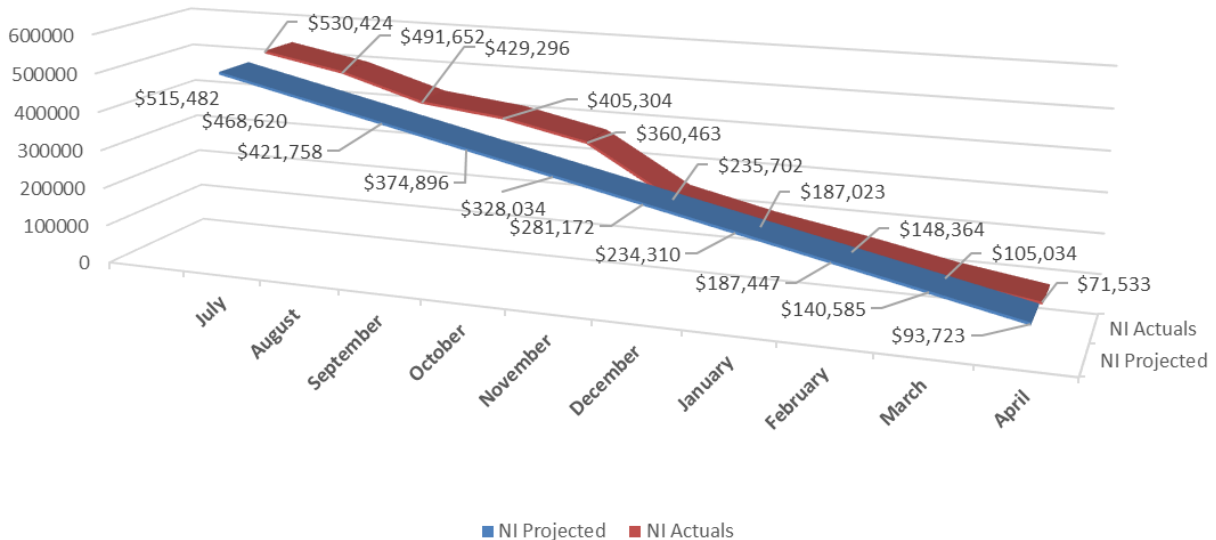
Attachments

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

Summary - All Funds

	Total Revenues	Total Expenses	Fiscal Budget	NI Totals
General Operating Fund	\$ 577,757	489,814	\$ (18,740)	\$ 87,943
Curbside Project Fund	6,743,176	6,780,140	-	(36,964)
Drop-Off Project Fund	581,287	558,875	19,740	22,412
Municipal Solid Waste Fund	2,427,161	2,429,912	-	(2,751)
CFC/HCFC	18,130	17,780	-	350
Special Waste Collections	188,818	189,379	(1,000)	(561)
Waste Tire Fund	39,075	39,075	-	-
Appliance and Scrap Metal Hauling	174,229	174,229	-	-
Yard Waste Projects	193,429	193,429	-	-
Waste Transfer & Disposal	<u>984,651</u>	<u>983,547</u>	<u>-</u>	<u>1,104</u>
Totals	<u>\$ 11,927,713</u>	<u>\$ 11,856,180</u>	<u>\$ -</u>	<u>\$ 71,533</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>

**NI Projected Vs. Actual
2015-2016**



**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Budget and Actual
July - April 2016**

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	-	\$ 548,282	\$ 548,280	\$ 2	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	186	14,975	14,065	910	6.5%
Sponsorships and Grants	-	14,500	-	14,500	0.0%
Total Revenues	<u>186</u>	<u>577,757</u>	<u>562,345</u>	<u>15,412</u>	<u>2.7%</u>
Expenses:					
Personnel services	30,204	313,969	383,750	69,781	18.2%
Fringe benefits	12,111	68,802	94,125	25,323	26.9%
Professional services	2,398	39,634	28,525	(11,109)	-38.9%
Repairs and maintenance	42	715	3,125	2,410	77.1%
Advertising and promotions	64	1,912	3,750	1,838	49.0%
Materials and supplies	389	3,678	5,750	2,072	36.0%
Other services and charges	(301)	26,967	13,700	(13,267)	-96.8%
Leases	2,875	31,650	37,810	6,160	16.3%
Depreciation	167	2,487	6,725	4,238	63.0%
Contingencies & Reserves	-	-	3,825	3,825	100.0%
Total Expenses	<u>47,949</u>	<u>489,814</u>	<u>581,085</u>	<u>91,271</u>	<u>15.7%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (47,763)</u>	<u>\$ 87,943</u>	<u>\$ (18,740)</u>	<u>\$ 106,683</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2016

Curbside Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 571,169	\$ 5,667,332	\$ 6,300,000	\$ 632,668	10.0%
Public Relations Assessment	17,221	173,050	217,000	43,950	20.3%
Customer Service Assessment	18,315	184,212	234,000	49,788	21.3%
96-gal Cart Revenue	10,167	106,582	84,780	(21,802)	-25.7%
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	62,004	602,000	600,000	(2,000)	-0.3%
Interest on Investments	-	-	3,375	3,375	100.0%
Total Revenues	<u>678,876</u>	<u>6,743,176</u>	<u>7,449,155</u>	<u>705,979</u>	<u>9.5%</u>
Expenses:					
Personnel services	15,919	167,198	191,350	24,152	12.6%
Fringe benefits	986	52,756	62,850	10,094	16.1%
Professional services	1,122	26,872	25,700	(1,172)	-4.6%
Repairs and maintenance	229	5,270	2,550	(2,720)	-106.7%
Advertising and promotions	6,407	59,958	75,280	15,322	20.4%
Materials and supplies	307	3,057	3,775	718	19.0%
Other services and charges	1,239	60,583	66,400	5,817	8.8%
Leases	2,825	27,253	32,700	5,447	16.7%
Depreciation	711	7,106	7,800	694	8.9%
Contractual services	571,169	5,667,346	6,300,000	632,654	10.0%
96-gal Cart Expense	8,633	100,741	80,750	(19,991)	-24.8%
Material Sales Rebate	<u>62,004</u>	<u>602,000</u>	<u>600,000</u>	<u>(2,000)</u>	-0.3%
Total Expenses	<u>671,551</u>	<u>6,780,140</u>	<u>7,449,155</u>	<u>669,015</u>	<u>9.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 7,325</u>	<u>\$ (36,964)</u>	<u>\$ -</u>	<u>\$ 36,964</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2016**

Drop Off Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 45,230	\$ 415,387	\$ 540,000	\$ 124,613	23.1%
Materials Sales Rebate	17,280	165,900	120,000	(45,900)	-38.3%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>62,510</u>	<u>581,287</u>	<u>660,000</u>	<u>78,713</u>	<u>11.9%</u>
Expenses:					
Personnel services	401	4,292	4,975	683	13.7%
Fringe benefits	(8)	1,227	1,690	463	27.4%
Professional services	25	817	1,040	223	21.4%
Repairs and maintenance	4	69	165	96	58.2%
Advertising and promotions	-	-	1,000	1,000	100.0%
Materials and supplies	32	226	155	(71)	-45.8%
Other services and charges	20	328	480	152	31.7%
Leases	59	570	755	185	24.5%
Contractual services	45,230	415,387	540,000	124,613	23.1%
Materials sales rebate	<u>10,080</u>	<u>135,959</u>	<u>90,000</u>	<u>(45,959)</u>	<u>-51.1%</u>
Total Expenses	<u>55,843</u>	<u>558,875</u>	<u>640,260</u>	<u>81,385</u>	<u>12.7%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 6,667</u>	<u>\$ 22,412</u>	<u>\$ 19,740</u>	<u>\$ (2,672)</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2016**

Municipal Solid Waste Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 250,540	\$ 2,401,259	\$ 2,614,000	\$ 212,741	8.1%
Customer Service Assessment	325	21,802	30,600	\$ 8,798	28.8%
Contract Admin Costs	1,580	4,100	-	\$ (4,100)	0.0%
Interest on Investments	<u>-</u>	<u>-</u>	<u>3,560</u>	<u>\$ 3,560</u>	<u>100.0%</u>
Total Revenues	<u>252,445</u>	<u>2,427,161</u>	<u>2,648,160</u>	<u>220,999</u>	<u>8.3%</u>
Expenses:					
Personnel services	1,192	12,761	14,770	2,009	13.6%
Fringe benefits	181	4,413	5,015	602	12.0%
Professional services	217	5,692	5,900	208	3.5%
Repairs and maintenance	26	1,185	1,210	25	2.1%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	71	724	1,020	296	29.0%
Other services and charges	60	1,330	1,955	625	32.0%
Leases	176	1,706	2,290	584	25.5%
Depreciation	83	833	1,000	167	16.7%
Contractual Services	<u>250,540</u>	<u>2,401,268</u>	<u>2,614,000</u>	<u>212,732</u>	<u>8.1%</u>
Total Expenses	<u>252,546</u>	<u>2,429,912</u>	<u>2,648,160</u>	<u>218,248</u>	<u>8.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (101)</u>	<u>\$ (2,751)</u>	<u>\$ -</u>	<u>\$ 2,751</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2016

Other Special Projects					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 181,366	\$ 1,353,069	\$ 1,987,000	\$ 633,931	31.9%
Contract Admin Costs	-	\$ 1,100	\$ -	(1,100)	0.0%
Materials Sales Rebate	26,867	244,166	225,000	(19,166)	-8.5%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>208,233</u>	<u>1,598,335</u>	<u>2,212,000</u>	<u>613,665</u>	<u>27.7%</u>
Expenses:					
Personnel services	-	-	-	-	98.0%
Fringe benefits	-	-	-	-	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	-	225	1,000	775	0.0%
Materials and supplies	-	-	-	-	59.0%
Other services and charges	-	-	-	-	84.0%
Contractual services	181,345	1,353,401	1,987,000	633,599	90.0%
Materials sales rebate	<u>26,517</u>	<u>243,816</u>	<u>225,000</u>	<u>(18,816)</u>	<u>-8.4%</u>
Total Expenses	<u>207,862</u>	<u>1,597,442</u>	<u>2,213,000</u>	<u>615,558</u>	<u>27.8%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 371</u>	<u>\$ 893</u>	<u>\$ (1,000)</u>	<u>\$ (1,893)</u>	