



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

MAY 16, 2014

**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, 2014 **3-11**
3. Chairman's Report
4. Nominating Committee Report **12**

STAFF AGENDA

ITEM NO.

5. Consideration of **Resolution 14-18**: Amending the 2014 Operating Budget **13-14**
6. Consideration of **Resolution 14-19** and **Resolution 14-20**: Reaffirming, Adopting and Amending the Pay and Classification Plan for Fiscal Year 2014-2015 **15-18**
7. Curbside Recycling Program
8. Municipal Solid Waste (MSW) Program
9. Operations and Program Statistics
10. Technical Advisory Committee
11. Public Information
12. Financial Reports for April 2014 **19-26**
13. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Audit Committee Meeting	Wednesday, June 4, 2014 - 11:00am
Technical Advisory Committee	Thursday, June 5, 2014 - 9:00am
Executive Committee	Monday, June 10, 2014 - 2:00pm
Board of Directors Meeting (Richmond)	Friday, June 20, 2014 - 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 11, 2014

The minutes of the regular Board of Directors meeting held April 11, 2014, are presented for your consideration and approval.

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
APRIL 11, 2014
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Steve Chidsey, (M-Hanover), Chair
Robert C. Key (M-Chesterfield), Vice-Chair
Bill Hamby, Jr. (M-Prince George), Secretary
James A. Jackson (M-Richmond), Director
Matthew Rowe (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Marcia R. Phillips (M-Chesterfield)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (M-New Kent)
Steven Hicks (M-Petersburg)
Christopher Rapp (A-Powhatan)

Non-Voting:

Staff:

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

MEMBERS/ALTERNATES NOT PRESENT

Robert C. Whiteman (M-Henrico), Treasurer
Mark Kukoski (M-Richmond), Past Chair
Lee Sloppy (M-Ashland)
Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Sheryl D. Bailey (A-Chesterfield)
Charles E. Dane (A-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
David Lloyd (A-Goochland)
Wayne Hazzard (M-Hanover)
Michael Flagg (A-Hanover)
J. Allen Lane (M-Henrico)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Edward Watson (M-Hopewell)
David Bednarczyk (A-New Kent)
William Riggleman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Lana Agostini (M-Richmond)
Johnnie Allen (A-Richmond)
Kevin A. White (A-Richmond)

Guests

With a quorum in attendance Chairman S. Chidsey (M-Hanover) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Chidsey opened the floor to receive public comment. With no requests from the public to address the Board, Chairman Chidsey closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of March 21, 2014

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. J. Clary (A-Henrico) and carried that the minutes of the March 21, 2014 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Chidsey appointed the Nominating Committee. Mr. M. Kukoski, Past Chair (M-Richmond) will serve as Chair of the Nominating Committee and Mrs. L. Dunn (M-Goochland) and Mr. A. Lane (M-Henrico) will also serve as members. Mrs. K. Hynes, CVWMA Executive Director reminded the Board that the Nominating Committee will recommend a slate of officers for the ensuing fiscal year at the May Board of Director's meeting and the election will be held in June.

Item No. 4: Treasurer's Report

Financial Reports for March 2013

Mr. M. Rene, Finance and Administrative Officer, presented the Treasurer's Report on behalf of Mr. R. Whiteman (M-Henrico), CVWMA Treasurer. He directed the Board's attention to pages 14-21 of the agenda package, which displayed the Financial Reports for March and year to date as of March 31, 2014. Mr. Rene reported that CVWMA has recorded over \$10 million in revenues and \$9.8 million in expenses, resulting in year to date net income of just over \$153,000. 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 and the CVWMA is on target to break even at the end of the fiscal year.

Chairman Chidsey then opened the floor for a motion to accept and file the Treasurer's Report for March 2014 as submitted. A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mrs. M. R. Phillips (M-Chesterfield), and carried that the Treasurer's Report for March 2014 be approved, accepted, and filed as submitted.

STAFF AGENDA

Item No. 5: 2013 Recycling Rate Report

Mr. R. D. Thompson, Operations Assistant, presented the calculation of the 2013 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. 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. Thompson reported that CVWMA surveyed 45 processors and received responses from 34 for a 75% response rate. This includes 3 new processors.

Mr. Thompson explained the calculation. The base rate is calculated by dividing the principal recyclable material by the municipal solid waste (MSW) generated in the region. 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 lowest waste generation rate since the 1980's.

The adjusted recycling rate is calculated by adding the credit tonnage to the base formula (recycling and MSW figures) however cannot exceed the base rate by more than 5 percentage points.

Mr. Thompson reviewed the Principal Recyclable Materials and the tonnages recycled in 2013 compared to 2012. Paper along with yard and wood waste represent 85% of the volume of recycling. The credit tonnage for this year consists of construction, demolition and debris waste reported in the category Solid Waste Reused.

Mr. Thompson reported that the recycling rate including the base rate (55.4%) plus the credit tonnage percentage (3%) results in a total recycling rate for the region of 58.4%. He indicated the report will be sent to the DEQ by the deadline of April 30.

Mr. R. Dunn (M-Chesterfield) asked what the potential impact on the recycling rate of the processors that did not respond. Mr. Thompson responded that all of the large, major processors responded, so the impact on the rate is likely minimal. Mrs. Hynes noted that the response rate is comparable to previous years.

Mr. Dunn also inquired about issuing a press release reporting the recycling rate, to which Mrs. Hynes responded that a press release will be issued once DEQ has approved the report.

Mr. Hicks questioned, as we see recycling rates increasing is there any push by State leaders to increase recycling goals thus investment in recycling infrastructure. Mrs. Hynes responded that a positive piece of recent legislation in Virginia will be studying the impact of recycling used as feedstock for manufacturers, which could lead to economic development opportunities. Previous legislation seems to be going in the opposite direction away from encouraging more recycling (recycling rate reduced to 15% for some and localities with population less than 100,000 only have to report every 4 years). Mrs. Hynes commented that with the extension recently negotiated with TFC Recycling, we can expect to see some investment in recycling in the region over the next 9 years. Mr. Nolan, CVWMA Director of Operations also noted that County Waste has made significant investments recently in acquiring the recycling facility at Virginia Waste Services.

Mr. J. Jackson (M-Richmond) asked if some of the investment in recycling will target multi-family dwellings. Mr. Nolan responded that currently they do provide recycling to multifamily if requested. Mr. Chidsey asked if the City wanted to place an FEL container at multi-family dwellings, could they do so under the CVWMA agreement, to which Mr. Nolan responded affirmatively.

Mr. Hicks asked if there was any desire in Virginia to increase the recycling goals. Mrs. Hynes responded she has not heard of any. Mr. Dunn commented that there has been a push back from the localities because Virginia has not provided any funding to assist localities in achieving the mandated goals. Chairman Chidsey commented that many states have banned various materials from being disposed of in landfills. Mr. J. Burrell (M-New Kent) commented states with bottle bills have higher recovery rates.

Item No. 6: Consideration of Resolution 14-17: Awarding a Contract for Front End Load Municipal Solid Waste Collection and Disposal

Mr. R. Nolan, CVWMA Director of Operations reported that CVWMA Staff issued a Request for Proposals for Front End Load (FEL) Collection and Disposal of MSW to be utilized by member jurisdictions at public buildings and other sites as requested. CVWMA does not currently have this type of contract but after discussion at the TAC and various other meetings feel that this could be beneficial to several localities. Three proposals were received and reviewed by a selection committee consisting of representatives of Hanover and Powhatan Counties along with CVWMA staff. Container First Services (CFS) provided the best proposal and price. The other two proposals were 12% and 41% higher and CFS proposed to freeze the CPI until January 2017 and a 4% cap on the remaining 2.5 years.

Mr. J. Burrell (M-New Kent) mentioned that New Kent has compactor boxes, and this one is for FEL containers. Mr. Nolan responded affirmatively and added that New Kent could utilize this contract at other municipal buildings, schools etc.

Chairman Chidsey commented that this new contract could save Hanover County between \$3,000 and \$10,000 per year.

Chairman Chidsey opened the floor for a motion to approve **Resolution 14-17**. A motion was made by Mr. S. Hicks (M-Petersburg), seconded by Mr. C. Rapp (A-Powhatan) and carried unanimously to approve **Resolution 14-17**.

Item No. 7: Curbside Recycling Program

Mr. R. Nolan, CVWMA Director of Operations reported the volumes collected in the curbside recycling program are down for the month of March 2013, mostly due to the inclement weather of the beginning of the month. He reported the average set out rate of 34.3%, was below the year to date average of 36%. Year to date, volumes are trailing behind last year by over 1,000 tons, but is consistent with years prior.

Mrs. Hynes reported that negotiations of the addendum to renew the Curbside Recycling Contract with TFC Recycling for the 7 participating jurisdictions have been finalized. She reminded the Board that this new term resulted in a lower per household rate plus a rebate of at least \$20 per ton on the material collected. Overall, the total program should realize about \$1 million savings annually. Chairman Chidsey mentioned this has been a long drawn out process and he thanked all involved in making it happen.

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

Mr. R. Thompson, CVWMA Operations Technician reported that the month of March was challenging from a collection standpoint as a result of the snow and ice. On Monday March 3rd, trash

collection was suspended because of the weather and delayed a day for the remainder of the week. As a result call volume and missed collection were up. Allied Waste finished the month with 68 misses and no penalties and CFS finished the month with 188 misses and no penalties.

Item No. 9: Operations and Program Statistics

Program Statistics

Mr. Nolan referred the Board to the Program Statistics placed at each seat. He mentioned that because of the early time frame of this meeting, he realized that some of the information is incorrect. He will get it corrected and send revised statistics back out to the Board. He indicated that consistent with the curbside recycling and MSW programs most of the volumes are down, mainly because of the weather. He indicated that he has visited several sites in the last couple of weeks and noticed that volume seems to be picking up.

Mr. J. Jackson (M-Richmond) noticed that volumes collected in the Curbside Recycling Program in the City of Richmond increased this month and asked if Mr. Nolan might have any insight as to why. Mr. Nolan commented that Richmond had an extra collection day during the month resulting in the increase volume.

Mr. S. Hicks (M-Petersburg) asked about the increase in the cost per ton in the Drop Off Recycling Program. Mr. Nolan responded the increase in cost/ton is a result of volumes being down and the market price for paper, which has also declined somewhat.

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

Mr. Nolan reported that the TAC met on Thursday, April 3, 2014. He reported that the majority of the discussion related to the upcoming update to the regional Solid Waste Management Plan (SWMP) as required by DEQ. In addition, the TAC was made aware of the procurements and renewals initiated by the CVWMA. The next TAC meeting will be Thursday, May 1.

Item No. 11: Solid Waste Management Plan – 5 year update

Mr. Nolan reminded the Board that the 5 year update to the SWMP is due to the DEQ by August 10, 2014. The TAC will be continuing the discussion in upcoming TAC meetings. He mentioned that Staff has sent a letter and a solid waste survey to Chief Administrative Officers of each member jurisdictions for their feedback for inclusion in the regional plan. The update will be for the next rolling 20 year period, August 2014 – August 2034. CVWMA will be updating census data and waste generation rates will be making some projections for the next 20 years to be shared with the TAC at the next meeting. In addition, some of the disposal facilities included in the Plan will be contacted requesting information regarding any plans for the respective facilities that are not included in their current solid waste permit. Revisions will also include clarification on major amendments and the approval process, particularly the order of approvals (CVWMA, PDCs).

Also, discussed was the timeline for getting the Plan update approved. The letters from localities are due May 15 and by the June TAC meeting population and waste generation rates and projections should be completed. It may be too soon to have it completed for approval by the Board at the June meeting. Mrs. Hynes reminded the Board that the July meeting is cancelled, however it may be necessary to meet in July and possibly cancel the August meeting in order to have time to review, approve and submit to DEQ in August. There was no objection by Board members.

Mrs. Hynes encouraged anyone who would like to have input, listen and/or discuss the upcoming update to the Plan to attend the monthly TAC meetings. The next one is May 1.

Mr. R. Dunn (M-Chesterfield) asked what happens if either of the Planning District Commissions (PDCs) has a different view or vote than CVWMA. Mrs. Hynes responded that the Plan states that all three bodies must approve for it to be forwarded to the DEQ. So, if one of the PDCs does not approve, then the amendment is denied. He questioned the update to the Plan and if one of the PDCs wants to change something in the update. Mrs. Hynes responded that the update is not required to go before the PDCs for a vote. Staff will forward an updated Plan to the PDCs.

Item No. 12: Earth Day Activities

Mrs. N. Drumheller, Public Information Coordinator mentioned that Mr. Clary provided a great tour of Henrico's new transfer station and she mentioned that she and Ms. J. Waldron, Part Time Public Information Assistant will be going to Hanover County for a site tour on Wednesday, April 16. She mentioned posting "selfies" like the one displayed in the presentation is another way of getting the recycling message out.

Mrs. Drumheller reported that the CVWMA website lists all of the Earth Day activities happening in member jurisdictions and are linked to individual jurisdictional pages. She indicated CVWMA has distributed many educational resources for various Earth Day events. Further, she reported that the Honorable Patricia O'Bannon, Henrico Chairman of the Board requested Henrico TV to produce a segment on curbside recycling. She mentioned Mr. Clary (A-Henrico), Mrs. Hynes and TFC Recycling all participated in the media interview and story.

Item No. 13: Public Information

Mrs. Drumheller reported on the monthly e-newsletter. She noted that the industry average reports that on average about 21% of electronic newsletters are actually opened. CVWMA's average "open" rate is about 33%, above the industry average. Eighty-eight (88) more people signed up for the e-newsletter in March.

Mrs. Drumheller reminded the Board of the insert that went out in the Chesterfield utility bill promoting the use of the 96 gallon cart for recycling at the curb. She reported that from the period March 6 (when the first round of bills was mailed) through March 31, 255 carts have been purchased and 192 of them were purchased by Chesterfield residents. She reiterated what a great tool this is to boost cart purchases and encouraged other localities to look into it.

She continued by reporting that over 250 people signed up in March for the bi-weekly email reminder. Now over 19,000 are signed up to receive the reminder. Out of those, she mentioned that she emailed over 8,100 during the period of inclement weather to inform them of delays in collection. This is another good tool for getting the message out. She mentioned that the CVWMA Call Center responded to 653 emails. Residents really like to talk to us by phone but also like to talk to us online.

Further, Mrs. Drumheller reported that website hits in March are up 30% from March of last year. She indicated some of it was due to the inclement weather but she also emphasized that more and more people like getting their information online. She indicated that the electronics and curbside recycling pages continue to be the top pages viewed. The public is staying on the website on average for 1 minute, 12 seconds which is excellent. That means they getting the information they need. In addition, reports show that over 68% are coming back to the website and 31% are new visitors. She

commented that the enhancements CVWMA made to the website have definitely been a benefit to the users.

Continuing, she noted that Ms. Waldron has developed a Pinterest page for CVWMA. Pinterest is another form of social media and is a visual discovery tool to collect ideas. She indicated that Pinterest is very popular and she encouraged Board members to follow CVWMA.

Mr. R. Key (M-Chesterfield) asked if there is a way to connect pictures through Pinterest to products made from recycled material to which Mrs. Drumheller responded affirmatively. She mentioned that CVWMA shows each commodity and ways it can be reused or what new product it can be recycled into.

Mr. S. Hicks (M-Petersburg) invited everyone out to Petersburg's 2nd annual Earth Day event on April 22. Mrs. Hynes will be one of the key speakers and they will be hosting the first annual golf tournament. He also mentioned that he has the CVWMA signage on all of the transit buses in Petersburg to promote recycling.

Item No. 14: Administrative

Mrs. Hynes mentioned the opportunity with the Southeast Recycling Development Council (SERDC) to increase recycling in Richmond. SERDC works with 11 states in the southeast on promoting and enhancing recycling. They are working with several large companies interested in investing in municipal recycling programs to increase recovery rates of the various commodities. They will be selecting a handful of cities to infuse some capital in a handful of cities who can demonstrate a projected sustainable increase in recycling. CVWMA has completed a survey and has been working with Mr. J. Jackson (M-Richmond) and his team in putting together a proposal which is due Tuesday, April 15 to provide the large recycling carts to each resident.

Mrs. Hynes mentioned that the selection process for an Administrative Assistant is almost complete and definitely hoping to have someone on board before the next meeting. She also mentioned the Banking proposals are due today, April 11 and will be going through the selection process with the Audit Committee.

Lastly, she informed the Board that she would be on vacation the following week.

Old/New Business

With no further business to come before the Board, Chairman Chidsey opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:52 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield) and carried that the April 11, 2014 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Stephen E. Chidsey, Chairman of the CVWMA certify that the foregoing minutes is a true and correct copy of the minutes of the April 11, 2014, 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 16, 2014. Given under my hand and seal of the CVWMA this 16th day of May 2014.

Stephen E. Chidsey, 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), Past Chair, Mr. Allen Lane (M-Henrico) and Mrs. Leigh Dunn (M-Goochland) that the following be nominated for the officers of the Central Virginia Waste Management Authority for fiscal year 2014-2015:

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 20, 2014, Board of Directors meeting, at which time, any Board member may make additional nominations.

The term of the elected officers will begin July 1, 2014.

**STAFF AGENDA
ITEM NO. 5**

CONSIDERATION OF RESOLUTION 14-18: AMENDING THE 2014 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 2014 budget. Staff is requesting three transfers; two in the General Fund and one in the Curbside Project Fund. Note that the requested transfers are between line items, thus the CVWMA projects being within total budget at the end of the year.

General Operating Fund Transfers:

A transfer of \$15,000 is necessary from Part-Time Salaries to Full-Time Salaries to account for the change in staff positions between July 1, 2013 and February 28, 2014. The 2014 Operating Budget provided for 8 fulltime and 5 part-time staff, changing the Administrative Assistant position from full –time to part-time. Upon retirement of Full-Time Customer Service representative, CVWMA created a “hybrid” full-time position of Administrative Assistant/Customer Service Representative and offered to then Administrative Assistant, which she accepted effective July 1, 2013. Therefore, the wages allotted to the Part-Time Administrative Assistant were then used for the salary of the newly created full time position.

The second transfer requested in the General Operating Fund is \$1,100 from Contingencies to Travel to cover the costs of the Executive Director’s travel to Bentonville Arkansas for the Walmart Sustainability Expo. Staff and the City of Richmond were invited to attend the Expo and discuss with retail and manufacturing leaders increasing recycling rates in municipalities and thus increasing supply of recycled material. This was a great opportunity to discuss local government and regional challenges to increasing supply of recycled commodities to be used as feed stock in manufacturing operations, particularly packaging.

Curbside Project Fund:

Lastly, a recommended transfer of \$3,500 is requested from the Postage and Delivery line item to Public Education and Outreach. This is necessary to cover costs of design and printing of materials, education and outreach efforts in the implementation of Curbside Recycling in Hopewell. Hopewell will begin paying the Public Education Assessment in this fund July 1, 2014, the effective date of the new program.

Resolution 14-18, attached for consideration, will amend the 2013-2014 General Operating and Curbside Project Fund Budgets.

Recommended Action:

Approval of **Resolution 14-18**

Attachment

RESOLUTION 14-18

A resolution to amend the CVWMA 2014 Operating Budget for the fiscal year beginning July 1, 2013, and ending on June 30, 2014, 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 Budget for the fiscal year beginning July 1, 2013, and ending on June 30, 2014, are hereby amended as follows:

<u>Account</u>	<u>2013-2014 Approved Budget</u>	<u>Amendment</u>	<u>2013-2014 Revised Budget</u>
GENERAL OPERATING FUND			
<i>Expenses:</i>			
Regular Salaries & Wages	\$ 308,000	\$ 15,000	\$ 323,000
Part-time Salaries	51,250	(15,000)	36,250
Travel – Mileage/Per Diem	250	1,100	1,350
Contingencies and Reserve	3,685	(1,100)	2,585
Net Appropriation General Operating Fund		-0-	

CURBSIDE PROJECT FUND

<i>Expenses:</i>			
Promotion and Education	37,000	3,500	40,500
Postage and Delivery	50,000	(3,500)	46,500
Net Appropriation Curbside Project Fund		-0-	

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

Adopted this 16th day of May 2014

Attest: _____
Stephen E. Chidsey, Chairman

CONSIDERATION OF RESOLUTION 14-19 AND RESOLUTION 14-20: REAFFIRMING, ADOPTING AND AMENDING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2014-2015

Resolution 14-19:

The CVWMA Board approved the 2014-2015 Operating Budget presented by staff at the regular meeting on December 13, 2013. **Resolution 14-09** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2014 and ending June 30, 2015 and the 2015 Operating Budget 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 2014. Staff has reviewed the upcoming budget and current and anticipated levels of activity. Revenue from the sale of paper in the drop off program are budgeted very conservatively and are expected to exceed budget. In addition, CVWMA will realize some savings in 96 gallon cart sales as development costs are amortized and in retirement costs based on new contribution rates. Therefore the 1.5% wage increase budgeted for fiscal year 2014-15 is deemed sustainable. **Resolution 14-19**, attached for consideration, will reaffirm and adopt the 1.5% salary increase as presented and approved in December 2013.

Recommended Action:

Approval of **Resolution 14-19**

Resolution 14-20:

In addition, the CVWMA Board amended **Resolution 14-09** to include “*up to an additional 1.5% merit increase based on individual performance, to be approved by the CVWMA Board of Directors at their regular meeting in May 2014.*” Further information is provided herein to assist the Board members in consideration of an additional salary increase. Additionally, the staff is available to answer any questions.

Impact on the costs/budget?

Estimated first year impact on the bottom line is \$9,560.

5 year compounded impact based on 1.5% increase per year: \$740 over 5 years (avg \$148/year)

Where would this additional cost come from?

The 2015 Budget includes \$9,860 in the Contingencies Line Item that has not been allocated. In addition, the Budget includes a conservative estimate of revenue from the sale of mixed paper in the Drop Off Project Fund. Based on current volumes and average market price, this will exceed the \$100,000 budgeted revenue. CVWMA retains 25% and passes through 75% of the rebate to participating jurisdictions based on volume.

Also, since the adoption of the 2015 Operating Budget, CVWMA learned of a reduction in the annual employer portion of the retirement contribution from 10.63% to 8.69%, which will reduce retirement costs by \$9,300 based on current salaries.

Other factors such as benefits to consider?

The 2015 Operating Budget includes increasing the cap on monthly health insurance premiums from \$525 to \$610. This will result in an estimated increase in individual net pay of about \$580 this year (range of .5% to 2.35% of current gross wages). In addition, the budget includes the continued suspension of the cash match provided through the Section 457 Deferred Compensation Plan.

What are our member jurisdictions providing to their employees in 2015?

CVWMA Staff has surveyed some of our member jurisdictions and as of the date of this Board package, the following is what we could find out.

Chesterfield	1% increase
Colonial Hgts	0% (2% 1/1/14; no increase in Health Insurance Costs)
Hanover	2% increase
Henrico	Tiered: 3% for employees with 3 or more years of service; 0% for < 1 year: 12/13/14
New Kent	0% + increase in Health Ins costs passed on to employees.
Petersburg	0% + cover the cost of increase in health insurance
Prince George	0% + cover the cost of increase in health insurance
Richmond	1% increase

***NOTE:** Keep in mind, the above rates are for Fiscal year 2015 only and the wage increases vary by locality from year to year.

Recommended Action: Consider **Resolution 14-20**

Attachments

RESOLUTION 14-19

A resolution reaffirming and adopting the 1.5% salary increase included in the Pay and Classification Plan of the 2015 Operating Budget for the fiscal year beginning July 1, 2014, and ending June 30, 2015.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2014, and ending June 30, 2015, included as part of the 2014-2015 Operating Budget approved by the Board of Directors at the regular meeting on December 13, 2013, is hereby affirmed by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2014-15 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 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 2014-15, and
5. That this resolution shall be in full force and effect on and after the first day of July 2014, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 16th day of May 2014

Attest:

Stephen E. Chidsey, Chairman

RESOLUTION 14-20

A resolution amending the Pay and Classification Plan adopted as part of the 2015 Operating Budget to include up to an additional 1.5% merit increase for staff based on individual performance for the fiscal year beginning July 1, 2014, and ending June 30, 2015.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2014, and ending June 30, 2015, included as part of the 2014-2015 Operating Budget approved by the Board of Directors at the regular meeting on December 13, 2013, is hereby amended by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2014-15 Pay and Classification Plan, as amended herein, 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 1.5% salary increase for all employees, and
4. That the Pay and Classification Plan is amended to reflect up to an additional 1.5% merit increase based on individual performance, and
5. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2014-15, and
6. That this resolution shall be in full force and effect on and after the first day of July 2014, and shall constitute the Pay and Classification Plan, as amended for the fiscal year commencing on that date.

Adopted this 16th day of May 2014

Attest:

Stephen E. Chidsey, Chairman

FINANCIAL REPORTS FOR APRIL 2014

The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30, 2014. The CVWMA has a combined net income of about \$131,000 year to date.

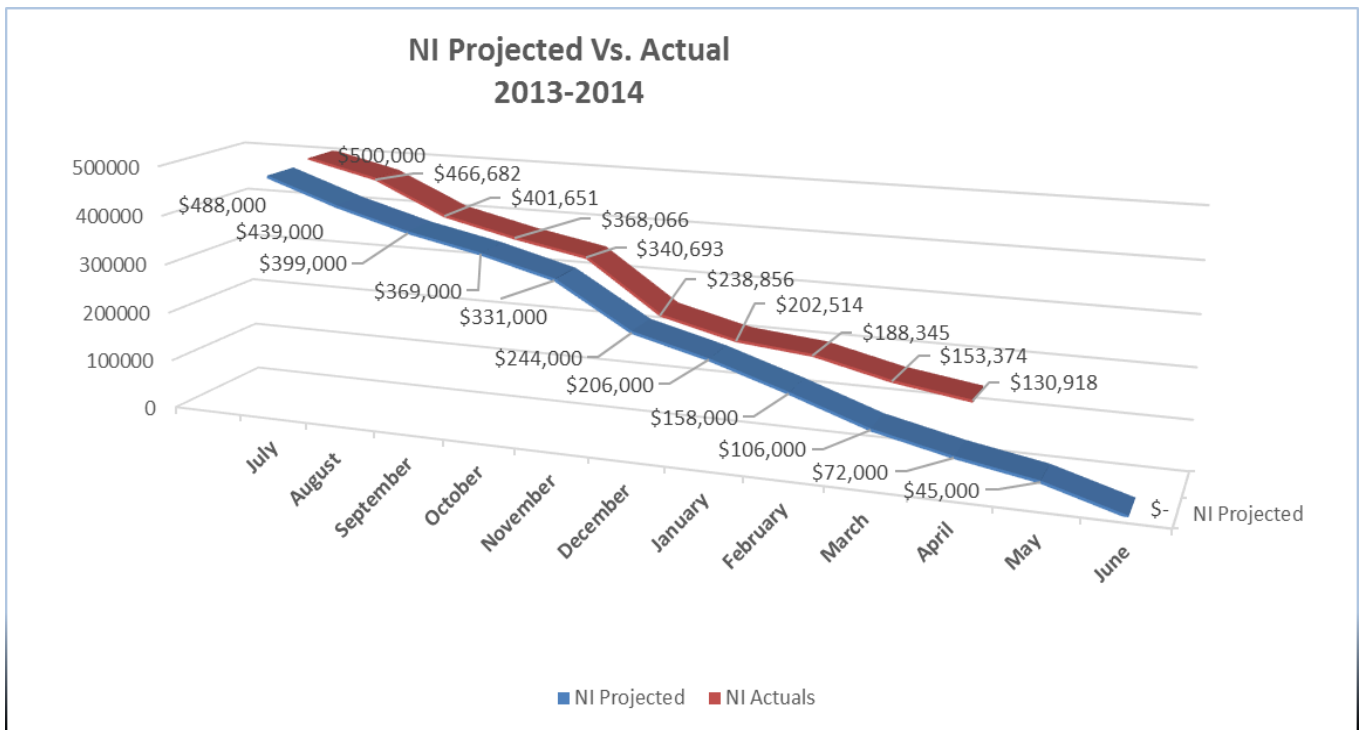
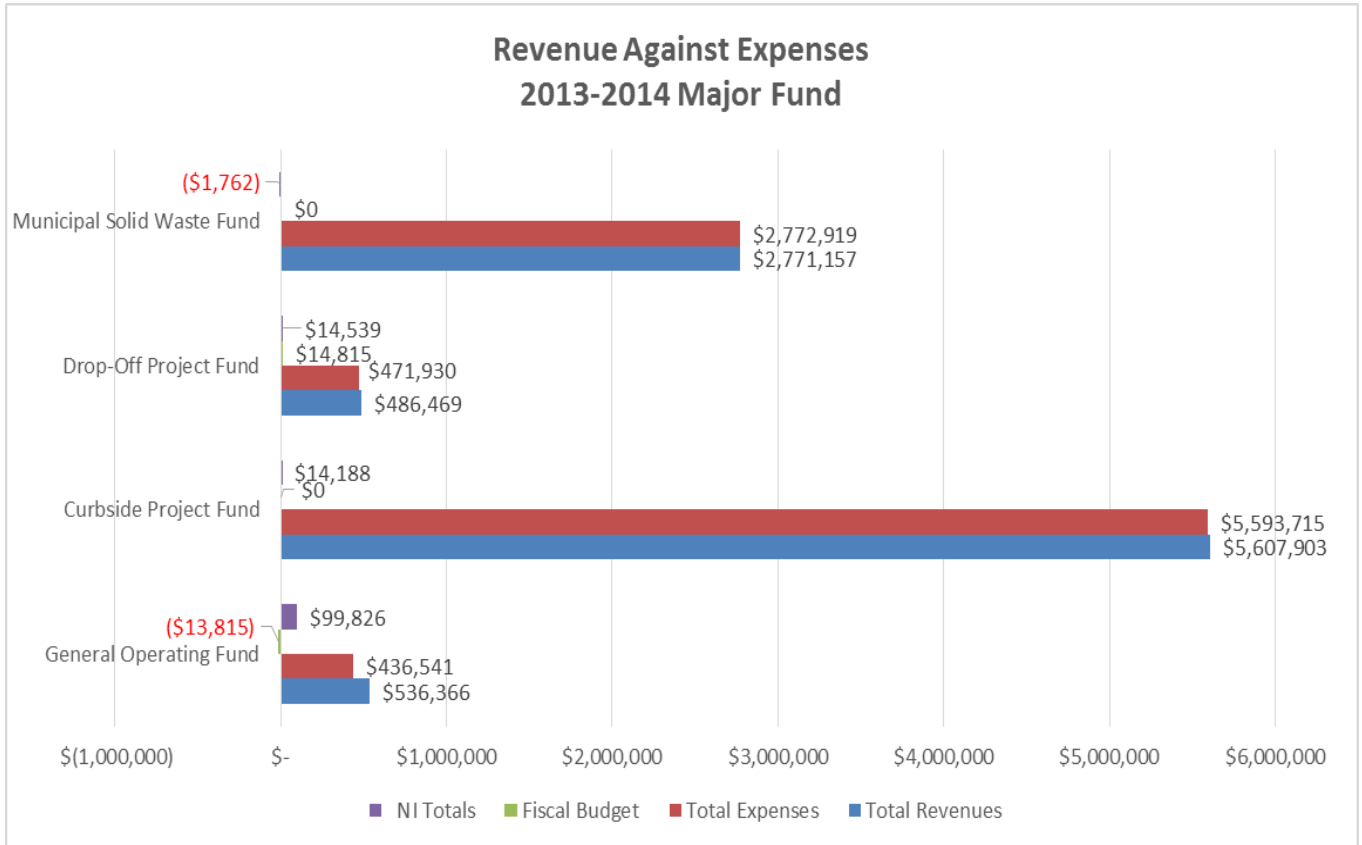
Additionally, the Authority received two proposals for banking services. The Audit Committee is planning to meet early June to discuss those two proposals, as well as kicking-off the year-end audit.

Recommended Action: Approval of the April 2014 Financial Report

Attachments

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July - April 2014**

Summary - All Funds				
	Total	Total	Fiscal	
	<u>Revenues</u>	<u>Expenses</u>	<u>Budget</u>	<u>NI Totals</u>
General Operating Fund	\$ 536,366	436,541	\$ (13,815)	\$ 99,826
Curbside Project Fund	5,607,903	5,593,715	-	\$ 14,188
Drop-Off Project Fund	486,469	471,930	14,815	\$ 14,539
Municipal Solid Waste Fund	2,771,157	2,772,919	-	(1,762)
CFC/HCFC	14,280	14,286	-	(6)
Special Waste Collections	178,453	178,031	(1,000)	422
Waste Tire Fund	49,991	48,003	-	1,988
Appliance and Scrap Metal Hauling	98,274	95,677	-	2,597
Yard Waste Projects	371,395	371,579	-	(184)
Waste Transfer & Disposal	<u>927,606</u>	<u>928,295</u>	<u>-</u>	<u>(690)</u>
<i>Totals</i>	<u>\$ 11,041,894</u>	<u>\$ 10,910,977</u>	<u>\$ -</u>	<u>\$ 130,918</u>
<i>Capital Outlay:</i>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ -	\$ 5,000	\$ 5,000
Office equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>
<i>Total Capital Outlay</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>



Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Budget and Actual
July - April 2014

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%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	3,152	3,161	2,500	661	26.4%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	<u>3,152</u>	<u>536,366</u>	<u>535,705</u>	<u>661</u>	<u>0.1%</u>
Expenses:					
Personnel services	26,821	295,041	359,410	64,369	17.9%
Fringe benefits	5,610	70,074	89,675	19,601	21.9%
Professional services	1,377	20,986	30,050	9,064	30.2%
Repairs and maintenance	163	1,386	2,760	1,374	49.8%
Advertising and promotions	164	1,391	1,250	(141)	-11.3%
Materials and supplies	352	5,286	5,250	(36)	-0.7%
Other services and charges	2	9,366	15,695	6,329	40.3%
Leases	3,185	30,985	41,430	10,445	25.2%
Depreciation	184	2,025	4,000	1,975	49.4%
Total Expenses	<u>37,858</u>	<u>436,540</u>	<u>549,520</u>	<u>112,980</u>	<u>20.6%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (34,706)</u>	<u>\$ 99,826</u>	<u>\$ (13,815)</u>	<u>\$ 113,641</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	-	-	-	\$ -	
Vehicular equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>100.0%</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2013 – April 2014**

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	509,947	5,128,307	5,875,000	\$ 746,693	12.7%
Public Relations Assessment	16,764	168,375	195,840	\$ 27,465	14.0%
Customer Service Assessment	17,562	176,569	205,000	\$ 28,431	13.9%
96-gal Cart Revenue	27,226	124,652	81,840	\$ (42,812)	-52.3%
Contract Admin Costs	-	-	-	\$ -	0.0%
Sponsorships and Grants	-	10,000	10,000	\$ -	0.0%
Interest on Investments	-	-	1,630	\$ 1,630	100.0%
Total Revenues	<u>571,499</u>	<u>5,607,903</u>	<u>6,369,310</u>	<u>761,407</u>	<u>12.0%</u>
Expenses:					
Personnel services	13,490	128,851	165,145	36,294	22.0%
Fringe benefits	4,841	49,254	49,720	466	0.9%
Professional services	1,176	23,446	30,995	7,549	24.4%
Repairs and maintenance	310	4,297	2,940	(1,357)	-46.2%
Advertising and promotions	614	62,998	66,750	3,752	5.6%
Materials and supplies	266	3,938	4,310	372	8.6%
Other services and charges	1,108	53,753	67,165	13,412	20.0%
Leases	2,212	21,892	26,685	4,793	18.0%
Depreciation	161	2,211	2,600	389	15.0%
Contractual services	509,948	5,128,308	5,875,000	746,692	12.7%
96-gal Cart Expense	<u>24,906</u>	<u>114,767</u>	<u>78,000</u>	<u>(36,767)</u>	<u>-47.1%</u>
Total Expenses	<u>559,032</u>	<u>5,593,715</u>	<u>6,369,310</u>	<u>775,595</u>	<u>12.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 12,467</u>	<u>\$ 14,188</u>	<u>\$ -</u>	<u>\$ (14,188)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ -	\$ -	
Office equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2013 – April 2014**

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	\$ 40,037	\$ 398,792	\$ 580,000	\$ 181,208	31.2%
Materials Sales Rebate	8,147	87,677	100,000	\$ 12,323	12.3%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>48,184</u>	<u>486,469</u>	<u>680,000</u>	<u>193,531</u>	<u>28.5%</u>
Expenses:					
Personnel services	459	4,683	5,705	1,022	17.9%
Fringe benefits	138	1,417	1,680	263	15.7%
Professional services	-	2,017	435	(1,582)	-363.7%
Repairs and maintenance	8	172	60	(112)	-186.7%
Advertising and promotions	122	285	1,000	715	71.5%
Materials and supplies	60	528	40	(488)	-1220.0%
Other services and charges	32	384	370	(14)	-3.8%
Leases	54	531	895	364	40.7%
Contractual services	39,910	399,943	580,000	180,057	31.0%
Materials sales rebate	<u>6,134</u>	<u>61,970</u>	<u>75,000</u>	<u>13,030</u>	<u>17.4%</u>
Total Expenses	<u>56,226</u>	<u>471,930</u>	<u>665,185</u>	<u>193,255</u>	<u>29.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (8,042)</u>	<u>\$ 14,539</u>	<u>\$ 14,815</u>	<u>\$ 276</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2013 – April 2014**

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	\$ 271,465	\$ 2,747,575	\$ 3,784,500	\$ 1,036,925	27.4%
Customer Service Assessment	2,366	23,582	29,000	\$ 5,418	18.7%
Contract Admin Costs	-	-	-	\$ -	0.0%
Interest on Investments	<u>-</u>	<u>-</u>	<u>1,860</u>	<u>\$ 1,860</u>	<u>100.0%</u>
Total Revenues	<u>273,831</u>	<u>2,771,157</u>	<u>3,815,360</u>	<u>1,044,203</u>	<u>27.4%</u>
Expenses:					
Personnel services	1,261	12,580	14,855	2,275	15.3%
Fringe benefits	467	4,884	4,845	(39)	-0.8%
Professional services	101	2,790	3,720	930	25.0%
Repairs and maintenance	36	262	760	498	65.5%
Advertising and promotions	-	-	750	750	99.0%
Materials and supplies	26	437	1,150	713	62.0%
Other services and charges	148	1,677	1,560	(117)	-7.5%
Leases	269	2,480	2,690	210	7.8%
Depreciation	-	363	530	167	31.5%
Contractual Services	<u>271,465</u>	<u>2,747,446</u>	<u>3,784,500</u>	<u>1,037,054</u>	<u>27.4%</u>
Total Expenses	<u>274,869</u>	<u>2,772,919</u>	<u>3,815,360</u>	<u>1,042,441</u>	<u>27.3%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,038)</u>	<u>\$ (1,762)</u>	<u>\$ -</u>	<u>\$ 1,762</u>	
Capital Outlay:					
	Month to Date	Year to Date	Budget	Variance	
Computer equipment	\$ -	\$ -	\$ -	\$ -	
Office equipment	\$ -	\$ -	\$ -	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2013 – April 2014

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	\$ 111,046	\$ 1,451,084	\$ 2,355,000	\$ 903,916	38.4%
Materials Sales Rebate	18,238	188,915	375,000	\$ 186,085	49.6%
Interest on Investments	-	-	-	\$ -	0.0%
Total Revenues	<u>129,284</u>	<u>1,639,999</u>	<u>2,730,000</u>	<u>1,090,001</u>	<u>39.9%</u>
Expenses:					
Personnel services	-	39	-	(39)	98.0%
Fringe benefits	-	3	-	(3)	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	253	341	1,000	1,000	0.0%
Materials and supplies	-	196	-	(196)	59.0%
Other services and charges	64	704	-	(704)	84.0%
Contractual services	109,779	1,449,849	2,355,000	905,151	90.0%
Materials sales rebate	<u>17,579</u>	<u>184,741</u>	<u>375,000</u>	<u>190,259</u>	<u>50.7%</u>
Total Expenses	<u>127,675</u>	<u>1,635,873</u>	<u>2,731,000</u>	<u>1,095,468</u>	<u>40.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 1,609</u>	<u>\$ 4,126</u>	<u>\$ (1,000)</u>	<u>\$ (5,467)</u>	