



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
OCTOBER 17, 2014
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, 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 September 19, 2014	3-13
3.	Chairman's Report	
4.	Treasurer's Report Financial Reports for September 2014	14-21

STAFF AGENDA

ITEM NO.		
5.	Consideration of Resolution 15-03 : To Amend the Contract for Residential Recycling Services with TFC Recycling	22-23
6.	Consideration of Resolution 15-04 : To Amend the Contract for Solid Waste Transporting and Disposal Services with VWS	24-25
7.	Curbside Recycling Program	
8.	Municipal Solid Waste (MSW) Program	
9.	Operations and Program Statistics Electronics and Recycling Request for Proposals	
10.	Technical Advisory Committee (TAC) Report	
11.	America Recycles Day	
12.	Public Information	

13. Consideration of **Resolution 15-05**: Amending the 2015 General Operating Fund Budget to Transfer Funds for Executive Director Travel **26-27**
14. Administrative
DEQ Conference – November 3rd and 4th

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Technical Advisory Committee	Thursday, November 6, 2014 - 9:00 a.m.
Executive Committee	Thursday, November 6, 2014 - 2:00 p.m.
Board of Directors (Richmond)	Friday, November 21, 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 SEPTEMBER 19, 2014

The minutes of the regular Board of Directors meeting held September 19, 2014 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 19, 2014
2104 W. LABURNUM AVENUE
RICHMOND, 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
Stephen Chidsey, (M-Hanover), Past Chair
Jennifer Schontag (A-Ashland)
Marcia R. Phillips (M-Chesterfield)
Dwayne Jones (A-Goochland)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (M-New Kent)
Elliot Danburg (M-Powhatan)
Lana Agostini (M-Richmond)

MEMBERS/ALTERNATES NOT PRESENT

Lee Sloppy (M-Ashland)
Zach Trogdon (M-Charles City)
Matthew Rowe (A-Charles City)
Sheryl D. Bailey (A-Chesterfield)
Robert L. Dunn (M-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
David Lloyd (M-Goochland)
Wayne Hazzard (M-Hanover)
Michael Flagg (A-Hanover)
Robert C. Whiteman (M-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Arthur D. Petrini (A-Henrico)
Edward Watson (M-Hopewell)
David Bednarczyk (A-New Kent)
William Riggelman (A-Petersburg)
Christopher Rapp (A-Powhatan)
Rod M. Compton (A-Prince George)
Mark Kukoski (M-Richmond)
Kevin A. White (A-Richmond)
Johnnie Allen (A-Richmond)

Non-Voting:

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

Guests:

Hailing Yang, Zynnovation, 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 acknowledged and introduced Ms. Hailing Yang, from Zynnovation, LLC. Ms. Yang addressed the Board and introduced Zynnovation, LLC, which was founded in 2010. She reported that her company recycles 100% of the material in soiled disposable baby diapers and makes "tree mats" which they are marketing as Treediaper. Ms. Yang explained that the Treediaper is placed around the trunk of a tree which saves around 60 gallons of water per tree.

Zynnovation is funded by a National Science Foundation small business innovation research grant. Ms. Yang noted that Mr. Steve Chidsey (M-Hanover) is helping Zynnovation, LLC secure a lease in Hanover and a pilot program to collect diapers at the solid waste transfer station. Ms. H. Yang explained that her company is in need of large quantity of soiled diapers and the problem is that no one has recycled soiled diapers before. Therefore she needs help from the Board with ideas on the most efficient way of collecting soiled baby diapers.

With no further requests from the public to address the Board, Chairman Key thanked Ms. Yang for her time and closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of July 18, 2014

Chairman Key mentioned that there is an adjustment to the Minutes. Mrs. Kim Hynes, CVWMA Executive Director, noted that Mr. C. Rapp (A-Powhatan) was present at the meeting on behalf of member Mr. E. Danburg (M-Powhatan). The minutes as drafted reflect Mr. E. Danburg (M-Powhatan) as present. Staff requests making this correction when approving the minutes.

A motion was made by Mr. J. Jackson (M-Richmond), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that the minutes of the July 18, 2014, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as corrected.

Item No. 3: Chairman's Report

Chairman Key introduced and welcomed Mr. Dwayne Jones (A-Goochland), to his first meeting with CVWMA.

Item No. 4: Audit Committee Report

2014 Comprehensive Annual Financial Report (CAFR)

Mrs. Hynes presented the 2014 Comprehensive Annual Financial Report (CAFR). The Authority's audit firm is Brown & Edwards and she added that the Authority received an unmodified opinion from the auditors, formally known as an unqualified opinion, under new GASB requirement, the highest and best. The CAFR format has not changed, it is presented in four sections, Introductory, Financial, Statistical, and Compliance.

Mrs. Hynes outlined that there are a couple of differences from last year's report: 1) the Combining Financial statements, which includes detailed information for the smaller funds such as CFC, Tires, Appliance and Scrap Metal, were removed and included in total in the Basic Financial Statements; 2) the Virginia Retirement System (VRS) footnote has grown from two pages to eight pages, as the Authority is required to disclose details about each of the three different plans and the benefits of each plan; and 3) CVWMA recorded a liability for Other Post-Employment Benefits based on an actuarial evaluation.

Mrs. Hynes reported that the Introductory Section contains a transmittal letter to the Board of Directors that provides information on economic conditions and major initiatives of the Authority. She noted that this section includes a copy of the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association (GFOA), for the 2013 CAFR, which CVWMA received for the 17th consecutive year. She mentioned that the report also includes a listing of Authority Board members and Administrative staff, as well as the Authority's organizational chart.

Continuing, Mrs. Hynes reported that the Financial Section contains the auditors' unmodified opinion and managements' discussion and analysis summarizing financial activity for the year. This section also provides the financial statements for the Authority's major funds, which include the General Fund, Curbside Fund, Drop-off Fund, Municipal Solid Waste (MSW) and Waste Transfer and Disposal Funds.

Mrs. Hynes noted that the major fund designation is based on revenues and assets in that fund. She included that although the drop-off fund does not meet the criteria of the Government Accounting Standards Board for a major fund, the Authority includes it as a Major Fund because of the visibility in the region as one of CVWMA's initial recycling programs.

Mr. Marc René, CVWMA Finance and Administrative Officer, presented the financial highlights for the year, which included informing the Board that the Authority's ending net position on June 30, 2014 is \$659,058, up from \$641,103, which is a 2.8% increase from last year. He mentioned that the authority had to report a \$20,000 liability for Other Post-Employment Benefits (OPEB) which impacted net income significantly.

Mr. René mentioned that the reserves are about 5% of the 2015 total budget which remained consistent throughout the year. He added that the New Curbside Recycling contract signed in April 2014 yielded about \$110,000 in rebate revenue in fiscal year 2014, while net revenue in the drop-off fund exceeded budgeted amounts by \$7,500. Mr. René noted that interest earned on investments decreased by \$1,373 to \$4,702 and Administrative expenses remained consistent.

Mrs. Hynes reported the auditors made some suggestions for future reporting, which included: 1) recording of the pension unfunded liability in 2015 and 2) Credit card policy suggestion and 3) recommended other procedures related to bank reconciliations and journal entries.

She mentioned that the annual report is due to the Virginia Auditor of Public Accounts (APA) by September 30, 2014. Mrs. Hynes noted that the CVWMA plans to submit the report to the Government Finance Officers Association (GFOA) for the *Certificate of Achievement for Excellence in Financial Reporting* program.

Mr. J. Burrell (M-New Kent) suggested a round of applause for Mrs. Hynes and Mr. René for a job well done on the 2014 CAFR.

Mrs. M. Kelley (M-Henrico) asked if the Authority anticipates any further action on the future of TEEL. Mrs. Hynes stated that the Authority has not heard anything more since DEQ stopped working on the permit over the summer.

Chairman Key added that the net position of the Authority of \$659,000 speaks well to long term financial stability of the Authority, and the Board should be proud of the work that Staff has done, as it relates to the CAFR and fiscal responsibility, year in and year out. Timely preparation and an unmodified opinion really speaks well of the Authority.

A motion was made by Mr. J. Jackson (M-Richmond), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that the CAFR be approved and submitted to the Virginia Auditor of Public Accounts.

STAFF AGENDA

Item No. 5: Consideration of Resolution 15-02 Ratifying an Emergency Contract for Collecting, Transporting, and Processing of Used Electronic Equipment

Mrs. Hynes reported that Staff previously had reported some legal and financial issues of Creative Recycling Services, Inc., the Authority's electronics recycling vendor. In July 2014, CVWMA learned that CRS was involved in litigation and subsequently placed in receivership. She added that the Authority formally requested CRS to confirm their ability to fulfil the current contractual obligations, to which no response was received.

Mrs. Hynes mentioned that CVWMA was notified by electronic mail of CRS' plans to close the Durham NC facility, the facility where the material collected from CVWMA participating jurisdictions was being processed for recycling in accordance with the Contract. She added that CVWMA attempted to determine CRS' ability to continue to perform the services in accordance with the Contract, to no avail. Therefore, the Authority found CRS in default of the Contract and exercised the right under the Contract to terminate. Mrs. Hynes added that the Authority has received no response to date from CRS regarding the notice of default and thus has proceeded with termination of the contract and to obtain another vendor on an emergency basis.

Mrs. Hynes mentioned that there was immediate concern with upcoming collection events in Richmond, and Henrico, and on-site collections in Chesterfield and New Kent Counties. She noted that because of the termination of the Contract with CRS, it was deemed necessary to proceed with obtaining a qualified vendor to provide the same or similar services on an emergency basis, in order to satisfy the immediate needs of participating jurisdictions, until CVWMA can procure for a permanent vendor.

CVWMA staff proceeded with procuring a qualified vendor to provide collection, transportation and processing of used electronic equipment on an emergency basis. Mrs. Hynes added that CVWMA staff contacted six companies and obtained company information, services offered and quotes from three providers of similar services and has negotiated an emergency agreement with Scott Recycling, a qualified vendor to satisfy the need for the two upcoming events in Richmond and Henrico. She noted that the Authority will also rely on Scott Recycling as needed, until a permanent vendor is retained.

Mrs. Hynes reported that Scott Recycling is an e-waste recycler out of Knoxville, Tennessee with a

facility located in Pulaski, Virginia who provides e-waste collection and processing services to municipalities in the southwestern part of Virginia. She noted that before negotiating with Scott Recycling, CVWMA staff researched the US Environmental Protection Agency (EPA) and the Tennessee Department of Environment and Conservation and no issues or notice of violations were found. In addition, Mrs. Hynes mentioned that Staff contacted municipalities utilizing their services who provided a good reference. In addition, Mr. Jeff Howard (A-Chesterfield) has done some research and investigation to ensure proper handling of the material.

She informed the Board that CVWMA will file a claim against CRS' performance bond for any differential in cost to the localities under the emergency contract.

The Authority is asking that the Board ratify an emergency contract between CVWMA and Scott Recycling, until such time as a new procurement can be conducted and a permanent vendor retained.

Mr. E. Danburg (M-Powhatan) wanted to know the difference in cost between the two contracts. Mr. Rich Nolan, CVWMA Director of Operations, responded that the last two events were under \$1,000. Mrs. Hynes added that typically the events have been around \$400-\$500 under CRS, and this event due to it being an emergency contract was about \$1,700. Mr. E. Danburg (M-Powhatan) asked if the fees charged to the public have changed and Mr. Nolan said that price has not changed, and the emergency contractor agreed to keep that price the same, as the previous contractor.

A motion was made by Mr. J. Burrell (M-New Kent), seconded by Mrs. L. Agostini (M-Richmond), that **Resolution 15-02** be approved as submitted.

Item No. 6: 2014 Program Statistics and Education/Outreach Activities

Mr. Nolan presented the annual report on Fiscal Year 2014 Program Statistics. He noted that the Authority finished the Fiscal Year 2014 with 35,409 tons collected in the Curbside Recycling Program. Mr. Nolan reported for Curbside Recycling that the number of households for 2014 had gone up to 267,428, from 256,259, which is 4.3% change from last year. He reported that the Set-Out rates are up in all jurisdictions. In accordance with the renewal of the Contract with TFC, a rebate of \$110,638 was provided back to localities based on volume.

Mr. Nolan also mentioned the Authority has seen an improvement on missed collections with the exception of misses recorded after the snow storm(s).

Mr. E. Danburg (M-Powhatan) asked if a private company recycles material as well. Mr. Nolan responded that there is a private company that provides the customer a cart and takes the recycling. Mr. E. Danburg (M-Powhatan) also asked if the private company reports to the Authority. Mr. Nolan responded that the private company does report to the Authority for the annual recycling rate report.

Mr. Nolan reported that in the Drop-Off program the tonnage volume has dropped to 5,112 down from 5,668 tons, as a result of Chesterfield County leaving the program early in the year, as well as certain Henrico Fire Stations discontinuing their service.

Mr. Nolan reported that Other Programs are seeing a nice improvement, CFC collection has gone up a little and the metal revenue has been consistent with a slight increase. Revenue from used oil was \$84,934, down from \$106,245 in Fiscal Year 2013, mostly because oil prices have dropped and volume has declined somewhat.

Mr. Nolan mentioned that the Authority held 22 e-cycling events, with over 90 tons collected in Fiscal Year 2014, which was about the same as Fiscal Year 2013. He also mentioned that the material collected at convenience centers amounted to 299 tons in Fiscal Year 2014, down from the 318 tons collected in Fiscal Year 2013.

Ms. L. Agostini (M-Richmond) asked what Chesterfield County's e-cycling volume looks like compared to the other jurisdictions. Mr. Nolan responded that Chesterfield County is 80% of the Authority's volume. Chairman Key added that the trailers at the convenience centers are always full of electronics.

Mr. Elliot Danburg (M-Powhatan) asked if the volume of used oil is down, why are oil filters up. Mr. J. Jackson (M-Richmond) asked if the water treatment plants are asked what percentage of their contamination is waste oil. Mr. Nolan stated he did know that the Authority's vendor recycles his oil. Mr. J. Jackson (M-Richmond) reiterated Mr. Danburg's comment that oil filters are going up and used oil is going down. Mrs. Nancy Drumheller, CVWMA Public Information Coordinator, mentioned that there is a news article stating that a lot of motor oil is being dumped in the rivers. Mr. J. Jackson (M-Richmond) stated that one of facilities in Richmond uses used motor oil as a mechanism for heating purposes. Mr. J. Burrell (M-New Kent) agreed that oil is being used for heating and a lot of people change their oil filter and top off the oil instead of changing the oil. Mr. Nolan added that more people are taking their used oil to auto part stores versus convenience centers. Chairman Key added that auto part stores take the used oil, but not used filters.

Mr. Nolan reported that MSW tonnage has increased slightly. Through recent procurement, localities participating in this program have realized over \$600,000 in savings. Mr. S. Hicks (M-Petersburg) mentioned that the total tonnage in Chesterfield County convenience center looks very low. Mr. Nolan added that most of Chesterfield County has subscription trash service available, and this total does not include commercial trash.

Mr. Nolan discussed upcoming activity to impact operations in the upcoming year to include: new MSW contracts for Hopewell and Ashland; a new FEL Recycling contract; the start of Hopewell curbside recycling; a new e-cycle vendor; new HHW event companies; new and more favorable contracts for mixed paper, OCC and Baled OCC; and new grinding contracts.

Mr. J. Jackson (M-Richmond) asked if the grinder goes to the sight and grinds materials there. Mr. R. Nolan responded that the vendor does grind material on sight, and will leave it for the jurisdiction or will haul it off to be grinded.

Mrs. Drumheller reported that each year CVWMA does a variety of things to get the message out about the Authority's programs and the importance of recycling. She added that CVWMA is diversified with their messaging. Mrs. Drumheller thanked Mr. Jon Clary (A-Henrico) and HCTV, Mr. PT Taylor, a resident in Petersburg, Richmond Flying Squirrels, Nutzy, and others for partnering with the Authority to promote the importance of recycling.

Mrs. Drumheller added that Staff continues to strive for easy messages in multiple formats that will keep the public informed and not confused regarding the menu of services. CVWMA is up slightly with the number of requests for the year with businesses (42), local governments (64), and schools (88) as their top three requestors. She added that the Authority continues to find it very difficult to gain access into public schools for programming and has contacted School Superintendents and staff with VA Department of Education to help promote their programs and how they are applicable to VA Standards Of Learning (SOL).

Mrs. Drumheller reported that CVWMA had a huge increase in requests for educational materials, especially from City of Richmond and Chesterfield County. She added that the two Public Information staff counted out, packaged, and distributed over 57,000 educational materials this past year. She mentioned that this is a 67% increase from last fiscal year, which does not include the 100,000 Chesterfield inserts.

Mrs. Drumheller reported that the annual recycling collection schedule continues to be the most effective educational piece, as it is directly mailed to the eligible households for recycling, except for Chesterfield, considering residents look for it each year and enjoy keeping it posted in the home. She added that the schedule is also viewed and downloaded as one of the Authority's top views from the CVWMA website as well. Mrs. Drumheller thanked TFC Recycling for their continued sponsorship.

Mrs. Drumheller thanked Chesterfield County for another successful insert, and added that from March 6 – April 30, of the 672 carts purchased, 533 were by Chesterfield curbside recyclers, which is 79% of the sales.

Mrs. Drumheller mentioned that the Call Center is the Authority's front line with the public, and two representatives and one Call Center Supervisor serviced over 52,000 calls and 4,200 emails. She also mentioned that they assisted with the mailing out of over 11,000 publications and over 6500 extra container stickers.

Mrs. Drumheller reported the Authority launched its new website September 2013 and has had a 22% increase in people viewing the website. CVWMA continues to see a lot of interest in the new website, with 119,660 visitors viewed over 192,000 pages, with top pages continuing to be curbside recycling, collection day information, e-cycling, and locality pages.

In conclusion, Mrs. Drumheller mentioned that the Authority is definitely seeing an increase in online users, from posts, to tweets and more and more of the public are engaged online. She added that fans have gone from 2,800 in fiscal year 13 to over 3,100 as of July 2014.

Mr. J. Burrell (M-New Kent) asked how CVWMA recycling compares to the rest of the state. Mrs. Hynes noted that last year the report from DEQ stated that the CVWMA region had highest recycling rate of any region.

Item No. 7: Curbside Recycling Program

Mr. Nolan, reported that 2,708 tons were collected in August, up from 2,685 in August 2013. Year to date, 5,641 tons have been collected. He mentioned the set-out rate is 36% and the Authority received \$50,000 in curbside recycling rebate from TFC.

Mrs. Hynes mentioned CVWMA is moving forward with implementing carts to every resident of the City of Richmond. The city has not signed the agreement yet, for funding from the Curbside Value Partnership, but she anticipates that happening soon. She added that a pilot for alley collection of recycling will start January 2015 with approximately 6,000 homes.

Chairman Key asked if TFC agreed to pay for the equipment cost. Mrs. Hynes noted that TFC did agree to the conditions as it is stated in the contract.

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

Mr. Reggie D. Thompson, CVWMA Operations Technician, reported that the month of August was the Authority's second month under the new MSW programs in Ashland and Hopewell. He added that in Ashland the misses for County Waste went down from 36 in July to 19 in the month of August and in Hopewell the misses reported for CFS went down from 308 in July to 94 in August. He mentioned that although the misses have improved for CFS, there are other issues that are currently being addressed.

Mr. Thompson added that during the months of July and August, CFS got behind on cart deliveries, with customers waiting more than two weeks for a trash can. He went on to report that other issues include street misses in Petersburg, lack of detail billing and issues with FEL Recycling services in Hanover. A letter of concern was sent to CFS and the Authority has a meeting scheduled in the following week.

Item No 9: Operations and Program Statistics

Mr. Nolan directed the Board's attention to a copy of the August 2014 Program Statistical Report, outlining some changes in format.

Item No 10: Technical Advisory Committee (TAC) Report

Mr. Nolan informed the Board the TAC met on September 4, 2014 and the discussions included the Request for Proposal for new e-cycling vendor needs. He added that the RFP has been sent to 10 vendors, as well as being published in the newspaper, and is due back October 8, 2014. He is scheduling a tour of County Waste's Recycling Facility located adjacent to the Shoosmith Landfill for the next TAC meeting.

Mrs. M. Phillips (M-Chesterfield) indicated that she has seen a lot of traffic from County Waste through her neighborhood several times in a week and wanted to know how long this will last. Mrs. Hynes stated that the Authority has a meeting with County Waste and plans to discuss the concerns.

Item No 11: Public Information

Mrs. Drumheller, thanked Mr. Robert Whiteman (M-Henrico) and his wife for taking the time to deliver informational materials on Henrico's curbside recycling program to all of the households in his subdivision. She also mentioned that Mr. Bob Dunn (M-Chesterfield) and his family were a part of the Authority's new education spot "Recycling Comes in All Shapes and Sizes" and thanked him as well. She also thanked Mrs. Kim Hynes, CVWMA Executive Director, for being part of a CBS 6 Thursday Night Football Promotional ad.

Mrs. Drumheller reported that the September electronic newsletter included articles on Labor Day Holiday to Delay Collections, Electronics Recycling, James River Regional Cleanup Day, and Reduce, Reuse, Recycle Special Scout Patch. She mentioned that the e-newsletter was distributed to over 1,100 email subscribers.

Mrs. Drumheller also gave a big thank you to Hallie Stephenson with Keep Henrico Beautiful, for spearheading a challenge to pick up a bucket of trash and dispose of it properly that started in Hawaii. She mentioned that the online video clip messaging of picking up litter has had a broad reach in the importance of litter prevention and recycling. Mrs. Drumheller added that members of the CVWMA

Board have asked staff to provide public awareness on the importance of litter prevention, and was pleased to report that this initiative has litter prevention front and center.

Mrs. Drumheller reported that CVWMA is working with RVA.news.com and CBS TV 6-WTVR on a fall media campaign. She mentioned that Staff wanted the Board to know that the online ads and email blast with RVA.news.com will run September 1-30. "Recycling Comes in All Shapes and Sizes" with CBS TV6-WTVR contest, and new educational TV commercial will start to air on Monday, September 8, 2014 and will run through September 30, 2014.

Mrs. Drumheller mentioned that the campaign "Recycling Comes in All Shapes and Sizes" with CBS TV6-WTVR contest is going on right now, residents can enter to win a gift card or a 95 gallon cart and are all selected randomly. She added that the Authority had 985 people to enter in the first week and roughly 586 wanted more information from CVWMA. In addition, the contest has increased the "Likes" on Facebook to 4,000 up 35%.

Mrs. Drumheller reported that staff created a Reduce, Reuse, Recycle Special Scout patch. This new educational program will work well in all 13 of our member jurisdictions. She noted that instead of just giving away educational materials to the scouts, they will have to do a recycling project as well as view the Journey through the MRF video and answer questions to earn the patch.

Finally, the new educational resource material for the localities this year is bookmarks.

Item No 12: Financial Reports for August 2014

Mr. René reported that as of August 31, 2014, the Authority has a net income of \$453,000 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.

A motion was made by Mr. S. Hicks (M-Petersburg), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that the Financial Reports for August 2014 be approved, accepted, and filed as submitted.

Item No 12: Administrative

Mrs. Hynes mentioned the DEQ Conference and is encouraging all of the Board members to go. The event is meant to be an interactive conference, November 3 and 4 2014 in Charlottesville and the deadline to sign up is October 13, 2014. She also added that the DEQ is looking for some feedback on topics for discussion.

Mrs. Hynes added that the TAC reviewed the final update to the Central Virginia Solid Waste Management Plan (SWMP), had a few minor changes that were made and signed off. The updated plan was sent to the DEQ and CVWMA is currently awaiting their comments and approval.

Upcoming Meetings

Technical Advisory Committee	Thursday, October 2, 2014 – 9:00 a.m.
Executive Committee	Monday, October 6, 2014 – 2:00 p.m.
Board of Directors (Petersburg)	Friday, October 17, 2014 – 9:00 a.m.

Mrs. Hynes reminded the Board that the October 17, 2014 Board meeting will be held in Petersburg at the Crater Planning District Commission.

Old/New Business

With no further business to come before the Board, Chairman Key opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:56 a.m. The motion was made by Mr. J. Burrell (M-New Kent), seconded by Mr. J. Clary (A-Henrico) and carried that the September 19, 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 September 19, 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., October 17, 2014. Given under my hand and seal of the CVWMA this 17th day of October 2014.

Robert C. Key, Chairman

TREASURER'S REPORT

Financial Reports for September 2014

The financial activity is consistent with normal monthly activity and the Authority expenses are within total budget in all funds as of September 30, 2014. The CVWMA has a combined Net Income of about \$410,000 year to date. The Net Income will decrease, as expenses are incurred throughout the fiscal year.

Recommended Action: Approval of the September 2014 Financial Reports

Attachments

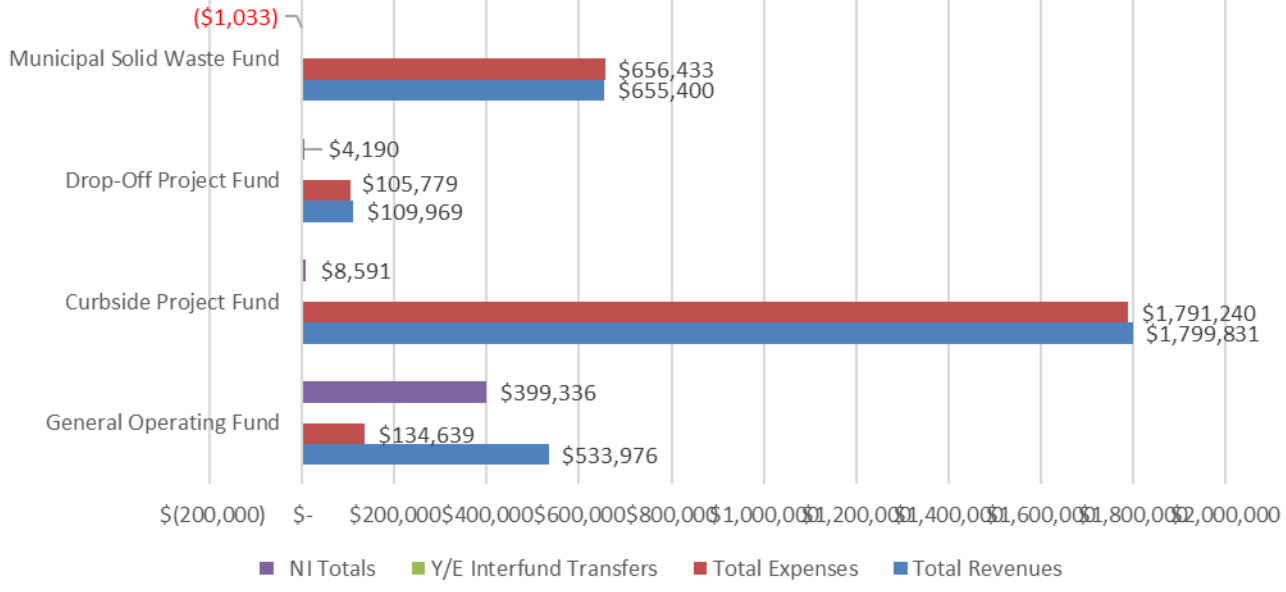
Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July 2014 – September 2014

Summary - All Funds

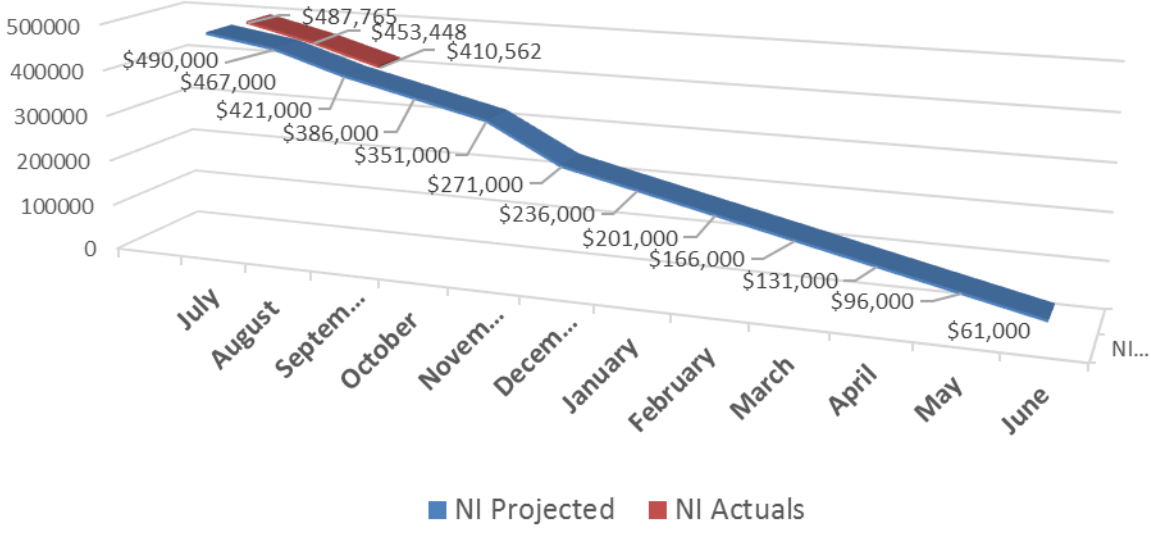
	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>Y/E Interfund Transfers</u>	<u>NI Totals</u>
General Operating Fund	\$ 533,976	134,639	\$ -	\$ 399,336
Curbside Project Fund	1,799,831	1,791,240	-	8,591
Drop-Off Project Fund	109,969	105,779	-	4,190
Municipal Solid Waste Fund	655,400	656,433	-	(1,033)
CFC/HCFC	4,740	4,740	-	-
Special Waste Collections	35,257	35,780	-	(523)
Waste Tire Fund	8,350	8,350	-	-
Appliance and Scrap Metal Hauling	96,210	96,210	-	-
Yard Waste Projects	53,771	53,771	-	-
Waste Transfer & Disposal	277,770	277,770	-	0
	<u>277,770</u>	<u>277,770</u>	<u>-</u>	<u>0</u>
Totals	<u>\$ 3,575,274</u>	<u>\$ 3,164,712</u>	<u>\$ -</u>	<u>\$ 410,562</u>

<i>Capital Outlay:</i>	<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>

Revenue Against Expenses 2014-2015 Major Fund



NI Projected Vs. Actual 2014-2015



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

General Operating Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 533,205	\$ 533,205	\$ -	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	115	770	4,000	(3,230)	-80.7%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	<u>115</u>	<u>533,975</u>	<u>537,205</u>	<u>(3,230)</u>	<u>-0.6%</u>
Expenses:					
Personnel services	44,363	89,907	344,550	254,643	73.9%
Fringe benefits	5,861	15,278	96,850	81,572	84.2%
Professional services	5,378	13,748	27,775	14,027	50.5%
Repairs and maintenance	26	39	2,925	2,886	98.7%
Advertising and promotions	63	216	2,250	2,034	90.4%
Materials and supplies	519	1,383	5,100	3,717	72.9%
Other services and charges	1,302	3,899	22,010	18,111	82.3%
Leases	3,264	9,732	41,315	31,583	76.4%
Depreciation	118	438	5,200	4,762	91.6%
Total Expenses	<u>60,894</u>	<u>134,640</u>	<u>547,975</u>	<u>413,335</u>	<u>75.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (60,779)</u>	<u>\$ 399,335</u>	<u>\$ (10,770)</u>	<u>\$ 410,105</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 – September 2014

Curbside Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	513,018	1,554,366	6,510,000	\$ 4,955,634	76.1%
Public Relations Assessment	17,321	52,877	209,000	156,123	74.7%
Customer Service Assessment	18,420	55,944	224,000	168,056	75.0%
96-gal Cart Revenue	9,389	31,416	100,380	68,964	68.7%
Materials Sales Rebate	50,535	105,228	-	(105,228)	-
Contract Admin Costs	-	-	-	-	0.0%
Sponsorships and Grants	-	-	10,000	10,000	100.0%
Interest on Investments	-	-	1,500	1,500	100.0%
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	608,683	1,799,831	7,054,880	5,255,049	74.5%
Expenses:					
Personnel services	13,504	44,099	180,075	135,976	75.5%
Fringe benefits	4,749	12,787	52,600	39,813	75.7%
Professional services	5,522	13,547	29,260	15,713	53.7%
Repairs and maintenance	191	1,943	3,190	1,247	39.1%
Advertising and promotions	8,556	12,805	75,285	62,480	83.0%
Materials and supplies	634	1,588	4,560	2,972	65.2%
Other services and charges	1,448	7,421	69,410	61,989	89.3%
Leases	2,155	6,465	26,500	20,035	75.6%
Depreciation	161	482	8,000	7,518	94.0%
Contractual services	512,966	1,553,100	6,510,000	4,956,900	76.1%
Materials Sales Rebate	50,535	105,228	-	(105,228)	-
96-gal Cart Expense	9,748	31,775	96,000	64,225	66.9%
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	610,169	1,791,240	7,054,880	5,263,640	74.6%
Transfers In (Out)	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Totals	\$ (1,486)	\$ 8,591	\$ -	\$ (8,591)	
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	-	-	-	-	
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Capital Outlay	\$ -	\$ -	\$ 30,000	\$ 30,000	

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

Drop Off Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 50,134	\$ 86,139	\$ 530,000	\$ 443,861	83.7%
Materials Sales Rebate	13,970	23,831	100,000	\$ 76,169	76.2%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>64,104</u>	<u>109,970</u>	<u>630,000</u>	<u>520,030</u>	<u>82.5%</u>
<i>Expenses:</i>					
Personnel services	354	1,053	5,630	4,577	81.3%
Fringe benefits	129	470	2,040	1,570	77.0%
Professional services	97	225	450	225	50.0%
Repairs and maintenance	4	13	60	47	78.3%
Advertising and promotions	-	-	1,000	1,000	100.0%
Materials and supplies	8	82	40	(42)	-105.0%
Other services and charges	26	84	360	276	76.7%
Leases	108	323	1,100	777	70.6%
Contractual services	42,309	81,314	530,000	448,686	84.7%
Materials sales rebate	15,268	22,215	75,000	52,785	70.4%
Total Expenses	<u>56,226</u>	<u>105,779</u>	<u>615,680</u>	<u>509,901</u>	<u>82.8%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 7,878</u>	<u>\$ 4,191</u>	<u>\$ 14,320</u>	<u>\$ 10,129</u>	

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

Municipal Solid Waste Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 223,790	\$ 648,156	\$ 2,587,280	\$ 1,939,124	74.9%
Customer Service Assessment	3,193	7,245	29,400	\$ 22,155	75.4%
Contract Admin Costs	-	-	-	\$ -	0.0%
Interest on Investments	-	-	500	\$ 500	100.0%
	<u>226,983</u>	<u>655,401</u>	<u>2,617,180</u>	<u>1,961,779</u>	<u>75.0%</u>
Total Revenues					
Expenses:					
Personnel services	1,083	3,336	14,365	11,029	76.8%
Fringe benefits	636	1,423	5,030	3,607	71.7%
Professional services	759	1,718	3,815	2,097	55.0%
Repairs and maintenance	20	500	760	260	34.2%
Advertising and promotions	-	50	2,000	1,950	99.0%
Materials and supplies	123	249	1,250	1,001	80.1%
Other services and charges	112	355	1,530	1,175	76.8%
Leases	215	646	2,700	2,054	76.1%
Depreciation	-	-	1,000	1,000	100.0%
Contractual Services	223,790	648,156	2,587,280	1,939,124	74.9%
	<u>226,738</u>	<u>656,433</u>	<u>2,619,730</u>	<u>1,963,297</u>	<u>74.9%</u>
Total Expenses					
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 245</u>	<u>\$ (1,032)</u>	<u>\$ (2,550)</u>	<u>\$ (1,518)</u>	
Capital Outlay:					
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 – September 2014**

Other Special Projects

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 107,706	\$ 352,880	\$ 2,185,000	\$ 1,832,120	83.8%
Materials Sales Rebate	50,136	123,068	250,000	\$ 126,932	50.8%
Contract Admin Cost	-	150	-	\$ (150)	0.0%
Interest on Investments	-	-	-	\$ -	0.0%
	<u>157,842</u>	<u>476,098</u>	<u>2,435,000</u>	<u>1,958,902</u>	<u>80.4%</u>
<i>Expenses:</i>					
Personnel services	-	-	-	-	
Fringe benefits	-	-	-	-	0.0%
Professional services	-	-	-	-	0.0%
Repairs and maintenance	-	-	-	-	0.0%
Advertising and Promotions	-	-	1,000	1,000	0.0%
Materials and supplies	-	-	-	-	0.0%
Other services and charges	-	-	-	-	0.0%
Contractual services	107,706	353,556	2,185,000	1,831,444	90.0%
Materials sales rebate	50,835	123,065	250,000	126,935	50.8%
	<u>158,541</u>	<u>476,621</u>	<u>2,436,000</u>	<u>1,959,379</u>	<u>80.4%</u>
<i>Transfers In (Out)</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<i>Totals</i>	<u>\$ (699)</u>	<u>\$ (523)</u>	<u>\$ (1,000)</u>	<u>\$ (477)</u>	

CONSIDERATION OF RESOLUTION 15-03: TO AMEND THE CONTRACT FOR RESIDENTIAL RECYCLING SERVICES WITH TFC RECYCLING

The *Residential Recycling Services* between the Central Virginia Waste Management Authority (CVWMA) and TFC Recycling (TFC) was executed for the period beginning July 1, 2009 and ending June 30, 2016 and the Contract was amended and extended effective May 1, 2014 ending June 30, 2023.

Currently the CVWMA and the City of Richmond are paying \$1.80 per household per month for bi-weekly curbside collection of recycling material. Collection is predominantly from 24 gallon bins. In accordance with the Contract, the 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. TFC will provide this service for \$2.92 per household per month and the recycling rebate will remain as negotiated in the renewal extension, \$20 per ton of recycling collected. In addition to the large carts and alley collection, this price also includes enhanced Recycling Perks™ program for all households in the City.

All other aspects of this Contract shall remain the same as negotiated in May 2014.

Attached is **Resolution 15-03** authorizing the Executive Director to execute an addendum to the *Residential Recycling Services Contract* and to the *Special Project Service Agreement* for the City of Richmond to reflect the services as outlined herein.

Recommended Action: Approval of **Resolution 15-03**

Attachment.

RESOLUTION 15-03

A resolution authorizing an addendum to amend the *Residential Recycling Services Contract* between Central Virginia Waste Management Authority and TFC Recycling and the *Special Project Service Agreement* between Central Virginia Waste Management Authority and the City of Richmond for providing Contractor provided carts and alley collection of recycling to the approximately 62,000 households in the City.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 5 of the October 2014 Board Agenda identified the mutual interest by the CVWMA and TFC Recycling to amend the terms of the contract to include Contractor provided carts and alley collection of recycling for the City of Richmond residents; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Contract for *Residential Recycling Services* between the CVWMA and TFC Recycling; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute Special Project Service Agreements between the CVWMA and the City of Richmond, and

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

Adopted this 17th day of October, 2014

Robert C. Key, Chairman

STAFF'S AGENDA
ITEM NO. 6

CONSIDERATION OF RESOLUTION 15-04: TO AMEND THE CONTRACT FOR SOLID WASTE TRANSPORTING AND DISPOSAL SERVICES CONTRACT WITH VWS

The Solid Waste Transporting and Disposal Services Contract between the Central Virginia Waste Management Authority (CVWMA) and Virginia Waste Services (VWS) was executed for the period beginning July 1, 2013 and ending June 30, 2023.

The Contract currently provides for the hauling and disposal of Municipal Solid Waste (MSW) from the Chesterfield Northern and Southern Convenience Center locations. In addition to rates for hauling and disposal, VWS also provides a rate for an equipment operator with a backhoe and rental rates for roll-off services. This first addendum would provide a rate for an equipment operator *only* for the Northern and Southern Convenience Center locations of Chesterfield County.

The rate in the Contract for an equipment operator and a backhoe is \$30 per hour. The amendment would add pricing for an equipment operator only for \$25 per hour. Chesterfield County would provide the equipment and fuel. All other aspects of the contract will remain the same.

Attached is **Resolution 15-04** authorizing the Executive Director to execute an addendum to the *Solid Waste Transporting and Disposal Services Contract* and to the *Special Project Service Agreement* for the County of Chesterfield to reflect the services outlined herein.

Recommended Action: Approval of **Resolution 15-04**

Attachment.

RESOLUTION 15-04

A resolution authorizing an addendum to the Solid Waste Transporting and Disposal Services Contract between the Central Virginia Waste Management Authority and Virginia Waste Services and to the Special Project Service Agreement between Central Virginia Waste Management Authority and the County of Chesterfield.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

Whereas, the report included as Staff Agenda Item No. 6 of the October 2014 Board Agenda identified the mutual interest by the Central Virginia Waste Management Authority, the County of Chesterfield and Virginia Waste Services, to amend the contract to include a price for an equipment operator only; and

Whereas, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Contract for Solid Waste Transporting and Disposal Services between the Central Virginia Waste Management Authority and Virginia Waste Services; and

Whereas, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Special Project Service Agreement between the Central Virginia Waste Management Authority and the County of Chesterfield; and

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

Adopted this 17th day of October, 2014

Robert C. Key, Chairman

**STAFF'S AGENDA
ITEM NO. 13**

CONSIDERATION OF RESOLUTION 15-05: AMENDING THE 2015 GENERAL OPERATING FUND BUDGET TO TRANSFER FUNDS FOR EXECUTIVE DIRECTOR TRAVEL

The 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. During the Summit, the Curbside Value Partnership will be recognizing the initial three cities selected to participate in the Recycling Partnership. 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.

The registration and travel expense was not included in the CVWMA 2015 Operating Budget in the Staff Development line-item. The Staff requests 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. This expense will not require an appropriation of any reserve funds.

Recommended Action: Approval of **Resolution 15-05**

Attachment

RESOLUTION 15-05

A resolution to amend the Central Virginia Waste Management Authority's General Operating Fund Budget for the fiscal year beginning July 1, 2014, and ending on June 30, 2015, so as to transfer funds to cover staff development expenses for the Executive Director to attend the Southeast Recycling Development Council (SERDC) Summit in Point Clear, Alabama November 10-13, 2014.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budget designated as the CVWMA General Operating Budget for the fiscal year beginning July 1, 2014, and ending on June 30, 2015, is hereby amended as follows:

<u>Account</u>	<u>2014-2015 Approved Budget</u>	<u>Amendment</u>	<u>2014-2015 Revised Budget</u>
GENERAL OPERATING FUND			
Conference - Staff Development	\$ 2,500	\$ 1,700	\$ 4,200
Contingencies and Reserves	9,860	(1,700)	8,160
Net Appropriation General Fund		-	

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

Adopted this 17st day of October, 2014

Attest: _____
Robert C. Key, Chairman