



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
NOVEMBER 20, 2015
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

| ITEM NO. | Page(s) |
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| 1. Public Comment Period | |
| 2. Minutes of the Regular Meeting of October 16, 2015 | 3-9 |
| 3. Chairman's Report | |
| 4. Strategic Planning Update | 10 |

STAFF AGENDA

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| 5. 2015 Comprehensive Annual Financial Report (CAFR) | 10 |
| 6. Residential Recycling Program | |
| 7. Municipal Solid Waste (MSW) Program | |
| 8. Operations and Program Statistics | |
| 9. Technical Advisory Committee (TAC) Report | |
| 10. America Recycles Day – 2015 | |
| 11. Public Information | |
| 12. Financial Reports for October 2015 | 11-17 |



13. 2016 – 2017 Proposed Operating Budget

18

14. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Executive Committee Meeting – Monday, November 30, 2015 – 2:00 p.m.

Technical Advisory Committee – Thursday, December 3, 2015 – 9:00 a.m.

Board of Directors – Jefferson Hotel – Flemish Room – December 11, 2015 – 9:00 a.m.

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 OCTOBER 16, 2015

Minutes of the October 16, 2015 CVWMA Board of Directors meeting are attached for review and consideration.

Recommended Action: Approval of minutes

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 16, 2015
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
Bill Hamby, Jr. (M-Prince George), Vice-Chair
Steven Hicks (M-Petersburg), Director
Lee Slöppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
Marcia R. Phillips (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (M-New Kent)
Johnny Melis (A-Powhatan)

MEMBERS/ALTERNATES NOT PRESENT

Mark Kukoski (M-Richmond), Treasurer
J. Allen Lane (M-Henrico), Secretary
Stephen Chidsey, (M-Hanover), Past Chair
Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Matthew Rowe (A-Charles City)
Sheryl D. Bailey (A-Chesterfield)
Clay Bowles (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
David Lloyd (M-Goochland)
Wayne Hazzard (M-Hanover)
Michael Flagg (A-Hanover)
Randy Hardman (A-Hanover)
Jon Clary (A-Henrico)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Edward Watson (M-Hopewell)
David Bednarczyk (A-New Kent)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Lana Agostini (M-Richmond)
Johnnie Allen (A-Richmond)

Non-Voting:

Jeffrey T. Howard (A-Chesterfield)
William Riggelman (A-Petersburg)

Staff:

Kimberly A. Hynes, Executive Director
Nancy W. Drumheller, Public Affairs Manager
Reginald D. Thompson, Operations Technician
Erica Long, Administrative Assistant

Guests:

Mike Mee, Dept. of Public Works Petersburg, VA
Amanda Phillips, City of Petersburg

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

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of September 18, 2015

Chairman Key opened the floor for a motion to accept the minutes of the regular meeting of September 18, 2015 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. B. Hamby (M-Prince George) and carried that the minutes of the September 18, 2015 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Resolution of Appreciation for Steven Hicks

Chairman Key and Mrs. Kim Hynes, CVWMA Executive Director, recognized Mr. Steven W. Hicks (M-Petersburg) for his service on the Board and to the region.

Chairman Key then opened the floor for a motion to accept the Resolution of Appreciation for Mr. Steven W. Hicks. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that the Resolution of Appreciation for Mr. Steven W. Hicks be approved.

Mr. Hicks stated that this Board is really unique with a limited staff, and has done an outstanding job. He stated that the dedication of the staff as well as the board members that provide support is valuable to the region. He is very appreciative and thankful to have had the opportunity to work with the CVWMA. Mrs. Hynes thanked Mr. Hicks for being extremely supportive and involved from the City, as well as an avid recycler. He has affected positive change in the City of Petersburg and in the region. The authority appreciates all of his efforts, support and wished him good luck in the future, in the City of Durham.

Item No. 4: Strategic Planning Process and Update

Mrs. Hynes gave the Board an update on the strategic planning process. She reported that the Executive Committee, the small planning team, is still in the first stage of the planning process. Mrs. Hynes stated that at the last Executive Committee meeting, the discussion was about the products, services, and customers. She stated that the customers are the direct recipients of services; the 13 Local Governments as well as the citizens of member localities. Mrs. Hynes mentioned that the services and products include coordinating regional solid waste and recycling programs that best fit individual needs, public-private partnerships, education and outreach, and customer service. She explained the difference between the mission statement and the vision. Mrs. Hynes further explained that the mission is the purpose, and fundamental reason for existence which, basically answers the

questions “why do we exist?” and “Why did we start this organization?” The mission should tell what the organization is about, not the vision for the future. Mrs. Hynes explained that the vision is a word picture of the future that the Authority hopes to create for influence. We need to know why the organization exists before a vision can be created. She informed the Board of the mission, drafted by the small planning team: “Central Virginia Waste Management Authority provides planning, resources and education to Central Virginia in order to reduce, recycle and manage waste.” She mentioned that the Board input opportunities is ongoing, and asked the Board to communicate suggested revisions. She stated that the next meeting is November 9th at 1:00pm and invited all Board members. At this meeting the planning team will fine tune the mission statement, provide more on the environmental scan and move into phase 2. Chairman Key thanked the Executive Committee for the long sessions, and stated that they will be asking the Board for input step by step as we work together gathering information from the whole organization.

STAFF AGENDA

Item No. 5: 2015 Comprehensive Annual Financial Report (CAFR)

Mrs. Hynes reported that the audit and, the comprehensive annual financial report is predominantly complete. The Auditor of Public Accounts and Virginia Retirement System have been working together on providing information for implementing GASB 68 regarding reporting of pensions. The information was received October 2nd and the auditors are working on including the information into the Authority’s report. Staff will present the CAFR at the November meeting.

Item No. 6: Residential Recycling Program Update

Mrs. Hynes, reported that in September 2015 3,241 tons were collected compared to 2,936 tons collected in September 2014. She stated that 300 additional tons were collected this month in Richmond as a result of the cart roll-out. Mrs. Hynes reported 268 misses in Richmond, which is still somewhat high. Staff is working with the contractor to work through the challenges with alley collection.

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

Mr. Reginald Thompson, CVWMA Operations Technician, reported that County Waste had another good month in Ashland with only ten misses reported in September. County Waste showed improvement in Chesterfield after their second month serving the tax relief customers. They recorded 96 misses in September compared to 310 misses in August. CFS did not have a good month in September. The misses are up in each of the localities they service: 70 misses were recorded in Colonial Heights; 107 in Hopewell; and 106 in Petersburg. He added that CFS was penalized \$2500 in September for failing to deliver trash carts in accordance of the contract. By the end of the month the shipment came in and they are now current with cart deliveries.

Item No. 8: Operations and Program Statistics

Mrs. Hynes directed the Board’s attention to the program statistics. She mentioned that there has been an increase in the safe garage program after adding Chesterfield to the used oil program. Mrs. Hynes reported that Chesterfield held an e-cycling event on September 19th which included hard drive shredding. There were only six that took advantage of the shredding service. The City of Richmond e-cycling event to include shredding and household hazardous waste will be held October

17th; Henrico County has two events planned October 24th and November 7th; and Hanover has an event scheduled on November 14th.

Item No. 9: Technical Advisory Committee (TAC) Report

Mrs. Hynes reported that the TAC met on October 1st with light attendance due to emergency response planning of Hurricane Joaquin. She noted that Staff scheduled County Waste to come out and discuss recycling Plastics #3 - #7 in the future. She mentioned that the next meeting is scheduled for November 5th.

Item No. 10: America Recycles Day (ARD) – November 15

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, reported that Staff is working with two local networks on digital messaging as well as an annual contest to promote ARD and the importance of recycling. She stated that the focus of campaigns is collection day, accepted items and rewards program (where applicable). Two media interviews are scheduled: Virginia This Morning (WTVR CBS 6) to air November 13 and the noon News on WWBT NBC 12 on November 11. Mrs. Drumheller mentioned that ads, social media, Curbside Email Reminder e-blast website will all promote recycling. Staff posted the ARD toolkit and resources on the website and are promoting this information as well as locality events to the public on a regular basis.

Item No. 11: Public Information

Waste Reduction News

Mrs. Drumheller reported the October electronic newsletter included articles on CVWMA Recycling & Trash Collections on Regular Schedule for Columbus Day, Fall Electronic Recycling Collections, November 15 is America Recycles Day, and CVWMA's Recycling Wizard. The newsletter was distributed electronically to 1,145 email subscribers. Monthly statistics show that the open click rate of 29.6 % is still above industry standards of 21.2%. Top links clicked include: the events page and the recycling wizard.

Promotion and Outreach

Mrs. Drumheller reported that Staff responded to 32 requests for the month of September, and of these requests, 15 were for presentations and 14 were for educational materials. In addition, she noted that Staff participated in two events, and had one media story. Staff impacted an estimated 501 people and distributed 9,933 educational materials. Mrs. Drumheller mentioned that of the educational materials provided, 7,000 were bookmarks shared with City of Richmond Public Libraries. Public Information staff continue to work diligently to schedule a variety of outreach programs throughout the service area. Mrs. Drumheller went on to share that a highlight for the month is that a resident and member of the Greater Fulton Hill Civic Association wrote and performed a Recycle Can song about the new city of Richmond recycling cart. Members of the civic association sang the song to CVWMA staff and others at their meeting on October 13, 2015. A link to the song and performance can be found at <https://www.youtube.com/watch?v=NINzXKlcUM8>.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. Drumheller informed the Board that the CVWMA website continues to be a good resource. She reported that for the month of September, data shows 13,310 unique visitors visited 27,112 pages. Top pages viewed after the Homepage include the collection schedule, electronics and curbside program pages. She mentioned that 116 email subscribers signed up for the Curbside Email

Reminder during the month of August, bringing the total to 23,332 subscribers as of September 30, 2015. The Authority's social media continues to be a great resource too. Pinterest Analytics reports 1,320 monthly viewers for month of August. The "Recycled Classroom" had the most visits.

Item No. 12:Financial Reports for September 2015

Financial Reports for September 2015

Mrs. Hynes reported that as of September 30, 2015, the Authority has a combined net income of about \$428,000 year to date. She noted that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of September 30. She noted that included are all of the sponsorship funds, as well as all of the expenses from the event. Mrs. Hynes mentioned that the interviewing for the Accounting and Financial Manager position would occur over the next couple of weeks.

Mr. S. Hicks (M-Petersburg) asked if the Municipal Solid Waste fund included receivables in the report. Mrs. Hynes stated that revenue has been recorded but the report does not include receivables that have not been paid.

Chairman Key asked if there were any questions on the financial reports and opened the floor for a motion to accept and file the Financial Reports for September 2015 as submitted. A motion was made by Mr. J. Burrell (M-New Kent), seconded by, Mrs. M. Phillips (M-Chesterfield) and carried that the Financial Reports for September 2015 be approved and filed as submitted.

Item No. 13:Administrative

Mrs. Hynes reported to the Board she enjoyed going to the Recycling Partnership Conference in Indianapolis to discuss the Richmond grant and how the grant has helped increase recycling. She informed the Board of a DEQ listening meeting on November 13th at 10:00 am regarding Solid Waste Planning. Mrs. Hynes mentioned the 25th anniversary Board meeting, on December 11th will be at the Jefferson Hotel. Mrs. Hynes thanked Mr. Steven Hicks (M-Petersburg) for his service on the Board as well as the Executive Committee and asked if anyone on the Board is interested in a position on the Executive Committee.

Old/New Business

Mr. S. Hicks (M-Petersburg) recognized Mr. B. Riggelman (A-Petersburg), for his work executing the curbside recycling and residential trash program as well as Ms. Amanda Phillips, Interim General Operations Manager, and, Mr. Mike Mee, Interim Director of Public Works. He stated that he has been fortunate to work with a great staff in Petersburg.

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 9:47 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico) and carried that the October 16, 2015 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Robert C. Key, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the October 16, 2015 regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., November 20, 2015. Given under my hand and seal of the CVWMA this 20th day of November 2015.

Robert C. Key, Chairman

**CHAIRMAN'S AGENDA
ITEM NO. 4**

STRATEGIC PLAN

The Strategic Planning Team (Executive Committee and Staff) met on November 9, 2015 with Lou O'Boyle to continue work on the strategic plan. The focus included finalizing a mission statement and beginning to work on the vision and guiding principles. Thank you to everyone for your participation and involvement. Lou will be present at the November 20 Board meeting to provide an update on the progress. The next meeting will be November 30, 2015 at 2:00pm and all are welcome.

For any questions regarding the strategic planning process you can contact any of the following:

Lou O'Boyle, Facilitator: lou.oboyle@zelosllc.com

Rob Key, Chair: krob@chesterfield.gov

Kim Hynes, Executive Director: khynes@cvwma.com

**STAFF AGENDA
ITEM NO. 5**

2015 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

The 2015 CAFR is complete and will be presented to the Board on November 20 for consideration. The Audit Committee and Executive Committee have reviewed the final draft. Upon approval by the Board, Staff will submit the report to the Virginia Auditor of Public Accounts.

Recommended Action: Approval of the 2015 Comprehensive Annual Financial Report

FINANCIAL REPORTS FOR OCTOBER 2015

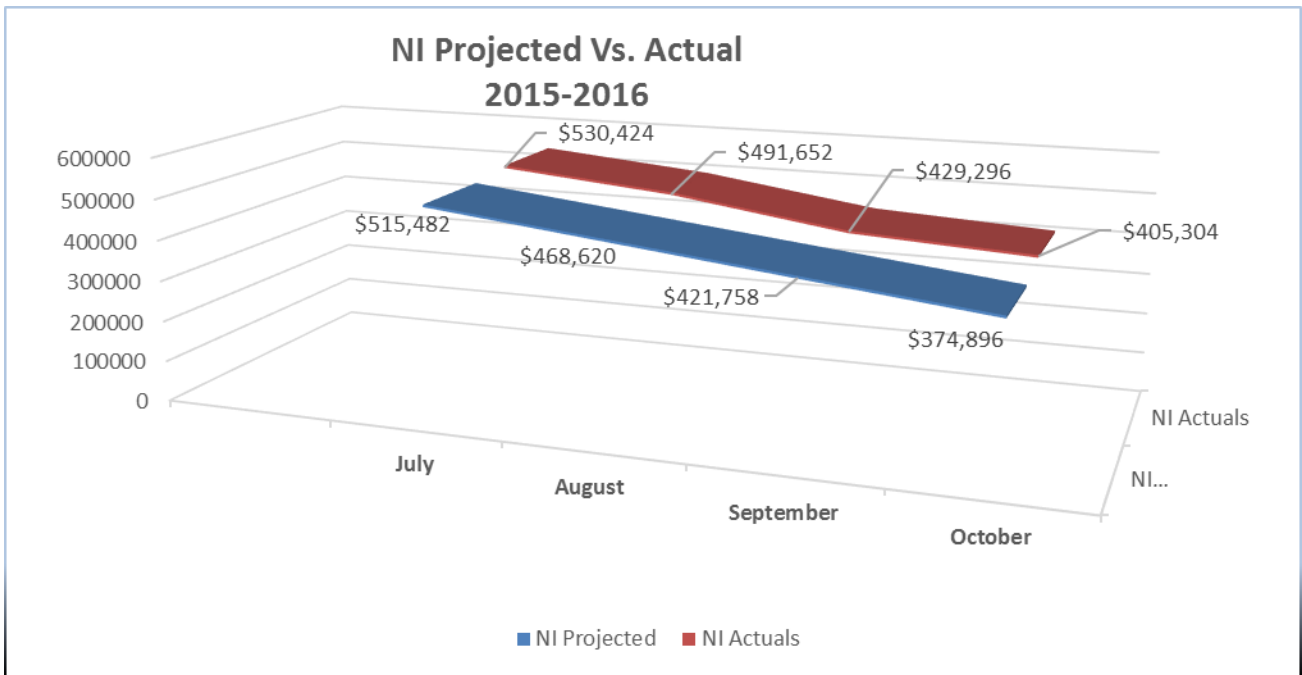
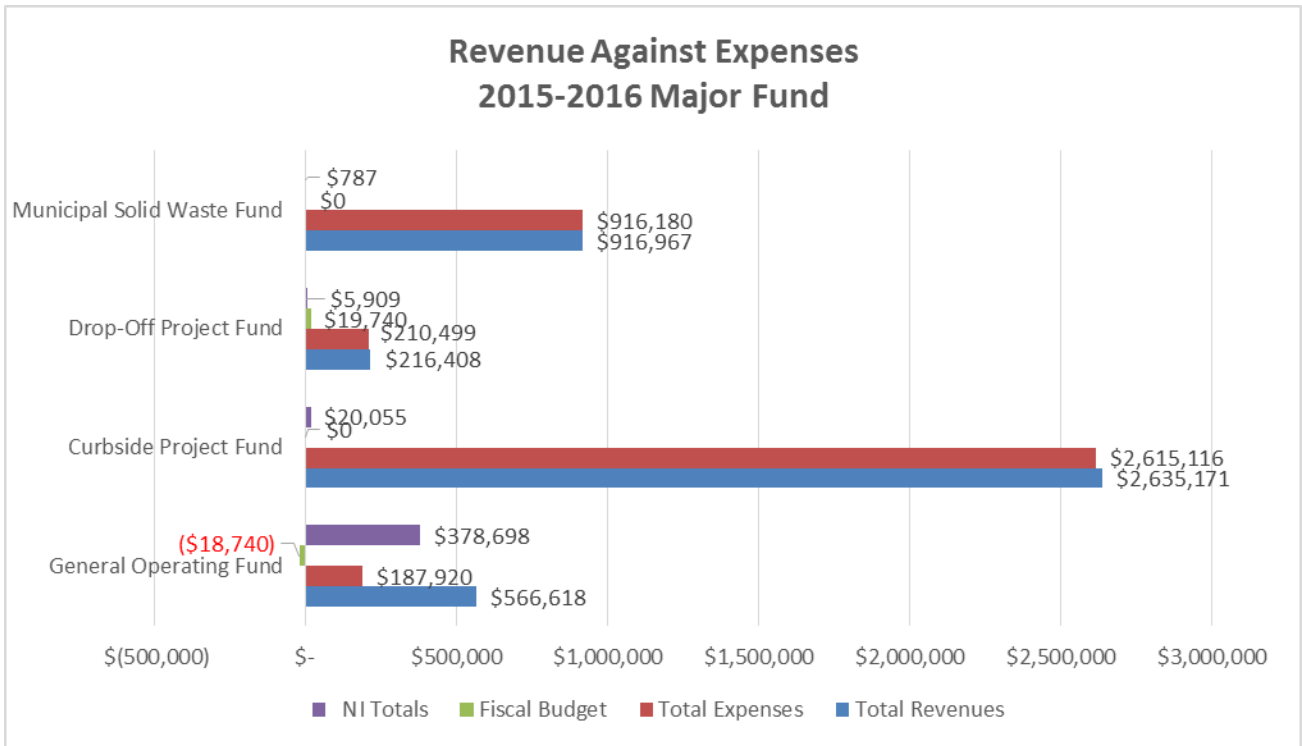
The financial activity for October is consistent with previous months and the Authority continues to remain within total budget in all funds as of October 31, 2015. The CVWMA has a combined Net Income of about \$405,304 year to date. The Net Income will decrease, as we continue to incur additional expenses throughout the fiscal year.

Recommended Action: Approval of October 2015 Financial Reports.

Attachments

**Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2015 – October 2015**

| Summary - All Funds | | | | |
|-----------------------------------|---------------------------|---------------------------|--------------------------|-------------------|
| | | | | |
| | Total Revenues | Total Expenses | Fiscal Budget | NI Totals |
| General Operating Fund | \$ 566,618 | 187,920 | \$ (18,740) | \$ 378,698 |
| Curbside Project Fund | 2,635,171 | 2,615,116 | - | 20,055 |
| Drop-Off Project Fund | 216,408 | 210,499 | 19,740 | 5,909 |
| Municipal Solid Waste Fund | 916,967 | 916,180 | - | 787 |
| CFC/HCFC | 7,020 | 7,020 | - | - |
| Special Waste Collections | 82,197 | 82,342 | (1,000) | (145) |
| Waste Tire Fund | 14,712 | 14,712 | - | - |
| Appliance and Scrap Metal Hauling | 96,891 | 96,891 | - | - |
| Yard Waste Projects | 72,619 | 72,619 | - | - |
| Waste Transfer & Disposal | 383,290 | 383,290 | - | - |
| | | | | |
| Totals | \$ 4,991,893 | \$ 4,586,589 | \$ - | \$ 405,304 |



Summary Statement of Actual Revenues and Expenses by Fund
July 2015 – October 2015

| General Operating Fund | | | | | |
|-------------------------------|---------------------------|--------------------------|---------------------------|--------------------------|-------------------------|
| | Month to Date | Year to Date | Total | | % Budget |
| | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Variance</u> | <u>Remaining</u> |
| Revenues: | | | | | |
| Annual Gov't Assessments | - | \$ 548,282 | \$ 548,280 | \$ 2 | 0.0% |
| Miscellaneous/Other | - | - | - | - | 0.0% |
| Interest on Investments | 3,835 | 3,836 | 14,065 | (10,229) | -72.7% |
| Sponsorships and Grants | - | 14,500 | - | 14,500 | 0.0% |
| | <u>3,835</u> | <u>566,618</u> | <u>562,345</u> | <u>4,273</u> | <u>0.8%</u> |
| Expenses: | | | | | |
| Personnel services | 26,873 | 113,657 | 383,750 | 270,093 | 70.4% |
| Fringe benefits | 3,537 | 20,427 | 94,125 | 73,698 | 78.3% |
| Professional services | 631 | 19,950 | 28,525 | 8,575 | 30.1% |
| Repairs and maintenance | 349 | 525 | 3,125 | 2,600 | 83.2% |
| Advertising and promotions | 117 | 811 | 3,750 | 2,939 | 78.4% |
| Materials and supplies | 143 | 1,317 | 5,750 | 4,433 | 77.1% |
| Other services and charges | 1,188 | 18,085 | 13,700 | (4,385) | -32.0% |
| Leases | 3,009 | 12,012 | 37,810 | 25,798 | 68.2% |
| Depreciation | 284 | 1,136 | 6,725 | 5,589 | 83.1% |
| Contingencies & Reserves | - | - | 3,825 | 3,825 | 100.0% |
| | <u>36,131</u> | <u>187,920</u> | <u>581,085</u> | <u>393,165</u> | <u>67.7%</u> |
| Transfers In (Out) | | | | | |
| | - | - | - | - | |
| Totals | | | | | |
| | <u>\$ (32,296)</u> | <u>\$ 378,698</u> | <u>\$ (18,740)</u> | <u>\$ 397,438</u> | |

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

| Curbside Project Fund | | | | | |
|------------------------------|------------------------|-------------------------|-------------------------|---------------------------|-------------------------|
| | Month to Date | Year to Date | Total | | % Budget |
| | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Variance</u> | <u>Remaining</u> |
| Revenues: | | | | | |
| Project Service Fees | \$ 571,585 | \$ 2,219,741 | \$ 6,300,000 | \$ 4,080,259 | 64.8% |
| Public Relations Assessment | 17,984 | 69,602 | 217,000 | 147,398 | 67.9% |
| Customer Service Assessment | 18,376 | 74,195 | 234,000 | 159,805 | 68.3% |
| 96-gal Cart Revenue | 8,298 | 43,813 | 84,780 | 40,967 | 48.3% |
| Sponsorship and Grants | - | - | 10,000 | 10,000 | 0.0% |
| Material Sales Rebate | 60,067 | 227,820 | 600,000 | 372,180 | 62.0% |
| Interest on Investments | - | - | 3,375 | 3,375 | 100.0% |
| Total Revenues | <u>676,310</u> | <u>2,635,171</u> | <u>7,449,155</u> | <u>4,813,984</u> | <u>64.6%</u> |
| Expenses: | | | | | |
| Personnel services | 15,928 | 64,468 | 191,350 | 126,882 | 66.3% |
| Fringe benefits | 4,569 | 21,154 | 62,850 | 41,696 | 66.3% |
| Professional services | 968 | 13,503 | 25,700 | 12,197 | 47.5% |
| Repairs and maintenance | 1,476 | 2,893 | 2,550 | (343) | -13.5% |
| Advertising and promotions | 1,723 | 4,999 | 75,280 | 70,281 | 93.4% |
| Materials and supplies | 301 | 1,327 | 3,775 | 2,448 | 64.8% |
| Other services and charges | 1,934 | 9,890 | 66,400 | 56,510 | 85.1% |
| Leases | 2,648 | 10,577 | 32,700 | 22,123 | 67.7% |
| Depreciation | 710 | 2,842 | 7,800 | 4,958 | 63.6% |
| Contractual services | 571,585 | 2,219,755 | 6,300,000 | 4,080,245 | 64.8% |
| 96-gal Cart Expense | 9,283 | 35,888 | 80,750 | 44,862 | 55.6% |
| Material Sales Rebate | <u>60,067</u> | <u>227,820</u> | <u>600,000</u> | <u>372,180</u> | 62.0% |
| Total Expenses | <u>671,192</u> | <u>2,615,116</u> | <u>7,449,155</u> | <u>4,834,039</u> | <u>64.9%</u> |
| Transfers In (Out) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| Totals | <u>\$ 5,118</u> | <u>\$ 20,055</u> | <u>\$ -</u> | <u>\$ (20,055)</u> | |

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

| Drop Off Project Fund | | | | | |
|------------------------------|------------------------|------------------------|-------------------------|-------------------------|-------------------------|
| | Month to Date | Year to Date | Total | | % Budget |
| | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Variance</u> | <u>Remaining</u> |
| Revenues: | | | | | |
| Project Service Fees | \$ 46,333 | \$ 141,016 | \$ 540,000 | \$ 398,984 | 73.9% |
| Materials Sales Rebate | 14,779 | 75,392 | 120,000 | 44,608 | 37.2% |
| Interest on Investments | - | - | - | - | 0.0% |
| Total Revenues | <u>61,112</u> | <u>216,408</u> | <u>660,000</u> | <u>443,592</u> | <u>67.2%</u> |
| Expenses: | | | | | |
| Personnel services | 416 | 1,660 | 4,975 | 3,315 | 66.6% |
| Fringe benefits | 95 | 490 | 1,690 | 1,200 | 71.0% |
| Professional services | 19 | 567 | 1,040 | 473 | 45.5% |
| Repairs and maintenance | 21 | 41 | 165 | 124 | 75.2% |
| Advertising and promotions | - | - | 1,000 | 1,000 | 100.0% |
| Materials and supplies | 6 | 68 | 155 | 87 | 55.9% |
| Other services and charges | 20 | 119 | 480 | 361 | 75.2% |
| Leases | 56 | 223 | 755 | 532 | 70.5% |
| Contractual services | 46,023 | 141,897 | 540,000 | 398,103 | 73.7% |
| Materials sales rebate | <u>13,436</u> | <u>65,434</u> | <u>90,000</u> | <u>24,566</u> | <u>27.3%</u> |
| Total Expenses | <u>60,092</u> | <u>210,499</u> | <u>640,260</u> | <u>429,761</u> | <u>67.1%</u> |
| Transfers In (Out) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| Totals | <u>\$ 1,020</u> | <u>\$ 5,909</u> | <u>\$ 19,740</u> | <u>\$ 13,831</u> | |

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

| Municipal Solid Waste Fund | | | | | |
|-----------------------------------|------------------------|----------------------|----------------------|------------------------|-------------------------|
| | Month to Date | Year to Date | Total | | % Budget |
| | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Variance</u> | <u>Remaining</u> |
| Revenues: | | | | | |
| Project Service Fees | \$ 233,049 | \$ 903,551 | \$ 2,614,000 | \$ 1,710,449 | 65.4% |
| Customer Service Assessment | 2,642 | 10,896 | 30,600 | \$ 19,704 | 64.4% |
| Contract Admin Costs | 2,520 | 2,520 | - | \$ (2,520) | 0.0% |
| Interest on Investments | <u>-</u> | <u>-</u> | <u>3,560</u> | <u>\$ 3,560</u> | <u>100.0%</u> |
| Total Revenues | <u>238,211</u> | <u>916,967</u> | <u>2,648,160</u> | <u>1,731,193</u> | <u>65.4%</u> |
| Expenses: | | | | | |
| Personnel services | 1,247 | 4,978 | 14,770 | 9,792 | 66.3% |
| Fringe benefits | 348 | 1,708 | 5,015 | 3,307 | 65.9% |
| Professional services | 45 | 3,593 | 5,900 | 2,307 | 39.1% |
| Repairs and maintenance | 113 | 628 | 1,210 | 582 | 48.1% |
| Advertising and promotions | - | - | 1,000 | 1,000 | 99.0% |
| Materials and supplies | 30 | 242 | 1,020 | 778 | 76.3% |
| Other services and charges | 70 | 473 | 1,955 | 1,482 | 75.8% |
| Leases | 166 | 664 | 2,290 | 1,626 | 71.0% |
| Depreciation | 83 | 333 | 1,000 | 667 | 66.7% |
| Contractual Services | <u>233,049</u> | <u>903,561</u> | <u>2,614,000</u> | <u>1,710,439</u> | <u>65.4%</u> |
| Total Expenses | <u>235,151</u> | <u>916,180</u> | <u>2,648,160</u> | <u>1,731,980</u> | <u>65.4%</u> |
| Transfers In (Out) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| Totals | <u>\$ 3,060</u> | <u>\$ 787</u> | <u>\$ -</u> | <u>\$ (787)</u> | |

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

| Other Special Projects | | | | | |
|-------------------------------|----------------------|------------------------|--------------------------|--------------------------|-------------------------|
| | Month to Date | Year to Date | Total | | % Budget |
| | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Variance</u> | <u>Remaining</u> |
| Revenues: | | | | | |
| Project Service Fees | \$ 148,656 | \$ 521,459 | \$ 1,987,000 | \$ 1,465,541 | 73.8% |
| Materials Sales Rebate | 27,492 | 135,270 | 225,000 | 89,730 | 39.9% |
| Interest on Investments | - | - | - | - | 0.0% |
| | <u>176,148</u> | <u>656,729</u> | <u>2,212,000</u> | <u>1,555,271</u> | <u>70.3%</u> |
| Expenses: | | | | | |
| Personnel services | - | - | - | - | 98.0% |
| Fringe benefits | - | - | - | - | 98.0% |
| Professional services | - | - | - | - | 100.0% |
| Repairs and maintenance | - | - | - | - | 100.0% |
| Advertising and Promotions | - | 145 | 1,000 | 1,000 | 0.0% |
| Materials and supplies | - | - | - | - | 59.0% |
| Other services and charges | - | - | - | - | 84.0% |
| Contractual services | 148,573 | 521,459 | 1,987,000 | 1,465,541 | 90.0% |
| Materials sales rebate | 26,844 | 135,270 | 225,000 | 89,730 | 39.9% |
| | <u>175,417</u> | <u>656,874</u> | <u>2,213,000</u> | <u>1,556,271</u> | <u>70.3%</u> |
| Transfers In (Out) | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| Totals | <u>\$ 731</u> | <u>\$ (145)</u> | <u>\$ (1,000)</u> | <u>\$ (1,000)</u> | |

2016-17 PROPOSTED OPERATING BUDGET

The 2016-17 Proposed Operating Budget will be distributed at the Board of Directors meeting on Friday, November 20. Those Board members unable to attend the November meeting will receive a copy of the document by mail. The CVWMA Bylaws provide for the adoption of the annual operating budget no later than December 31 for the ensuing fiscal year.

As you review the 2016-17 Proposed Operating Budget, please contact Mrs. Kim Hynes, CVWMA Executive Director with any questions or comments.