



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

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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STAFF AGENDA

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OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Technical Advisory Committee
Executive Committee
Board of Directors (Richmond)

Thursday, November 5, 2015 - 9:00 a.m.
Monday, November 9, 2015 - 1:00 p.m.
Friday, November 20, 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 SEPTEMBER 18, 2015

The minutes of the regular Board of Directors meeting held September 18, 2015 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 18, 2015
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
J. Allen Lane (M-Henrico), Secretary
Mark Kukoski (M-Richmond), Treasurer
Steven Hicks (M-Petersburg), Director
Stephen Chidsey, (M-Hanover), Past Chair
Lee Slöppy (M-Ashland)
Jeffrey T. Howard (A-Chesterfield)
William E. Henley (A-Colonial Heights)
David Lloyd (M-Goochland)
Wayne Hazzard (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
James H. Burrell (M-New Kent)
Johnny Melis (A-Powhatan)

Non-Voting:

Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Nancy W. Drumheller, Public Affairs Manager
Reginald D. Thompson, Operations Technician
Erica Long, Administrative Assistant
Stephanie N. Breaker, Customer Service Supervisor
Jason Hart, McCandlish Holton, CVWMA Legal Counsel

MEMBERS/ALTERNATES NOT PRESENT

Bill Hamby, Jr. (M-Prince George), Vice-Chair
Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Matthew Rowe (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Marcia R. Phillips (M-Chesterfield)
Sheryl D. Bailey (A-Chesterfield)
Clay Bowles (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Michael Flagg (A-Hanover)
Randy Hardman (A-Hanover)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Edward Watson (M-Hopewell)
Monique Robertson (A-Hopewell)
David Bednarczyk (A-New Kent)
William Riggelman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Lana Agostini (M-Richmond)
Johnnie Allen (A-Richmond)

Guests:

Mike Mee, Dept of Public Works Petersburg, VA
Lou O'Boyle, Zelos, LLC

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, he closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of August 14, 2015

Chairman Key opened the floor for a motion to accept the minutes of the regular meeting of August 2015 as submitted. A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mr. W. Hazzard (M-Hanover) and carried that the minutes of the August 14, 2015 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Mrs. Kimberly Hynes, CVWMA Executive Director, introduced CVWMA new legal counsel, Mr. Jason Hart of McCandlish Holton.

Recognition of Reggie Thompson for 10 Years of Service

Chairman Key and Mrs. K. Hynes, recognized Mr. Reggie Thompson by informing the board of Mr. R. Thompson's tenure at CVWMA. She mentioned that Reggie began with the CVWMA in September 2005 and he has served as Operations Assistant and most recently Operations Technician. He works closely with the Director of Operations on administration and monitoring of all CVWMA contracts and programs. Reggie assists in maintaining a pulse on all of our programs and works daily with our contractors in providing the utmost service to our member jurisdictions. Reggie is a team player and has been instrumental in projecting a positive image of the CVWMA through contract management. He is an asset to the Authority.

Item No. 4: Strategic Planning Process and Update

Chairman Key mentioned that the strategic planning process has begun, by Lou O'Boyle, Kim Hynes, and the Executive Committee. With respect to the Board's time, and gathering information and input from the Board, the Executive Committee will draft work products gathering input from stakeholders and engage the Board for input at all stages.

Mrs. K. Hynes introduced Mrs. Lou O'Boyle, Director of Engagement for Zelos LLC, CVWMA's strategic planning facilitator. She started Zelos years ago, turned it over to her partner, went to work with Chesterfield County, and now is back at Zelos. She has a lot of experience working with local governments and she will help guide the Authority through this process. She has a presentation to discuss the planning process to date, gain input from the Board, discuss next steps and answer questions.

Mrs. L. O'Boyle stated that more important than finishing on time, is getting a plan that's meaningful. She added that the primary purpose of every strategic plan is to help make decisions and determine

outputs. Mrs. L. O'Boyle explained that the idea of the plan is to help select the best ideas that can give the best return. She mentioned that the one thing the Board will notice is that Zelos has a strong commitment to a "no hype", "no bluff" philosophy on how the Authority can make a decision. She added that she does not want words that are hard to understand or several pages that will sit on a shelf. She believes a great outcome in a plan should be clear and concise. We will be answering just three questions: 'where you are right now?' 'what does the future looks like?', and 'how do we close that gap?' Mrs. L. O'Boyle stated that the role that the Board will play in approving the final plan, will include actively engaging in the process starting today by filling out the environmental scan to get a sense of exactly where the Authority is at this point. Mrs. K. Hynes has provided her with a lot of information including survey results and some documents that give a great explanation of background. She said now it is important to tap into the brain of trust of the organization to determine "what is it that CVWMA needs to do really well" and "what are the critical issues"? She will summarize the answers for the small group and the Board. She also invited Board members not on the Executive Committee that want to be more engaged in the planning process to please let her know.

Mr. R. Whiteman (M-Henrico) asked what the frequency of the meetings of the Executive Committee will be and Chairman Key responded with once a month at their regular meetings. Mr. R. Whiteman asked Mrs. L. O'Boyle what has been the success rate of meeting the timeframe? Mrs. L. O'Boyle responded that the success rate is really high, but it is more important to get a great plan in place. If it is found that more time is needed to gather more information, she will not rush it.

Item No. 5: Public Hearing – Proposed Amendment #8 to the Central Virginia Solid Waste Management Plan to include the Expansion of the Ashcake Road Landfill in Hanover County

Mr. Rich Nolan, CVWMA Director of Operations, reported that the CVWMA Board of Directors will hear public comment regarding a proposed amendment to the Central Virginia Solid Waste Management Plan (CVSWMP or Plan) requested by The Ashcake Road Landfill in accordance with the Virginia Solid Waste Planning Regulations 9VAC-20-130-130. The public hearing was properly noticed. Each speaker will have 3 minutes to provide their comments to the Board of Directors.

Mr. R. Nolan provided some background information on proposed Amendment #8. The Ashcake Road Landfill located at 10022 Ashcake Rd, Ashland, VA 23005 (in the County of Hanover) is a permitted Construction/Demolition/Debris (CDD) landfill operating under Solid Waste Facility Permit Number 574 issued by the Virginia Department of Environmental Quality. The permit for this facility was originally issued on September 15, 1994. There is no service area restrictions imposed on the Ashcake Road Landfill, however the primary service area is the Richmond metropolitan area. The facility does not take out-of-state waste.

Further, Mr. Nolan explained that this landfill only accepts CDD waste as described by the Regulations. Construction waste is defined as solid waste that is produced or generated during construction, remodeling or repair of pavements, houses, commercial buildings and other structures. Construction waste includes lumber, wire, sheetrock, brick, shingles, glass, pipes, concrete, paving materials, non-friable asbestos-containing building materials and metal and plastic construction materials and containers. Demolition waste is a solid waste that is produced by the destruction of structures and their foundations and includes the same materials as construction waste. Debris waste results from land-clearing operations and includes stumps, wood, brush, leaves, soil and road spoils. Ashcake does not accept municipal solid waste, hazardous waste or industrial waste.

Mr. Nolan continued by informing the Board that the permitted lined disposal area is 30.4 acres. The landfill has a permitted design capacity of approximately 2,180,000 cubic yards. The proposed

vertical expansion of the facility will add an additional 955,000 cubic yards of airspace for a total permitted volume of 3,135,000 cubic yards. The design average daily intake rate is 165 tons per day and the maximum daily intake rate is 500 tons per day. Based on current disposal rates, the current design capacity is projected to be reached in 2022. The proposed vertical expansion is projected to extend the closure date to 2031. The proposed vertical expansion will re-grade approximately 18.5 acres area at the top of the landfill. The existing 3:1 side slopes will be projected up to the new height of an approximate elevation of 290 feet. The proposed top of the landfill will be graded similar to the current design to manage storm water. Variations in the rate of waste received will affect the final closure date.

Mr. M. Kukoski (M-Richmond) asked if it is going up an additional 40 feet to maintain an approximate 3 to 1 slope. Mr. R. Nolan said that they are going to do some regrading to make it a 3 to 1 slope, which is the standard, and accepted.

Mr. M. Kukoski (M-Richmond) asked if the Hanover Board of Supervisors has approved the expansion. Mr. R. Nolan replied that they did approve the expansion at the July 22nd meeting. Mr. J. Burrell (M-New Kent) asked if the approval gives an additional 9 years. Mr. R. Nolan replied affirmatively and stated that the daily intake is about 160 tons a day, and are permitted to take in a maximum of 500 tons per day. They only accept waste from local businesses.

Mrs. M. Kelley (M-Henrico) asked if there are any commercial or residential people in the area that have an issue with the expansion. Mr. W. Hazzard (M-Hanover) replied that they did not have a problem with the neighbors. Mr. S. Chidsey (M-Hanover) stated there was a public meeting at a local church and they had a great reply from neighbors. Mr. W. Hazzard (M-Hanover) stated that, the landfill is surrounded by trees so it is not very visible from the road. Chairman Key stated that there is ongoing growth, and a need for this expansion. Mr. S. Chidsey (M-Hanover) mentioned that the landfill also provides services to the County such as concrete grinding.

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

Consideration of Resolution 16-02: Approval to amend the Central Virginia Solid Waste Management Plan (CVSWMP) to include expansion of the Ashcake Road Landfill in Hanover County

Chairman Key opened the floor for a motion to accept and file **Resolution 16-02** as submitted. A motion was made by Mr. J. Burrell (M-New Kent), seconded by, Mr. S. Chidsey (M-Hanover) and carried that **Resolution 16-02** be approved and filed as submitted.

Item No. 6: Public Hearing – Proposed Amendment #9 to the Central Virginia Solid Waste Management Plan for the closure of the Springfield Road Landfill in Henrico County

Mr. R. Nolan reported that the CVWMA Board of Directors will hear public comment regarding a proposed amendment to the Central Virginia Solid Waste Management Plan (CVSWMP or Plan) requested by Henrico County in accordance with the Virginia Solid Waste Planning Regulations 9VAC-20-130-130. Each speaker will have 3 minutes to provide their comments to the Board of Directors.

Mr. R. Nolan reported the **Springfield Road Landfill**, owned and operated by Henrico County is permitted under Solid Waste Facility Permit Number 545 issued by the Virginia Department of Environmental Quality. The landfill is located at 10600 Fords Country Lane Glen Allen, Virginia. Final placement of waste in the landfill occurred on November 8, 2014. Construction for the final cover system, over approximately 26 acres of the landfill is on-going and anticipated to be complete in October 2015. This final cover construction will complete capping the landfill.

Continuing, Mr. R. Nolan informed the Board that Henrico County planned for management of its solid waste after the closure of the landfill and constructed a transfer station in the same location as the landfill. The Springfield Road Transfer Station was constructed adjacent to the current Public Use Area, near the entrance to the landfill property. This facility was permitted through the DEQ as Permit-by-Rule No. 591, issued on May 7, 2014. Henrico County will continue to use the Public Use Area as a residential drop-off site for solid waste, recyclables, and vegetative waste processing.

Mr. W. Hazzard (M-Hanover) asked if there is any proposed land use for the 26 acres of closed landfill and are there any differences? Mr. J. Clary (A-Henrico) stated that there are no differences, and it is designed to be a flat top. There have been discussions, however, no plans at this time for an alternate use. Mr. W. Hazard (M-Hanover) stated that as technology is improved many things can be proposed for the land. Mr. J. Clary (A-Henrico) stated that the final 26 acres is not closed yet, however, when it is it could open up other opportunities.

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

Consideration of Resolution 16-03: Approval to amend the Central Virginia Solid Waste Management Plan (CVSWMP) to include the closure of the Springfield Road Landfill in Henrico County

Chairman Key opened the floor for a motion to accept and file **Resolution 16-03** as submitted. A motion was made by Mr. M. Kukoski (M-Richmond), seconded by, Mr. R. Whiteman (M-Henrico) and carried that **Resolution 16-03** be approved and filed as submitted.

Item No. 7: Audit Committee Report

2015 Comprehensive Annual Financial Report

Mr. M. Kukoski (M-Richmond), Treasurer, reported that the Audit Committee met with the representatives of Brown & Edwards to go over the Comprehensive Annual Financial Report (CAFR) and the results of the audit this year. For reasons the Executive Director will explain the final report will not be presented today as scheduled.

Mrs. K. Hynes stated that the deadline to submit the annual financial report to the Virginia Auditor of Public Accounts (APA) is September 30th, three months after the fiscal year end. She added that this year the Authority has to implement GASB 68, which deals with pensions. Mrs. K. Hynes added that the APA and Virginia Retirement Systems (VRS) have been working all summer on what the disclosures and recording of pensions should be, however, have not yet released the guidelines. The rest of the report is completed, however, Staff and Audit Committee have decided to defer the presentation of the CAFR until the next meeting, so the pension obligation can be explained.

Mr. W. Hazzard (M-Hanover) asked if they are transferring the liability for the total pension to the Authority book as they are in the localities. Mrs. K. Hynes replied that yes, the Authority must adhere to the same rules as the counties and cities, For the Authority that net liability will be in the \$40,000 range.

She added that the audit went well and the Authority received an unqualified opinion again, which is the best rating. She brought to the Board's attention a finding by the auditors regarding an investment in a corporate note, where the ratings do not meet the State's statute. The state requires an AA rating or better from investments and this one had an A3 rating. Mrs. K. Hynes stated that the Authority had actually recommended to the Board last year to revise the investment policy to approve this type of investment to yield a higher return. The Authority has since liquidated the investment. Although there was a penalty the investment income more than covered the penalty. Staff will bring the investment policy back to the Board to get it back to where it needs to be during the budget process. Mr. M. Kukoski (M-Richmond) stated that the auditors were not concerned at all, since the Authority liquidated it.

Mrs. K. Hynes indicated that in addition VRS asked that the auditors issue a report to them about input into to the VRS for employees which the auditors reported no findings of improprieties. Staff also provided the committee with the administrative transfers and the disbursements for April through June 2015. Next month the CAFR will be on the agenda, and will be sent out electronically before the meeting. The Committee asked that Staff send a letter to the APA asking for an extension of the report to file.

STAFF AGENDA

Item No. 8: Consideration of Resolution 16-04: To Award a contract for Lead-Acid Battery Collection and Recycling with recommended vendor

Mr. R. Nolan reported that the contract between CVWMA and Battery Barn for Lead Acid Battery Collection and Recycling Services expires on September 30, 2015. The proposals were opened and read on August 21, 2015 at 2:00p.m. CVWMA staff reviewed the proposals with an advisory committee comprised of representatives from several member localities. He added that the recommendation of the selection committee is the execution of an agreement with Battery Barn. The term of the contract will be for total period of five years with a termination date of September 30, 2020 and the contract will also include an additional five year renewal option.

Chairman Key opened the floor for a motion to approve **Resolution 16-04** as submitted. A motion was made by Mr. S. Chidsey (M-Hanover), seconded by, Mr. M. Kukoski (M-Richmond) and carried that **Resolution 16-04** be approved and filed as submitted.

Item No. 9: Residential Recycling Program Update

Mr. R. Nolan, reported that in August 2015 2,950 tons were collected compared to 2,708 tons collected in August 2014. Richmond cart roll-out is completed and overall the enhanced service is going quite well. He stated that there were 306 misses in Richmond where there usually is about 60-70. This is attributed to the transition. He explained that the way the program works is wherever the trash cart is that is where the recycling carts go for collection. Mrs. M. Kelley (M-Henrico) asked if there are some responsibility for the residents that live in an alley way to move their recycling and trash carts, and if so how is that being handled? Mr. R. Nolan replied that what they did not want is

for the area residents to place their recycle carts and their trash carts in separate areas and make it difficult for the vendor. Mrs. M. Kelley (M-Henrico) asked if the driver has to leave the truck, with one person and walk a small distance to go down the alley, empty the cart and then go back to the truck. Mr. R. Nolan replied that the vendor purchased smaller rear load trucks so they can get through the alley with two or three guys. He added that the only disadvantage is that the trucks only carry three or four tons versus fifteen, so they have to be strategic when collecting in the alleys. Chairman Key asked if the bike race will impact the recycle pick up. Mr. R. Nolan reported that it will not impact the recycling collection that week.

Item No. 10: Municipal Solid Waste (MSW) Program

Mr. Reginald Thompson, CVWMA Operations Technician, reported that County Waste had another good month in Ashland with only nine misses reported in August. The first month of collecting trash for the tax relief citizens in Chesterfield County was challenging. The biggest problem on this transition was the routing issues and the number of people that need backdoor collection which led to a high number of calls and misses. He added that Staff worked with County Waste and Chesterfield County to resolve those issues. In comparison they recorded 307 misses for the month of August, and so far in September the misses are down to 53. In the month of August for CFS 32 misses were recorded in Colonial Heights, 88 in Hopewell and 108 in Petersburg. He added that the biggest issue for CFS at this point is cart deliveries and repairs, as they have fallen behind as they await delivery of new carts.

Item No. 11: Operations and Program Statistics

Mr. R. Nolan mentioned that August was a slow month for recycling in general, due to vacations. He added that there were copies of July 2015 program stats on the website from last month. He mentioned an recycling event in Chesterfield this Saturday with a new feature. Residents can pay five dollars to get their hard drive shredded. There are also two events scheduled in October for Henrico and one in Richmond. Mr. R. Whiteman (M-Henrico) asked if there will be hard drive shredding in Henrico like Chesterfield. Mr. J. Clary (A-Henrico) said that it is not yet finalized. Mr. S. Chidsey (M-Hanover) asked what the cost is for shredding. Mr. R. Nolan replied that the cost is \$300 for the jurisdiction with a certificate of destruction provided to the resident. Mrs. M. Kelley (M-Henrico) asked if the events include document shredding. Mr. J. Howard (M-Chesterfield) stated that Chesterfield has it all combined. Mr. J. Clary (A-Henrico) stated that they are tentatively doing document shredding on November 22nd. Mr. J. Burrell (M-New Kent) asked if the hard drive needs to be taken out of the computer. Mr. R. Nolan replied no it does not need to be taken out of the computer.

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

Mr. R. Nolan, reported that the TAC met on September 3rd and they talked about the amendments that were already presented with no objections from the TAC. He mentioned that they also spoke more about #3 through #7 plastics. There are two Material Recovery Facilities (MRF) that do single stream recycling in the area. Since there are a lot of questions County Waste has agreed tentatively to come and speak to the TAC at the next meeting to discuss further.

Item No. 13: Public Information

Waste Reduction News

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, reported that the September electronic newsletter included articles on Labor Day Holiday to Delay CVWMA Recycling & Trash Collections, James River Regional Cleanup Day, Sept. 12, Reduce, Reuse, Recycle Special Scout Patch, and CVWMA Celebrating 25 Years. She mentioned the e-newsletter was distributed to over 1,140 email subscribers, and monthly statistics show that the open click rate of 26.7 % is still above industry standard of 21.3%.

Promotion and Outreach

Mrs. N. Drumheller stated that Staff responded to 25 requests for the month of August, and of these requests, eight were for presentations, and nine for educational materials. In addition, staff worked the CVWMA booth at seven events, and the Authority had one media story. Staff estimates reaching 833 people and the Staff distributed of 6,012 educational materials.

From the pictures shown on the slides, Staff had an educational booth at Ashland Farmer's Market as well as the Chesterfield County Fair. Mrs. N. Drumheller shared some recent opportunities for educational programs outside of our normal venues. The First Lego League - Robotics Teams are in most all of the Authority member localities, and each year teams are challenged to build a robot capable of completing multiple tasks on a three-dimensional playing field. The students' research and solve a real world problem based on the Challenge theme. She added that the theme for this year is Garbage and Recycling. CVWMA's Recycling Educator and Outreach Specialist has spoken to multiple groups. She was in Ashland and then spoke to 100 people at Shady Grove United Methodist Church and will be in Sandston this coming Monday. What a great opportunity that fell in our laps!

Mrs. N. Drumheller received an invitation to speak at a meeting with local members of the National Association of Professional Organizers. These organizers work in many of our member jurisdictions helping their clients (local residents) clean up/and or organize years of clutter in their homes or homes of family members that need proper disposal information for items (mostly Household Hazardous Waste (HHW)) that has accumulated under a sink or in a storage shed or garage. She added that the organizers want locality specific information from our Recycling Wizard feature so that they can help educate the clients they are working, and it is a great learning opportunity from a source that has never worked with CVWMA before.

CVWMA has been trying for years to be able to provide recycling education to the students in local homeschool networks. Mrs. N. Drumheller finally had the opportunity to meet with a local homeschool contact in Powhatan County yesterday at the Powhatan Library. She thanked the Powhatan Anti-Litter Council and Monacan Soil and Water Conservation District for helping CVWMA make this vital connection. Mrs. N. Drumheller was able to talk to this parent who is willing to share CVWMA educational programs with 80 others that homeschool in Powhatan, Hanover, and Henrico Counties. These students are not bound by 30 minute classroom type presentation and or the assembly format so that our Recycling Education an Outreach Specialist will be able to work with smaller groups and do more hands on versus Power Point type education.

Mrs. N. Drumheller mentioned that the Call Center Staff responded to over 8,000 Hotline calls during the month of August. Of these over 3,000 were "teachable moment" general calls. A good portion of the high call volume is with recyclers in the City of Richmond. CVWMA has never rolled out such a

massive number of carts at one time. With the rollout of over 60,000 recycling carts in the City of Richmond the top questions continue to be about collection day, placement of cart for collection, and recycling rewards.

The James River Regional Cleanup took place on Saturday, September 12 from 9 am – 1 pm. Nearly 700 bags of litter were collected from 14 sites along the James River. Volunteers collected 432 garbage bags of trash and 251 bags of recyclable materials during the cleanup. She congratulated and thanked the many Board members who have cleaned up sites during this annual regional event.

Website Statistics, Social Media, and Curbside Email Reminder

The website continues to be a good resource for the Authority. The month of August data shows 14,585 unique visitors visited 27,370 pages. Top pages viewed after our Homepage include Richmond Locations page, Curbside Recycling Program page, and the 2015 Collection Schedule pdf and Electronics webpage.

210 email subscribers signed up for the Curbside Email Reminder during the month of August. There are 23,216 total subscribers as of August 31, 2015. Our social media continues to be a great resource too. Staff worked with Darlene Mallory (Richmond Clean City Commission) on several educational videos for new 95 gallon cart that CVWMA promoted on Facebook and Twitter. Pinterest Analytics reports 1,457 monthly viewers for month of August. Recycled Classroom had the most visits. New boards include Recycled Kwanza and Recycled Hanukah.

Mr. W. Hazzard (M-Hanover) mentioned that Nancy needs to be commended for what she does and this will be important in the Strategic Planning process. Some organizations don't know that the Authority exists and the Authority does not know that they exist. There are different groups out there that accomplish a lot and together and we have to figure out a plan to work together with those groups.

Item No. 14: Financial Reports for August 2015

Financial Reports for August 2015

Mrs. K. Hynes reported that as of August 31, 2015, the Authority has a combined net income of about \$491,000 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 August 31. She noted that included are all of the sponsorship funds, however, none of the expenses are included and will be recorded next month.

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 August 2015 as submitted. A motion was made by Mr. S. Chidsey (M-Hanover), seconded by, Mr. J. Burrell (M-New Kent) and carried that the Financial Reports for August 2015 be approved and filed as submitted.

Item No. 15: Consideration of Resolution 16-05: authorizing the Executive Director to make adjustments to the approved Pay and Classification Plan

Mrs. K. Hynes mentioned that there is still has a vacancy in a full-time position. Each full-time position is defined in the Pay and Classification Plan by title, grade and job description. She added that The Pay and Classification Plan for the 2016 fiscal year was approved by the Board in December 2014 as part of the 2015-2016 Operating Budget and authorizes the Executive Director to make disbursements according to the approved Plan. She also added that in accordance with the approved

Plan, the Executive Director does not have the authority to adjust the job title, description or grade (up or down) in the Pay and Classification Plan. A vacancy has occurred and the Executive Director desires to make adjustments to title, job description and grade to better meet the staffing needs of the Authority. This request will not result in an increase in salary as allotted for this position in the adopted 2016 Operating Budget, thus will not require a transfer or appropriation of funds.

Chairman Key opened the floor for a motion to accept and file **Resolution 16-04** as submitted. A motion was made by Mr. S. Hicks (M-Petersburg), seconded by, Mr. J. Burrell (M-New Kent) and carried that **Resolution 16-04** be approved and filed as submitted.

Item No. 16:Administrative

Mrs. K. Hynes reported to the Board that the 25th Anniversary celebration on September 3rd went well, and was a very nice event. She shared that the DEQ presented a nice letter to the Authority, and they heard from Mr. Wayland Rennie, Mr. Bob Dunn, and Chairman Key. She mentioned that the December 11th Board Meeting will be at the Jefferson Hotel this year. Staff agreed to have a nice meeting with a hot breakfast, to include the sponsors to talk about their company and what they do for the Authority and the region.

Mrs. K. Hynes stated that she will be gone the last week of September to speak at the Recycling Resource Conference in Indianapolis. She also reminded the Board about the environmental scan to fill out and get back to the Executive Committee or Ms. O'Boyle. Lastly, she welcomed Mr. Jason Hart as general counsel for the Authority.

Old/New Business

Mr. S. Hicks (M-Petersburg) introduced Mr. Mike Mee, General Manager for Petersburg Public Works. Mr. S. Hicks (M-Petersburg) also informed the Board that he has accepted a new job, and has to step down as a member of the Board. He stated that the mission and vision and focus from the Authority and the Board are right on and that he appreciates the time he has spent on the Board.

With no further business to come before the Board, Chairman Key opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:10 a.m. The motion was made by Mr. R. Whiteman (M-Henrico), seconded by Mr. S. Chidsey (M-Hanover) and carried that the September 18, 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 September 18, 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., October 16, 2015. Given under my hand and seal of the CVWMA this 16th day of October 2015.

Robert C. Key, Chairman



Resolution of Appreciation

Presented to

STEVEN W. HICKS

**UPON COMPLETION OF HIS SERVICE AS MEMBER OF THE
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

WHEREAS, Mr. Steven W. Hicks has served as a Member of the Central Virginia Waste Management Authority Board of Directors representing the City of Petersburg since May 2012; and

WHEREAS, Mr. Hicks served as Director on the Executive Committee of the Central Virginia Waste Management Authority Board of Directors from July 2014 to September 2015; and

WHEREAS, Mr. Hicks has promoted regional cooperation by supporting Authority programs in the City of Petersburg; and

WHEREAS, Mr. Hicks has been instrumental in raising awareness about recycling opportunities throughout the region; and

WHEREAS, Mr. Hicks's personal and professional commitment to the environment has been a benefit to the purpose of the Authority; and

WHEREAS, Mr. Hicks has been named Director of General Services for the City of Durham, North Carolina; therefore

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Mr. Steven Hicks for his outstanding service, efforts, and achievements as an invaluable leader to the Authority and upon completion of his term, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 16th day of October, 2015

Attest: _____
Robert C. Key, Chairman



STRATEGIC PLAN

The Strategic Planning Team (Executive Committee and Staff) met on October 5, 2015 with Lou O'Boyle to continue work on the strategic plan. The focus included drafting a mission statement and compilation of the environmental scan surveys. Thank you to everyone who completed the survey! The draft mission will be disseminated to Board members for review and Board members will have an opportunity for input. Executive Committee and Staff will be discussing further the proposed mission statement and environmental scan at the Board meeting on October 16, 2015.

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)

Staff will present the CAFR and auditor's comments to the Board at the meeting on October 16, 2015 for approval before submitting to the Virginia Auditor of Public Accounts (APA). The Audit Committee reviewed the draft report before recording and disclosure of new pension requirements. CVWMA received the updated information from APA and the VRS on Friday October 2, 2015 and the auditors are working to complete the CAFR. As reported in September, the CVWMA received an unmodified opinion on the financial report, which is the highest or best rating. The auditor did not find any material weaknesses in internal controls.

Audit Committee Members:

Mr. Mark Kukoski (M-Richmond), Treasurer

Mr. Bob Dunn (M-Chesterfield)

Mr. Clay Bowles (A-Chesterfield)

Recommended Action: Approval of the 2015 Comprehensive Annual Financial Report

FINANCIAL REPORTS FOR SEPTEMBER 2015

The financial activity is consistent with normal monthly activity and the Authority expenses are within total budget in all funds as of September 30, 2015. The CVWMA has a combined Net Income of about \$428,000 year to date. The Net Income will decrease, as expenses are incurred throughout the fiscal year.

Recommended Action: Approval of the September 2015 Financial Reports

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July 2015 – September 2015

Summary - All Funds				
	Total	Total	Fiscal	
	<u>Revenues</u>	<u>Expenses</u>	<u>Budget</u>	<u>NI Totals</u>
General Operating Fund	\$ 562,783	151,789	\$ (18,740)	\$ 410,994
Curbside Project Fund	1,958,861	1,943,924	-	14,937
Drop-Off Project Fund	155,296	150,407	19,740	4,889
Municipal Solid Waste Fund	678,756	681,029	-	(2,273)
CFC/HCFC	4,570	4,570	-	-
Special Waste Collections	52,029	52,905	(1,000)	(876)
Waste Tire Fund	9,608	9,608	-	-
Appliance and Scrap Metal Hauling	85,436	85,436	-	-
Yard Waste Projects	38,320	38,320	-	-
Waste Transfer & Disposal	<u>290,618</u>	<u>290,618</u>	<u>-</u>	<u>-</u>
Totals	<u>\$ 3,836,277</u>	<u>\$ 3,408,606</u>	<u>\$ -</u>	<u>\$ 427,671</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
<i>Capital Outlay</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – September 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	-	1	14,065	(14,064)	-100.0%
Sponsorships and Grants	-	14,500	-	14,500	0.0%
	-	-	-	-	-
Total Revenues	-	562,783	562,345	438	0.1%
Expenses:					
Personnel services	25,897	86,784	383,750	296,966	77.4%
Fringe benefits	9,112	16,890	94,125	77,235	82.1%
Professional services	9,289	19,319	28,525	9,206	32.3%
Repairs and maintenance	13	176	3,125	2,949	94.4%
Advertising and promotions	566	694	3,750	3,056	81.5%
Materials and supplies	266	1,174	5,750	4,576	79.6%
Other services and charges	13,073	16,897	13,700	(3,197)	-23.3%
Leases	2,477	9,003	37,810	28,807	76.2%
Depreciation	284	852	6,725	5,873	87.3%
Contingencies & Reserves	-	-	3,825	3,825	100.0%
	-	-	-	-	-
Total Expenses	60,977	151,789	581,085	429,296	73.9%
	-	-	-	-	-
Transfers In (Out)	-	-	-	-	-
	-	-	-	-	-
Totals	\$ (60,977)	\$ 410,994	\$ (18,740)	\$ 429,734	
	-	-	-	-	-
	-	-	-	-	-
Capital Outlay	\$ -	\$ -	\$ 32,500	\$ -	0.0%

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – September 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	\$ 572,187	\$ 1,648,156	\$ 6,300,000	\$ 4,651,844	73.8%
Public Relations Assessment	11,486	51,618	217,000	165,382	76.2%
Customer Service Assessment	13,139	55,819	234,000	178,181	76.1%
96-gal Cart Revenue	11,370	35,515	84,780	49,265	58.1%
Sponsorship and Grants	-	-	10,000	10,000	0.0%
Material Sales Rebate	55,142	167,753	600,000	432,247	72.0%
Interest on Investments	-	-	3,375	3,375	100.0%
Total Revenues	<u>663,324</u>	<u>1,958,861</u>	<u>7,449,155</u>	<u>5,490,294</u>	<u>73.7%</u>
Expenses:					
Personnel services	16,077	48,540	191,350	142,810	74.6%
Fringe benefits	6,780	16,585	62,850	46,265	73.6%
Professional services	4,363	12,535	25,700	13,165	51.2%
Repairs and maintenance	258	1,417	2,550	1,133	44.4%
Advertising and promotions	665	3,276	75,280	72,004	95.6%
Materials and supplies	320	1,026	3,775	2,749	72.8%
Other services and charges	3,502	7,956	66,400	58,444	88.0%
Leases	3,393	7,929	32,700	24,771	75.8%
Depreciation	711	2,132	7,800	5,668	72.7%
Contractual services	572,201	1,648,170	6,300,000	4,651,830	73.8%
96-gal Cart Expense	5,590	26,605	80,750	54,145	67.1%
Material Sales Rebate	<u>55,142</u>	<u>167,753</u>	<u>600,000</u>	<u>432,247</u>	72.0%
Total Expenses	<u>669,002</u>	<u>1,943,924</u>	<u>7,449,155</u>	<u>5,505,231</u>	<u>73.9%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (5,678)</u>	<u>\$ 14,937</u>	<u>\$ -</u>	<u>\$ (14,937)</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>0.0%</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – September 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	\$ 45,809	\$ 94,683	\$ 540,000	\$ 445,317	82.5%
Materials Sales Rebate	25,480	60,613	120,000	59,387	49.5%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>71,289</u>	<u>155,296</u>	<u>660,000</u>	<u>504,704</u>	<u>76.5%</u>
Expenses:					
Personnel services	402	1,244	4,975	3,731	75.0%
Fringe benefits	166	395	1,690	1,295	76.6%
Professional services	188	548	1,040	492	47.3%
Repairs and maintenance	5	20	165	145	87.9%
Advertising and promotions	-	-	1,000	1,000	100.0%
Materials and supplies	37	62	155	93	60.0%
Other services and charges	32	99	480	381	79.4%
Leases	55	167	755	588	77.9%
Contractual services	47,000	95,874	540,000	444,126	82.2%
Materials sales rebate	<u>20,080</u>	<u>51,998</u>	<u>90,000</u>	<u>38,002</u>	<u>42.2%</u>
Total Expenses	<u>67,965</u>	<u>150,407</u>	<u>640,260</u>	<u>489,853</u>	<u>76.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 3,324</u>	<u>\$ 4,889</u>	<u>\$ 19,740</u>	<u>\$ 14,851</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – September 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	\$ 238,922	\$ 670,502	\$ 2,614,000	\$ 1,943,498	74.3%
Customer Service Assessment	3,390	8,254	30,600	\$ 22,346	73.0%
Contract Admin Costs	-	-	-	\$ -	0.0%
Interest on Investments	-	-	3,560	\$ 3,560	100.0%
Total Revenues	<u>242,312</u>	<u>678,756</u>	<u>2,648,160</u>	<u>1,969,404</u>	<u>74.4%</u>
Expenses:					
Personnel services	1,234	3,731	14,770	11,039	74.7%
Fringe benefits	551	1,360	5,015	3,655	72.9%
Professional services	1,274	3,548	5,900	2,352	39.9%
Repairs and maintenance	15	515	1,210	695	57.4%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	73	212	1,020	808	79.2%
Other services and charges	128	403	1,955	1,552	79.4%
Leases	(48)	498	2,290	1,792	78.3%
Depreciation	83	250	1,000	750	75.0%
Contractual Services	<u>238,921</u>	<u>670,512</u>	<u>2,614,000</u>	<u>1,943,488</u>	<u>74.3%</u>
Total Expenses	<u>242,231</u>	<u>681,029</u>	<u>2,648,160</u>	<u>1,967,131</u>	<u>74.3%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 81</u>	<u>\$ (2,273)</u>	<u>\$ -</u>	<u>\$ 2,273</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>0.0%</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – September 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	\$ 135,651	\$ 372,803	\$ 1,987,000	\$ 1,614,197	81.2%
Materials Sales Rebate	28,689	107,778	225,000	\$ 117,222	52.1%
Interest on Investments	-	-	-	\$ -	0.0%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenues	<u>164,340</u>	<u>480,581</u>	<u>2,212,000</u>	<u>1,731,419</u>	<u>78.3%</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	135,734	372,886	1,987,000	1,614,114	90.0%
Materials sales rebate	<u>29,337</u>	<u>108,426</u>	<u>225,000</u>	<u>116,574</u>	<u>51.8%</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expenses	<u>165,071</u>	<u>481,457</u>	<u>2,213,000</u>	<u>1,731,688</u>	<u>78.3%</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Totals	<u>\$ (731)</u>	<u>\$ (876)</u>	<u>\$ (1,000)</u>	<u>\$ (269)</u>	<u> </u>