



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
NOVEMBER 21, 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 the Regular Meeting of October 17, 2014	3-10
3. Chairman's Report	

STAFF AGENDA

ITEM NO.	
4. Curbside Recycling	
5. Municipal Solid Waste (MSW) Program	
6. Consideration of Resolution 15-06 : Awarding a Contract for Collecting, Transporting, and Processing Used Electronic Equipment	11-12
7. Operations and Program Statistics	
8. Technical Advisory Committee Report	
9. America Recycles Day 2014	
10. Public Information	
11. Financial Reports for October 2014	13-20
12. Consideration of Resolution 15-07 : to revise and update the CVWMA Investment Policy	21-25



13. 2015-2016 Proposed Operating Budget 26
14. Consideration of **Resolution 15-08**: authorizing the Executive Directors to execute the proposed staffing additions in FY 2015 27-28
15. Administrative
DEQ Conference

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

- Executive Committee Meeting – Monday, December 1, 2014 – 2:00 p.m.
- Technical Advisory Committee – Thursday, December 4, 2014 – 9:00 a.m.
- Board of Directors (Richmond) – Friday, December 12, 2014 – 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 17, 2014

Minutes of the October 17, 2014 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 17, 2014
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
Bill Hamby, Jr. (M-Prince George), Vice-Chair
J. Allen Lane (M-Henrico), Secretary
James A. Jackson (M-Richmond), Treasurer
Steven Hicks (M-Petersburg), Director
Lee Sloppy (M-Ashland)
Zach Trogdon (M-Charles City)
Robert L. Dunn (M-Chesterfield)
Marcia R. Phillips (M-Chesterfield)
David Lloyd (M-Goochland)
Jon Clary (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Edward Watson (M-Hopewell)
James H. Burrell (M-New Kent)
Christopher Rapp (A-Powhatan)
Lana Agostini (M-Richmond)

Non-Voting:

Monique Robertson (A-Hopewell)

Staff:

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

MEMBERS/ALTERNATES NOT PRESENT

Stephen Chidsey, (M-Hanover), Past Chair
Jennifer Schontag (A-Ashland)
Matthew Rowe (A-Charles City)
Sheryl D. Bailey (A-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Wayne Hazzard (M-Hanover)
Michael Flagg (A-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Arthur D. Petrini (A-Henrico)
David Bednarczyk (A-New Kent)
William Riggleman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Mark Kukoski (M-Richmond)
Kevin A. White (A-Richmond)
Johnnie Allen (A-Richmond)

Guests:

John Bourret, Hanover County

With a quorum in attendance Chairman Robert C. Key (M-Chesterfield) called the meeting to order at 9:02 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 September 19, 2014

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 19, 2014, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 4: Treasurer's Report

Financial Reports for September 2014

Mr. J. Jackson (M-Richmond), CVWMA Treasurer asked Mr. Marc René, CVWMA Finance and Administrative Officer, to present the financial reports. Mr. René reported that as of September 30, 2014, the Authority has a net income of about \$410,000 to date. He reminded the Board that the annual local government assessments are billed at the beginning of the year. As expenses are incurred, net income will go down throughout the year.

Chairman Key opened the floor for a motion to accept and file the Treasurer's Report. A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. J. Burrell (M-New Kent) and carried that the Treasurer's Report be approved, accepted and filed as submitted.

STAFF AGENDA

Item No. 5: Consideration of Resolution 15-03: To Amend the Contract for Residential Recycling Services with TFC Recycling

Mrs. Kim Hynes, CVWMA Executive Director, reported to the Board that CVWMA wants to amend the Residential Recycling Services Contract with TFC and the Service Agreement with the City of Richmond for the implementation of 95-gallon recycling carts city wide. She added that in accordance with the Contract, CVWMA and the City of Richmond have negotiated with TFC for Contractor provided 95-gallon recycling carts, with collection to occur in the alleys where trash is currently collected by the City.

Mrs. Hynes mentioned that in the contract it states that there is negotiating ability with TFC, should any jurisdiction want to go city or county wide with the large recycling carts. She noted that CVWMA has negotiated a rate of \$2.86 per household. Mrs. Hynes also mentioned that in addition to the large carts and alley collection, this price also includes the enhanced Recycling Perks™ program for all households in the City.

Mr. S. Hicks (M-Petersburg) asked if any other members could join the contract and Mrs. Hynes stated that she believes that it is possible, at the end of a current contract as well as under the original procurement.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Jackson (M-Richmond), that **Resolution 15-03** be approved as submitted.

Item No. 6: Consideration of Resolution 15-04: To Amend the Contract for Solid Waste Transporting and Disposal Services with VWS

Mr. Rich Nolan, CVWMA Director of Operations, stated that Staff would like to amend the current Solid Waste Transporting and Disposal Services Contract between the Central Virginia Waste Management Authority (CVWMA) and Virginia Waste Services (VWS). Mr. Nolan mentioned that the addendum would provide a rate for an equipment operator only, for the Northern and Southern Convenience Center locations in Chesterfield County. He stated that the rate in the Contract for an equipment operator and a backhoe is \$30 per hour, however, the amendment would add pricing for an equipment operator only for \$25 per hour. Mr. Nolan added that Chesterfield County would provide the equipment and fuel, and that all other aspects of the contract will remain the same.

Mr. J. Jackson (M-Richmond) asked what equipment will be provided by the county and Mr. Nolan replied that it is a backhoe, a machine to tamp down trash to maximize loads in the trailers which will now be provided by the county.

A motion was made by Mr. J. Jackson (M-Richmond), seconded by Mr. S. Hicks (M-Petersburg), that **Resolution 15-04** be approved as submitted.

Item No. 7: Curbside Recycling Program

Mr. Nolan, reported that 2,955 tons were collected in September and year to date, 8,596 tons have been collected. He mentioned the average set-out rate is 37% and the Authority received \$54,000 in curbside recycling rebate from TFC.

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

Mr. Reggie D. Thompson, CVWMA Operations Technician, reported that CFS has continually shown improvement in the new MSW program in Hopewell. In the past three months the misses in Hopewell have gone down from 308 in July, to 94 in August and now 58 for the month of September. He mentioned that in comparison to September of 2013, the Staff recorded 73 misses with Allied Waste. Mr. Thompson mentioned that in Colonial Heights, CFS recorded 39 misses, and 108 misses were reported in Petersburg. He noted overall, the month of September was a good month for CFS, and added that in Ashland, County Waste recorded 31 misses for the month of September.

Item No 9: Operations and Program Statistics

Mr. Nolan mentioned to the Board some changes in tonnages, in the Drop-Off Recycling Program since last year. Because of recent procurements, he reported that there are a couple of jurisdictions delivering their own material. Therefore, the tonnages for mixed paper and OCC are now being tracked by CVWMA which has resulted in increased tonnage.

Mr. Nolan noted that there is a decrease in cost per ton due to the new contracts for FEL service, where CVWMA negotiated a lower cost and receives a rebate of \$10 per ton that is collected in the program.

Mr. Nolan reported that CRS, CVWMA's Contractor for Electronics Recycling, has gone out of business and Staff has worked over the last few weeks to help out jurisdictions where needed. He mentioned that Staff was able to get an emergency vendor to help with the collection events. Mr. Nolan added that, CVWMA has also issued a procurement, and received four proposals. Of the four, two were selected for interview, E-revival and Scott Recycling. He informed the Board that Staff will have a recommendation for award at the next Board meeting. Mr. Nolan expressed that CVWMA is excited that e-cycling is taking off, with recent events and three more events coming up in November.

Chairman Key asked if there was any early indication in the discussion of price improvement. Mr. Nolan replied that the pricing will be favorable along with improvement in some aspects of the contract. He mentioned that there are three different parts in the RFP; the one going up in cost are the events; the other parts that have decreased in cost are where the jurisdictions collect and prepare electronics and the vendor picks up when called. Those prices are a lot more favorable.

Item No 10: Technical Advisory Committee (TAC) Report

Mr. Nolan informed the Board the TAC did not meet in October, however, there is a meeting scheduled November 6, 2014 in Chesterfield, along with a tour of the County Waste MRF at the Shoosmith landfill, and invited any Board members that are interested. Chairman Key mentioned that the County Waste MRF has added a lot more technology and equipment there. Mr. Nolan explained that he and Mrs. Hynes visited the location and noted the various new sorting equipment.

Item No 11: America Recycles Day

Mrs. Nancy Drumheller, CVWMA Public Information Coordinator, reported to the Board that final logistics have been confirmed with local magician and juggler, Jonathan Austin, to help us promote recycling and America Recycles Day at one elementary school within each of our nine curbside recycling program jurisdictions. In addition, she reported that several localities are offering special collection events to residents. She added that a webpage with ARD toolkit has also been created and promoted to the public on a regular basis.

Item No 12: Public Information

Mrs. Drumheller reported that the October electronic newsletter included articles on; Collections on the Regular Schedule for Columbus Day Holiday, Fall Electronics Recycling Collection Events, November 15th is America Recycles Day, and CVWMA's Recycling Wizard. She added that the e-newsletter was distributed to over 1,100 email subscribers.

Mrs. Drumheller thanked Mr. Bob Dunn (M-Chesterfield) for being a part of CVWMA's recycling educational video. The Recycling Comes in All Shapes and Sizes has been one of the Authority's most successful campaigns since she started with the Authority. She mentioned that with the \$8,900 expenditure, the Authority received an excellent campaign with added values from WTVR CBS 6. During the three and a half week campaign, the Authority had over 2,400 contest entries, 1609 new Facebook likes, and 1,582 people that asked for more information on CVWMA. Mrs. Drumheller added that it was not a requirement for anyone entering the contest to check if they wanted more

recycling information. It would take Public Information Staff multiple events to reach this many interested people. She stated that Staff has followed up with everyone that asked for more information. Mrs. Drumheller explained to the Board that out of all the contest winners, there were numerous entries that asked for the 95 gallon cart instead of the gift card. Contest winners were randomly selected by TV station through www.randompick.com . Contest winners included: one resident in each of Chesterfield, Petersburg, and Hopewell won a \$100 gift card and one resident in each of Henrico, Hanover, and the City of Richmond won the 95 gallon cart.

Mrs. Drumheller reported that the art files, printing, and mailing of the 2015 collection schedule is on time. The Authority has selected printer and mailing services vendors. The collection schedule is to be sent to bulk mail on December 26, 2014.

Staff reported that the increase there has been in increase in website visits this month and this aligns with the media campaign. According to Google Analytics, of the visitors, 74.5% were new. Mrs. Drumheller explained that CVWMA click rate for links on the homepage are above the national average of 1%.

Mrs. Drumheller reported Public Information staff continues to work diligently to schedule a variety of outreach programs throughout the service areas. She also mentioned that Staff would like to thank Mrs. Marcia Kelley (M-Henrico) for coordinating the opportunity for CVWMA staff to speak along with Mrs. Kelley about recycling at two Town Meetings held by The Honorable Patricia S. O'Bannon, Henrico County Board of Supervisors-Tuckahoe District on Monday, October 20, 2014. Staff is most appreciative of Mrs. Kelley's efforts.

Mrs. Drumheller showed the Board a slide where Staff was recently at The Great Big Greenhouse in Chesterfield County. In addition, staff has worked multiple events and provided educational materials in the City of Petersburg to help promote the city's goal of recycling 4,000 tons by June 2015.

In addition, she mentioned that the Authority worked with City of Colonial Heights Police Department and Public Library at their Safe Communities Night. These types of collaborative educational efforts, are of great benefit as we can reach a broader public base.

Mrs. Drumheller shared a page from the Bon Secours St. Frances Medical Center Employee Newsletter, as the page was all about recycling and had a picture of the Do's and Don'ts from CVWMA's Collection Schedule. This newsletter goes out to over 1,000 employees who have signed up to receive this newsletter. She mentioned that the hospital has a Green team, and CVWMA staff will be providing them with a presentation on November 18th.

Finally, Mrs. Drumheller announced that Janelle Waldron, the Authority's part time outreach educator, has accepted a full time position at VCU and her last day will be October 26, 2014.

Item No 13: Consideration of Resolution 15-05: Amending the 2015 General Operating Fund Budget to Transfer Funds for Executive Director Travel

Mrs. Hynes informed the Board that CVWMA was invited along with representatives of the City of Richmond to attend the Southeast Recycling Development Council's Summit in Point Clear, Alabama November 10-13, 2014. She mentioned that during the Summit, the Curbside Value Partnership will be recognizing the initial three cities selected to participate in the Recycling Partnership, including Richmond, Virginia. She also informed the Board that the Executive Committee has approved travel for the Executive Director to attend the Summit from an educational

perspective as well as for national recognition for Richmond and the Central Virginia Region for the initiative in the Recycling Partnership.

Mrs. Hynes noted that the registration and travel expense was not included in the CVWMA 2015 Operating Budget in the Staff Development line-item, therefore Staff is requesting the transfer of \$1,700 from the Contingencies and Reserves line item to the Staff Development line item in the General Operating Fund for the purpose of attending the SERDC Summit. She noted that this expense will not require an appropriation of any reserve funds.

A motion was made by Mr. S. Hicks (M-Petersburg), seconded by Mrs. M. Phillips (M-Chesterfield), that **Resolution 15-05** be approved as submitted.

Item No 14: Administrative

Mrs. Hynes mentioned the DEQ Conference and encouraged Board members to attend. She noted that the event is meant to be an interactive conference, November 3-4, 2014 in Charlottesville, and although the deadline to sign up has passed, she indicated that they could still accommodate more. She also added that the DEQ is looking for some feedback on what is expected from the DEQ, and this is their way of increasing collaboration with jurisdictions as well as other solid waste facility operators. She stated that it should be a great conference and Staff plans on reporting back to the Board at the next meeting.

Mrs. Hynes announced that Patricia McCullagh, CVWMA Legal Counsel for the past 15 years, is resigning from McCandish Holton and will be working for the State Corporation Commission in the area of securities and financial litigation. She mentioned that Mrs. McCullagh has been working with someone else at the firm that the Authority will work with to represent CVWMA in the future. She indicated she will invite Mrs. McCullagh back to the December meeting if it pleases the board to say thank you and to wish her well.

Mrs. Hynes also wanted to mention that Staff just finished celebrating National Customer Service Week, the first week of October. Ms. Stephanie Breaker, CVWMA Customer Service Supervisor, did a great job getting Staff re-energized and motivated, by planning a week of fun activities and prizes, that not only involved our customer service staff that answer the phones, but the whole staff. All staff members provide a certain level of customer service and Mrs. Hynes thanked all of the staff.

In conclusion, Mrs. Hynes reminded the board that the TAC and Executive Committee Meetings are going to be held on the same day in Chesterfield, and in between there will be a tour of the County Waste MRF at the Shoosmith Landfill. She mentioned that if there is anyone that would like to participate, they are more than welcome to spend the day with the Authority staff. She notified the Board that the next Board Meeting will be back in the board room in Richmond on November 21, and Staff will be presenting the proposed Budget for the 2016 Fiscal Year.

Upcoming Meetings

Technical Advisory Committee
Executive Committee
Board of Directors (Richmond)

Thursday, November 6, 2014 – 9:00 a.m.
Thursday, November 6, 2014 – 2:00 p.m.
Friday, November 21, 2014 – 9:00 a.m.

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 9:40 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Phillips (M-Chesterfield) and carried that the October 17, 2014 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 17, 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., November 21, 2014. Given under my hand and seal of the CVWMA this 21st day of November 2014.

Robert C. Key, Chairman

STAFF AGENDA
ITEM NO. 6

CONSIDERATION OF RESOLUTION 15-06: AWARDING A CONTRACT FOR COLLECTING, TRANSPORTING, AND PROCESSING USED ELECTRONIC EQUIPMENT

A Request for Proposals was issued September 15, 2014 for Collecting, Transporting, and Processing Used Electronic Equipment. The proposals were opened on October 8, 2014 at 2:00 p.m. CVWMA staff reviewed the proposals with an advisory committee comprised of representatives from several member localities. The recommendation of the Selection Committee is the execution of an agreement with Scott Recycling, LLC. The term of the contract will be for an initial period of three years beginning on or about December 1, 2014 and ending November 30, 2017. The contract will also include an additional three-year renewal option.

Proposals were received from e-Revival, Supreme Assets, Safety Kleen, and Scott Recycling, LLC. Currently the CVWMA does not have an active contract for the Collecting, Transporting, and Processing Used Electronic Equipment as the previous Contractor (Creative Recycling Services) was found in default for failure to provide services and has gone into bankruptcy.

Scott Recycling, LLC was chosen by the Selection Committee for their ability to provide all the various services required by the RFP at a price that is fair for the current e-cycling market. In particular, they will collect used electronic equipment from a jurisdiction for no charge with the exception of 0.15 per pound for CRT TVs and 0.10 per pound for monitors. They have also opened a warehouse in Petersburg to process used electronics for shipping to their facility in Knoxville, Tennessee. They are the only viable proposal with a local business location. The Committee feels this will give us better customer service when issues occur with collection of used electronics at sites and events.

Resolution 15-06 will authorize the Executive Director to execute a contract for Collecting, Transporting, and Processing Used Electronic Equipment with Scott Recycling and Special Project Agreements between CVWMA and the member jurisdictions interested in these services.

Recommended Action: Approval of **Resolution 15-06**.

Attachment

RESOLUTION 15-06

A resolution awarding a contract for Collecting, Transporting, and Processing Used Electronic Equipment Services between the Central Virginia Waste Management Authority and Scott Recycling, LLC and Special Project Service Agreements with member jurisdictions for a three (3) year period commencing on or about December 1, 2014.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 6 of the November 2014 Board Agenda outlined the proposed Collecting, Transporting, and Processing Used Electronic Equipment services between the Central Virginia Waste Management Authority and Scott Recycling, LLC; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a contract for the Collecting, Transporting, and Processing Used Electronic Equipment between the Central Virginia Waste Management Authority and Scott Recycling, LLC; and

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

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

Adopted this 21st of November, 2014

ATTEST: _____
Robert C. Key, Chair

FINANCIAL REPORTS FOR OCTOBER 2014

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, 2014. The CVWMA has a combined Net Income of about \$365,000 year to date. The Net Income will decrease, as we continue to incur additional expenses throughout the fiscal year.

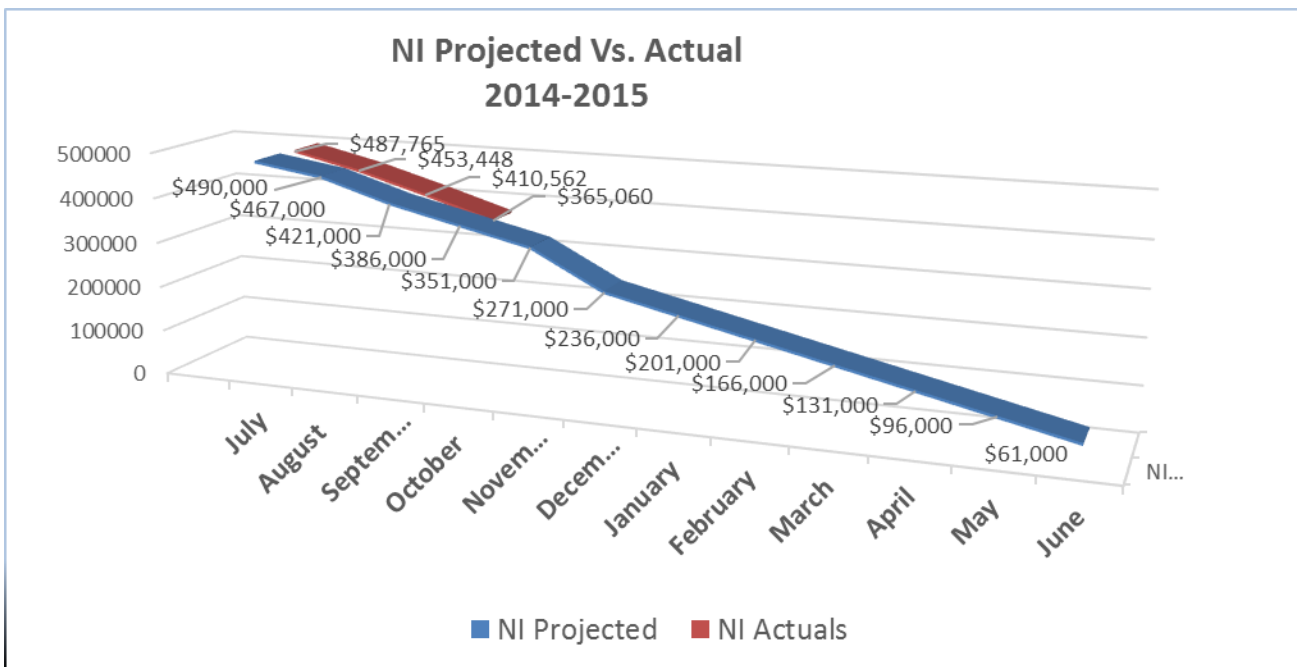
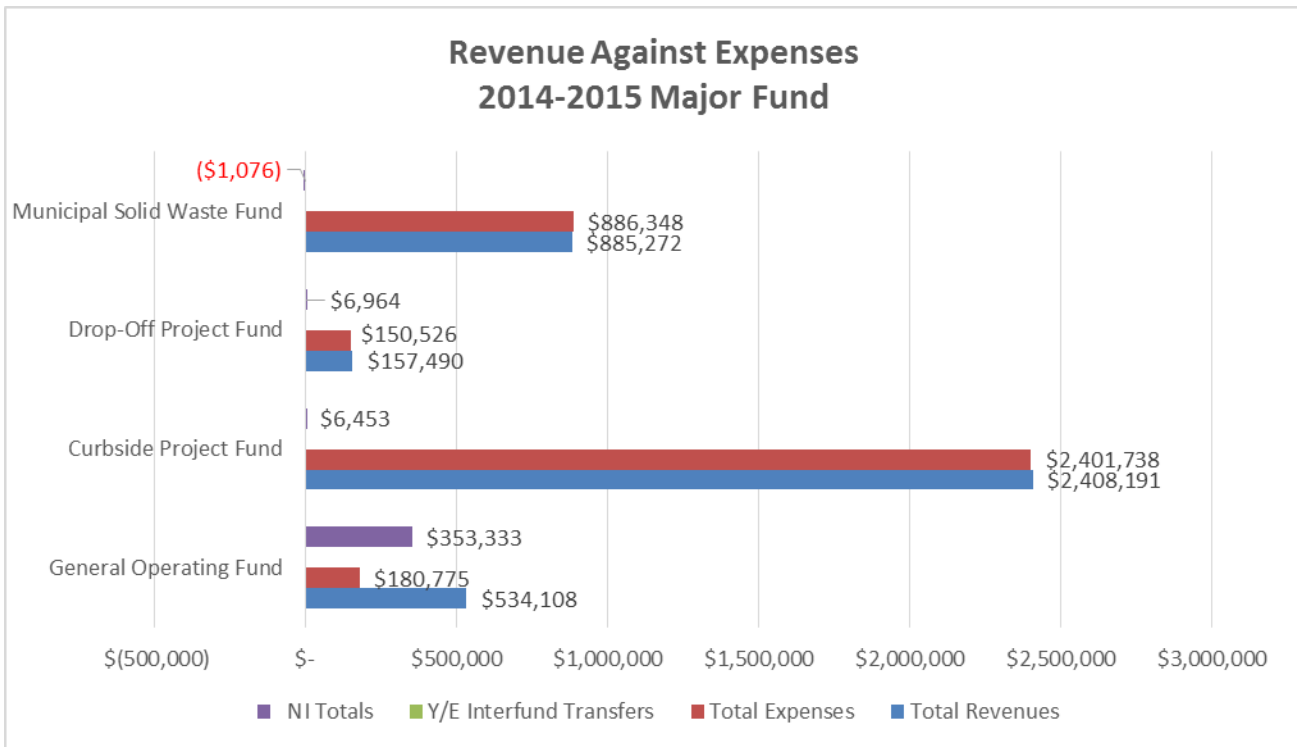
Recommended Action: Approval of October 2014 Financial Reports.

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2014 – October 2014

Summary - All Funds				
	Total	Total	Y/E Interfund	
	<u>Revenues</u>	<u>Expenses</u>	<u>Transfers</u>	<u>NI Totals</u>
General Operating Fund	\$ 534,108	180,775	\$ -	\$ 353,333
Curbside Project Fund	2,408,191	2,401,738	-	6,453
Drop-Off Project Fund	157,490	150,526	-	6,964
Municipal Solid Waste Fund	885,272	886,348	-	(1,076)
CFC/HCFC	6,810	6,810	-	-
Special Waste Collections	44,378	44,993	-	(614)
Waste Tire Fund	11,960	11,960	-	-
Appliance and Scrap Metal Hauling	118,540	118,540	-	-
Yard Waste Projects	72,992	72,992	-	-
Waste Transfer & Disposal	<u>367,904</u>	<u>367,903</u>	-	<u>0</u>
Totals	<u>\$ 4,607,645</u>	<u>\$ 4,242,585</u>	<u>\$ -</u>	<u>\$ 365,060</u>
Capital Outlay:	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ -	\$ 45,000	\$ 45,000
Office equipment	-	-	-	\$ -
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2014 – October 2014



Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2014 – October 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	133	903	4,000	(3,097)	-77.4%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	<u>133</u>	<u>534,108</u>	<u>537,205</u>	<u>(3,097)</u>	<u>-0.6%</u>
Expenses:					
Personnel services	29,968	119,875	344,550	224,675	65.2%
Fringe benefits	8,809	24,087	96,850	72,763	75.1%
Professional services	1,640	15,388	27,775	12,387	44.6%
Repairs and maintenance	279	318	2,925	2,607	89.1%
Advertising and promotions	187	403	2,250	1,847	82.1%
Materials and supplies	807	2,190	5,100	2,910	57.1%
Other services and charges	1,064	4,963	22,010	17,047	77.5%
Leases	3,264	12,996	41,315	28,319	68.5%
Depreciation	117	555	5,200	4,645	89.3%
Total Expenses	<u>46,135</u>	<u>180,775</u>	<u>547,975</u>	<u>367,200</u>	<u>67.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (46,002)</u>	<u>\$ 353,333</u>	<u>\$ (10,770)</u>	<u>\$ 364,103</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 10,000	\$ 10,000	
Office equipment	-	-	-	\$ -	
Vehicular equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>100.0%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2014 – October 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	509,895	2,062,372	6,510,000	\$ 4,447,628	68.3%
Public Relations Assessment	17,325	70,202	209,000	138,798	66.4%
Customer Service Assessment	18,426	74,370	224,000	149,630	66.8%
96-gal Cart Revenue	10,087	41,503	100,380	58,877	58.7%
Materials Sales Rebate	54,516	159,744	-	(159,744)	-
Contract Admin Costs	-	-	-	-	0.0%
Sponsorships and Grants	-	-	10,000	10,000	100.0%
Interest on Investments	-	-	1,500	1,500	100.0%
Total Revenues	<u>610,249</u>	<u>2,408,191</u>	<u>7,054,880</u>	<u>4,646,689</u>	<u>65.9%</u>
Expenses:					
Personnel services	15,113	59,212	180,075	120,863	67.1%
Fringe benefits	6,007	18,794	52,600	33,806	64.3%
Professional services	2,020	15,567	29,260	13,693	46.8%
Repairs and maintenance	407	2,350	3,190	840	26.3%
Advertising and promotions	9,875	22,680	75,285	52,605	69.9%
Materials and supplies	268	1,856	4,560	2,704	59.3%
Other services and charges	1,964	9,385	69,410	60,025	86.5%
Leases	2,154	8,619	26,500	17,881	67.5%
Depreciation	160	642	8,000	7,358	92.0%
Contractual services	507,278	2,060,378	6,510,000	4,449,622	68.4%
Materials Sales Rebate	54,516	159,744	-	(159,744)	-
96-gal Cart Expense	10,736	42,511	96,000	53,489	55.7%
Total Expenses	<u>610,498</u>	<u>2,401,738</u>	<u>7,054,880</u>	<u>4,653,142</u>	<u>66.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (249)</u>	<u>\$ 6,452</u>	<u>\$ -</u>	<u>\$ (6,452)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 30,000	\$ 30,000	
Office equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2014 – October 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	\$ 31,596	\$ 117,735	\$ 530,000	\$ 412,265	77.8%
Materials Sales Rebate		39,756	100,000	\$ 60,244	60.2%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>31,596</u>	<u>157,490</u>	<u>630,000</u>	<u>472,510</u>	<u>75.0%</u>
Expenses:					
Personnel services	379	1,432	5,630	4,198	74.6%
Fringe benefits	171	641	2,040	1,399	68.6%
Professional services	20	245	450	205	45.6%
Repairs and maintenance	9	22	60	38	63.3%
Advertising and promotions	-	-	1,000	1,000	100.0%
Materials and supplies	2	84	40	(44)	-110.0%
Other services and charges	9	93	360	267	74.2%
Leases	108	431	1,100	669	60.8%
Contractual services	36,421	117,735	530,000	412,265	77.8%
Materials sales rebate	<u>7,628</u>	<u>29,843</u>	<u>75,000</u>	<u>45,157</u>	<u>60.2%</u>
Total Expenses	<u>44,747</u>	<u>150,526</u>	<u>615,680</u>	<u>465,154</u>	<u>75.6%</u>
Transfers In (Out)	-	-	-	-	
Totals	<u>\$ (13,151)</u>	<u>\$ 6,964</u>	<u>\$ 14,320</u>	<u>\$ 7,356</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2014 – October 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	\$ 237,116	\$ 875,579	\$ 2,587,280	\$ 1,711,701	66.2%
Customer Service Assessment	2,448	9,693	29,400	\$ 19,707	67.0%
Contract Admin Costs	-	-	-	\$ -	0.0%
Interest on Investments	-	-	500	\$ 500	100.0%
Total Revenues	<u>239,564</u>	<u>885,272</u>	<u>2,617,180</u>	<u>1,731,908</u>	<u>66.2%</u>
Expenses:					
Personnel services	1,158	4,494	14,365	9,871	68.7%
Fringe benefits	763	2,186	5,030	2,844	56.5%
Professional services	237	1,955	3,815	1,860	48.8%
Repairs and maintenance	46	546	760	214	28.2%
Advertising and promotions	-	50	2,000	1,950	99.0%
Materials and supplies	57	306	1,250	944	75.5%
Other services and charges	47	402	1,530	1,128	73.7%
Leases	216	862	2,700	1,838	68.1%
Depreciation	-	-	1,000	1,000	100.0%
Contractual Services	<u>227,391</u>	<u>875,547</u>	<u>2,587,280</u>	<u>1,711,733</u>	<u>66.2%</u>
Total Expenses	<u>229,915</u>	<u>886,348</u>	<u>2,619,730</u>	<u>1,733,382</u>	<u>66.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 9,649</u>	<u>\$ (1,076)</u>	<u>\$ (2,550)</u>	<u>\$ (1,474)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 5,000	\$ 5,000	
Office equipment	\$ -	\$ -	\$ -	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2014 – October 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	\$ 117,460	\$ 470,340	\$ 2,185,000	\$ 1,714,660	78.5%
Materials Sales Rebate	29,026	152,094	250,000	\$ 97,906	39.2%
Contract Admin Cost	-	150	-	\$ (150)	0.0%
Interest on Investments	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>	<u>0.0%</u>
Total Revenues	<u>146,486</u>	<u>622,584</u>	<u>2,435,000</u>	<u>1,812,416</u>	<u>74.4%</u>
Expenses:					
Personnel services	-	-	-	-	
Fringe benefits	-	-	-	-	0.0%
Professional services	-	-	-	-	0.0%
Repairs and maintenance	-	-	-	-	0.0%
Advertising and Promotions	95	95	1,000	1,000	0.0%
Materials and supplies	-	-	-	-	0.0%
Other services and charges	-	-	-	-	0.0%
Contractual services	117,460	471,016	2,185,000	1,713,984	90.0%
Materials sales rebate	<u>29,022</u>	<u>152,087</u>	<u>250,000</u>	<u>97,913</u>	<u>39.2%</u>
Total Expenses	<u>146,577</u>	<u>623,198</u>	<u>2,436,000</u>	<u>1,812,897</u>	<u>74.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (91)</u>	<u>\$ (614)</u>	<u>\$ (1,000)</u>	<u>\$ (481)</u>	

CONSIDERATION OF RESOLUTION 15-07: TO REVISE AND UPDATE THE CVWMA INVESTMENT POLICY

The Central Virginia Waste Management Authority established an investment policy in November 2003. The policy has not been updated or revised since initial implementation and after review of the policy with the Authority's banking institution and the Virginia Security for Public Deposits Act, it is determined that the policy limits some investment options that could yield a higher rate of return in the future. In addition, the Virginia Code section references as well as the job title of the CVWMA's Investment Manager are outdated.

CVWMA staff proposes and requests the Board's approval to amend the Authority's investment policy as follows and attached:

- Designate the Investment Manager as the Finance and Administrative Officer (remove references to Deputy Executive Director).
- Update the Virginia Code Sections pertaining to the Virginia Security for Public Deposits Act.
- Revise #4. Authorized Investments to include Corporate Notes as an acceptable and authorized investments with the appropriate ratings requirements in accordance with the Virginia Code. This paragraph also revises the maximum maturity limitation from 1 year to 2 years.

The suggested additions to the policy are in accordance with the current Virginia Security for Public Deposits Act. Attached is the Investment Policy with suggested revisions and **Resolution 15-07** for review and consideration.

Recommended Action: Approval of **Resolution 15-07**

Attachments.

Central Virginia Waste Management Authority
Investment Policy

SCOPE

This investment policy applies to all investments of the Central Virginia Waste Management Authority (CVWMA). These funds are accounted for in the CVWMA's annual financial report and include the General Fund and all Special Project Funds. This policy applies to all transactions involving the financial assets and related activity of all funds.

DELEGATION OF AUTHORITY

Responsibility for the overall financial management of the CVWMA rests with the Executive Director. In accordance with the CVWMA By-Laws, the Executive Director may appoint employees in accordance with the budget and pay and classification plan as adopted by the Authority. **The Finance and Administrative Officer ~~Deputy Executive Director~~** is designated as Investment Manager.

OBJECTIVES

SAFETY – The Executive Director or his designated Investment Manager has fiduciary responsibility as investment manager regarding the public funds, therefore safety, and the preservation of capital, shall be the primary objective.

LIQUIDITY – Maintenance of sufficient liquidity to meet operating cash requirements is essential to the CVWMA's investment policy.

RETURN – The CVWMA seeks to attain a market rate of return on its investments, consistent with constraints imposed by its safety objectives, cash flow considerations and laws of the Commonwealth that restrict placement of certain public funds. The CVWMA's Investment Manager will represent the CVWMA's best interest in seeking to remove constraints to the efficient investment of funds.

All participants in the investment process shall act responsibly as custodians of the public trust. The investment manager shall avoid any transaction that might impair public confidence in the CVWMA's effectiveness.

PRUDENCE

Investments shall be made with judgment and care under prevailing circumstances which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as it relates to the probable income to be derived.

The standard of prudence to be used by the Investment Manager shall be the "prudent person" and shall be applied in managing an overall portfolio. Investment officials acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual investment vehicle's performance, provided that deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS OF INTEREST

The Executive Director and any employees designated by the Executive Director involved in the investment program shall refrain from personal business activity that could conflict with proper execution of the investment program or that could impair their ability to make impartial investment decisions.

No employee shall own stock or have any financial interest in any company awarded contracts by the Authority except in publicly traded mutual funds.

Employees shall subordinate their personal investment transactions to those of the CVWMA, particularly regarding timing of purchases and sales.

INTERNAL CONTROLS

The Investment Manager, with approval by the Executive Director, shall carry out the execution of all investments.

The Code of Virginia, this investment policy and generally accepted accounting policies, play a significant role in the annual audit function conducted by an Independent Certified Public Accounting Firm.

The study and evaluation of internal control is a valuable part of the annual audit, with the management letter issued by the auditors bringing to light any significant weaknesses in the current internal control structure.

AUTHORIZED INVESTMENTS

Authorized investments for public funds are limited to those set forth in **Chapter 44 18**, Section **2.2-4400 2.1-328** of the Code of Virginia.

Investment vehicles for the Authority shall further be restricted in consideration of the size of the portfolio and the absence of professional investment personnel.

The CVWMA may invest in any and all funds belonging to it or in its control in the following:

1. Obligations of the Commonwealth of Virginia, including stocks, bonds, notes and other evidences of indebtedness of the Commonwealth, and those unconditionally guaranteed as to the payment of principal and interest by the Commonwealth of Virginia.
2. Obligations of the United States, including stocks, bonds, notes and other evidences of indebtedness of the United States, its agencies or government sponsored corporations. These securities can be held directly or in the form of a registered money market or mutual fund provided that the portfolio of the fund is limited to such evidences of indebtedness.

3. Certificates of deposit and time deposits of Virginia banks and savings institutions federally insured to the maximum extent possible and collateralized under the Virginia Security for Public Deposits Act, **Chapter 44, Section 2.2-4400** of the Code of Virginia.
4. “Prime Quality” commercial paper, including bankers acceptances **and Corporate Notes**, with a maturity of **2 years** ~~1-year~~ or less, issued by corporations organized under the laws of the United States, with a rating no lower than P-1 (**CP**), **A3 (Corp. Notes)** by Moody’s Investor Service **AND/OR** A-1 (**CP**), **A- (Corp. Notes)** by Standard and Poor’s Corporation.
5. Overnight, term or open Repurchase Agreements collateralized by U.S. Treasury/Agency Securities. The collateral for overnight or one day repurchase agreements is required to be at least 100% of the value of the repurchase agreement.
6. Commonwealth of Virginia Local Government Investment Pool (LGIP) – convenience and cost effectiveness are primary advantages in using the LGIP as an investment vehicle.

REPORTING

Periodic reporting of portfolio position and investment performance results will add an element of accountability and discipline to the CVWMA’s investment program.

The Investment Manager shall prepare and incorporate into a quarterly report to the CVWMA Audit Committee an account of investment activity for the quarter ended. The report will show the details of the portfolio’s position at quarter end and will include current yield, investment income and investment income compared to budget projections.

RESOLUTION 15-07

A resolution revising the Central Virginia Waste Management Authority's *Investment Policy*.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the *Investment Policy* defines and describes CVWMA policies for transactions involving the financial assets and related activity for all funds, and
2. That this policy guides CVWMA staff in implementing the overall objective of the CVWMA to assure fiduciary responsibility regarding public funds and preservation of capital, and
3. That the policy designates authorized investments for public funds as stipulated in the Code of Virginia applicable to State and Local Governments and Political Subdivisions of the Commonwealth of Virginia, and
4. That the report included as Staff Agenda Item No. 12 of the November 2014 Board Agenda identified the need to revise and update the CVWMA's *Investment Policy* and included the revised *Investment Policy*, and
5. That the *Investment Policy*, presented herein is hereby revised and shall replace any previous investment policies and shall be effective upon its passage.

Adopted this 21st of November, 2014

ATTEST: _____
Robert C. Key, Chair

**STAFF AGENDA
ITEM NO. 13**

2015-16 PROPOSTED OPERATING BUDGET

The 2015-16 Proposed Operating Budget will be distributed at the Board of Directors meeting on Friday, November 21. 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 2015-16 Proposed Operating Budget, please contact Mrs. Kim Hynes, CVWMA Executive Director with any questions or comments.

CONSIDERATION OF RESOLUTION 15-08: AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE PROPOSED STAFFING ADDITIONS IN FISCAL YEAR 2015

The 2016 Proposed Operating Budget includes the addition of a Part-time Customer Service Representative and a Full-time Recycling Education and Outreach Specialist to the Staff. These positions have been funded through various revenue sources as outlined in the Proposed Budget and savings currently realized in the Personnel and Fringe Benefits categories of the Budget.

Part-Time Customer Service Representative: Call volume and the handling of email and web “calls” have increased in recent years, for a multitude of reasons. Since 2012, Colonial Heights, Petersburg, Hopewell and Ashland have all changed contractors for MSW. In addition Ashland and Colonial Heights implemented a cart program for recycling and Petersburg and Hopewell added curbside recycling to their menu of services; CVWMA is gearing up to implement a cart and alley recycling collection program in Richmond; and there have been a multitude of weather events that impact service and thus impact call volume. All of this, above the normal service related issues, information requests, etc. With only 3 people (including the Supervisor), we oftentimes find ourselves under staffed. You will find as you review the 2016 Proposed Operating Budget, the inclusion of a Part-Time Customer Service Representative to ensure coverage at all times particularly during peak times. A Part-Time Customer Service Representative position is included in the approved 2015 Budget, however we made that position Full-Time after the departure of the Customer Service Representative/Administrative Assistant hybrid position and hired a part-time Administrative Assistant.

New Full Time Recycling Education and Outreach Specialist: The workload and the expectations of CVWMA in recent months and years has expanded significantly in the area of public information and education/outreach for the residential recycling program. Two jurisdictions (Petersburg & Hopewell) have added curbside recycling to their menu of services; we will be gearing up for a new program in Richmond and are working to meet higher demands of the other participating localities to increase recycling, particularly after the renegotiation of the recycling contract. CVWMA has struggled to keep up with the demands with 1.5 people. In addition, retaining dedicated, hard-working staff in a part time position has become more challenging. This position would replace the previous PT position. I believe the FT position will attract a more qualified and vested team member and will allow CVWMA to fully meet the expectations of the participating jurisdictions in this area. Further, getting the right person in this position will lead to sound succession planning in the future. The 2016 Proposed Operating Budget includes sufficient funding for this FT position. This position is supported mostly by additional public information assessment moneys and the elimination of the PT position.

The CVWMA Staff respectfully requests approval of **Resolution 15-08** authorizing the Executive Director to hire for these 2 positions in the current 2015 Fiscal Year to ensure adequate staffing to meet the needs of our member jurisdictions and the public. The positions will be supported through savings already realized in the 2015 Budget as a result of staffing changes.

Recommended Action: Approval **Resolution 15-08**

Attachment.

RESOLUTION 15-08

A resolution authorizing the Executive Director to execute additions to Personnel and Staffing in Fiscal Year 2014-2015.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the report included as Staff Agenda Item No. 14 of the November 2014 Board Agenda outlined the proposed additional staffing for the 2015 Fiscal Year; and
2. That the report included as Staff Agenda Item No. 14 identified the immediate staffing needs in the areas of Customer Service and Public Information, and
3. That the positions of Part-Time Customer Service Representative and Full-Time Recycling and Education and Outreach Specialist have been included in the Proposed 2016 Operating Budget with identified funding sources and savings, and
4. That the 2015 Operating Budget approved by the CVWMA Board of Directors on December 13, 2013 includes sufficient funds to obtain the positions of Part-Time Customer Service Representative and Full-Time Recycling Education in Fiscal Year 2015, and
5. That the Executive Director is hereby authorized to execute the proposed staffing additions in the 2014-2015 fiscal year; and
6. That this resolution shall be in full force and effect upon its passage.

Adopted this 21st of November, 2014

ATTEST: _____
Robert C. Key, Chair