



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
OCTOBER 20, 2017
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

CALL TO ORDER **10:00a. m.**

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

ITEM NO.		Page(s)
1.	Public Comment Period	
2.	Minutes of the Regular Meeting of September 15, 2017	3 - 12
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5.	Strategic Plan Quarterly Report	

STAFF AGENDA

- ITEM NO.**
6. Residential Recycling Program
 7. Municipal Solid Waste (MSW) Program
 8. Operations and Program Statistics
 9. Technical Advisory Committee (TAC) Report
 10. America Recycles Day – November 15th
 11. Public Information
 12. Administrative

13. 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 the Virginia Code Section 2.2-3711(A)(7)

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Curbside Education Advisory Committee	
Henrico County 10401 Woodman Rd	Tuesday, October 24, 2017 – 10:00 a.m.
Technical Advisory Committee	Thursday, November 2, 2017 - 9:00 a.m.
Executive Committee	Tuesday, November 7, 2017 - 2:00 p.m.
Board of Directors (Richmond)	Friday, November 17, 2017 - 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 15, 2017

The minutes of the regular Board of Directors meeting held September 15, 2017 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 15, 2017
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia R. Phillips (M-Chesterfield), Vice-Chair
Mark Kukoski (M-Richmond), Treasurer
Edward Watson (M-Hopewell), Director
Lee Slöppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
Scott Zaremba (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Stephen Chidsey, (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
James H. Burrell (A-New Kent)
William Riggleman (A-Petersburg)
Johnny Melis (A-Powhatan)
David McNeel (M-Richmond)

Non-Voting:

Al Pace (A-Chesterfield)
Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Teresa Eckhout, Accounting and Financial Manager
Nancy W. Drumheller, Public Affairs Manager
Reginald D. Thompson, Operations Technician
Stephanie Breaker, Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

J. Allen Lane (M-Henrico), Chairman
Patricia Paige (M-New Kent), Secretary
Jennifer Schontag (A-Ashland)
Zach Trogdon (A-Charles City)
Jeffrey T. Howard (A-Chesterfield)
Clay Bowles (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Scott Wyatt (M-Hanover)
Randy Hardman (A-Hanover)
Michael Flagg (A-Hanover)
Chip England (A-Henrico)
Bentley Chan (A-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (A-New Kent)
Daniel Harrison (M-Petersburg)
Elliot Danburg (M-Powhatan)
George Poulson (M-Prince George)
Rod M. Compton (A-Prince George)

Guests:

Valerie Brockett, Prince George County
John Gregory, Fountainhead Properties LLC

With a quorum in attendance Vice-Chair Marcia R. Phillips (M-Chesterfield) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1:Public Comment Period

Vice-Chair Phillips opened the public comment period and stated that anyone from the public wishing to address the Board would have three (3) minutes to make their comments. The first and only speaker to address the Board was Mr. John Gregory of Fountainhead Properties LLC.

Mr. Gregory of Clopton Siteworks began by introducing himself and stating that usually and too often, Clopton Siteworks is referred to as “the warehouse in Richmond” and he wanted to provide some background to the Board. Mr. Gregory informed the Board that Clopton Siteworks is a 25-acre economic revitalization project on the Jefferson Davis Corridor dedicated to turning old, obsolete tobacco drying barns into modern spaces for small businesses creating hundreds of permanent jobs in the poorest part of our City. While the decline of tobacco production in Richmond has affected all of us to some extent, no area has been hit harder than Jeff Davis. Entire neighborhoods in this part of southside were supported by this industry.

Mr. Gregory continued, “On our site alone, 25 acres, Phillip Morris used to provide hundreds of good paying jobs that did not require college degrees. Now, today, those are all gone. There is a 21% unemployment rate and 42% of families in this neighborhood live in poverty. Over the past decade we have met some wonderful people on Jeff Davis and over the course of conversations, stories began to unfold. Losing the Phillip Morris job they had for 10 years and was all they had known; their spouse losing their job and their benefits; having their car repossessed and realizing they didn’t have a way to get out to Short Pump where all the new jobs were, unable to sell their house for more than their mortgage because of rising crime reports and living in fear of gunshots down the street; a public school system that failed them; prior City administrations that turned a blind eye; a community forgotten.”

Continuing, Mr. Gregory said “Now our company, Fountainhead primarily does affordable housing, but a few years ago Councilwoman Reva Trammell came to us and asked us if we could get some development going in her district because no one else would touch it. The old Phillip Morris tobacco drying warehouses were sitting there vacant and maybe we could make something of them. We knew then and for the past three years, we have been trying to figure out how to bring jobs to Jeff Davis. We began tackling challenge after challenge including: upgrading water and sewer, upgrading power, bringing everything up to code and making it accessible for the disabled. We began construction to create modern, flexible offices for small businesses and along the way rented out the other non-renovated warehouses to other small businesses for pretty nominal rates.

As of a few months ago, it was finally all starting to come together. Eight business has moved into the first 4 building phase of 26 buildings and they all expect to grow. They brought 80 jobs with them. By the end of the project, we are projecting to bring over 500 jobs to Jeff Davis. So, its heart wrenching when we discovered what had been abandoned in our warehouse that is next on the path of development and how much it will cost to remove. This project cannot bear that cost without making deep cuts elsewhere and can’t afford to provide all of the upgrades to help small businesses to grow, and can’t afford to keep the momentum of bringing new jobs to Jeff Davis going.”

Vice Chairman Phillips indicated that his 3 minutes were up and asked Mr. Gregory to wrap up. He continued, “Last month, one of the Board members from Hanover County spoke about how he couldn’t go back in good faith to the citizens and ask them to pay more and I sympathize with that, but I just hope this board realizes there are two sides to that point. You are asking our project, our community to pay the price

and while the people of Jeff Davis are used to disappointment, this is just one more burden they just shouldn't have to bear.”

Vice-Chair Phillips asked if there was anyone else that would like to speak. With no further requests to address the Board, Vice-Chair Phillips closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of August 18, 2017

Vice Chair Phillips opened the floor for a motion to accept the minutes of the regular meeting of August 18, 2017 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond), and carried that the minutes of the August 18, 2017 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Mrs. Phillips, Vice-Chair reported that Chairman Lane regrettably could not attend the meeting because he is not feeling well.

Item No. 4: Audit Committee Report

Mr. Mark Kukoski (M-Richmond), Treasurer reported that the Audit Committee met with Brown & Edwards, CVWMA audit firm to review the results of the audit. He noted that this is the last audit under the current contract with Brown & Edwards as there are no more extensions. He thanked the Audit Committee Mr. R. Dunn (M-Chesterfield) and Mr. C. Bowles (A-Chesterfield) for their help and work on the audit. Staff has done an exemplary job as CVWMA has received the Certificate of Excellence in Financial Reporting from the Government Finance Officer's Association for the last 20 annual financial reports and we are optimistic based on the reports from Brown & Edwards this will be our 21st year receiving the prestigious award.

Mr. Kukoski (M. Richmond) then turned the floor over to Mrs. Teresa Eckhout, CVWMA Accounting and Financial Manager to provide the details of fiscal year 2016-2017. Mrs. Eckhout informed the Board that since this was the final year of the Contract with Brown & Edwards, the CVWMA would be issuing a Request for Proposals (RFP) for Audit Services sometime after the first of the calendar year.

2017 Comprehensive Annual Financial Report (CAFR)

Mrs. T. Eckhout referred the Board to the 2017 CAFR provided to each Board member. She reported that the Authority received an unmodified opinion, (unqualified opinion) again, which is the best rating. Brown & Edwards found no material weaknesses in the internal control structure during the audit. The CAFR format has not changed and is presented in four sections: Introductory, Financial, Statistical, and Compliance.

Mrs. T. Eckhout 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 2016 CAFR, which CVWMA received for the 20th 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. T. Eckhout 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, Residential Recycling Fund, Drop-off Recycling Fund, Municipal Solid Waste (MSW) and Waste Transfer and Disposal Funds. She added that the major fund designation is based on revenues and/or assets in that

fund. Although the Drop-off Fund does not meet the criteria of the GASB of a major fund, it was included because of the visibility in the region as one of CVWMA's initial recycling funds. Mrs. T. Eckhout stated that remaining funds are included as one major fund that are grouped together in a column called Special Waste. She added that the Required Supplementary Information section includes the disclosure of the Virginia Retirement System (VRS) and the other post-employment benefit plan.

Mrs. T. Eckhout reported that the Net Assets on June 30, 2017 were \$753,367 which is an increase of 9.4% or \$64,448. Net Assets represents 4.9% of the 2018 Total Operating Budget, which 5% is the target established by the Board several years ago. Of the \$64,448 Net Income, \$16,130 is attributable to the annual retirement adjustment. Remaining net income is a result of the Authority netting more money (\$39,700) on the sale of recyclable materials; an increase in interest income and purchasing card rebate; realization of over \$7,800 from the sale of 2 vehicles; financial penalties assessed to contractors (\$17,000); and savings on a vacancy in the part-time customer service representative position which was not filled until later in the year.

Mrs. T. Eckhout reported the Statistical section provides more details about CVWMA activities. She mentioned the operating revenues increased by 7.8% from last year to \$15,809,592 and about 93% of the revenues and expenses are passed through to the participating localities, depending on program participation. More localities are taking advantage of Authority programs. Chesterfield County makes up 27% of CVWMA revenues. As the largest jurisdiction in the CVWMA service area, CVWMA provides residential recycling, hauling and disposal from 2 convenience centers and a host of other programs for the County.

Mrs. Eckhout reported that Contractual Expenses have increased proportionate to Operating Revenues. In addition, Administrative Expenses have remained consistent over the last 10 years while contract related revenue and program participation has grown.

Mrs. T. Eckhout stated that the annual report is due to the Virginia Auditor of Public Accounts by September 30th. The report will also be submitted to the Government Finance Officers Association again this year for the Certificate of Achievement program. She added that the audit committee has reviewed the CAFR and Staff recommends approval of the report and transmittal to the APA.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. S. Chidsey (M-Hanover), and carried that the 2017 CAFR be approved and submitted to the Virginia Auditor of Public Accounts.

Mr. M. Kukoski (M-Richmond), Treasurer thanked staff for an excellent job on the CAFR. Mr. R. Dunn (M-Chesterfield) reiterated Mr. Kukoski's sentiment and applauded staff for the excellent work over the last 20 years on financial reporting.

STAFF AGENDA

Item No. 5: Residential Recycling Program Update

Mr. Rich Nolan, CVWMA Director of Operations, reported that the fiscal year to date (first 2 months), 6,258 tons were collected through the Residential Recycling Program, consistent with the previous year. He referred the Board to a slide with the breakdown of volumes by jurisdictions. Staff continues to see improvement in the volumes. Mr. Nolan noted CVWMA and jurisdictions participating in the recycling program provide by TFC Recycling, are currently receiving a recycling rebate of \$22.08 per ton (contract provides for a floor of \$20 and ceiling of \$25). This is due to the increase in commodity pricing, particularly cardboard and mixed paper. For the month of August \$67,894 was given back to the localities from this program compared to \$60,924 in August 2016, \$6,970 more, mostly due to the additional \$2.08/ton rebate. Year to date, \$125,935 rebate was given back to localities vs \$115,000 a year ago, an over \$10,000 increase.

Mr. R. Nolan also mentioned that there were 632 total misses vs. 503 for the same time period last year. Many of the misses are in the City of Richmond, where TFC has hired new drivers who are learning to navigate the alleys in the City.

Mr. D. McNeel (M-Richmond) asked if the value of the recyclables are expected to go down because of the hurricanes and damage in the Gulf Coast area. Mr. Nolan responded that it's not likely. He noted that plastics are made with petroleum, and if oil prices go up because of the situation in Texas, that typically drives up the demand and thus the price for recycled plastics. Mr. Nolan also stated that metal prices will be jumping next month from a current price of \$160/ton to \$210/ton. The metal markets are usually driven by the Chinese markets.

Item No. 6: Municipal Solid Waste (MSW) Program

Mr. Reginald Thompson, CVWMA Operations Technician, reported that the month of August was an average month for County Waste, with 10 misses in Ashland and 31 misses recorded for the Chesterfield tax relief program. He mentioned for CFS, the misses recorded were 69 in Colonial Heights, and 149 in each Hopewell and Petersburg. Trash collection was on a one day slide following the Labor Day Holiday and all collections were made by the end of the week. CFS is current on all cart deliveries.

Item No. 7: Operations and Program Statistics

Mr. Thompson mentioned that CFS has confirmed that all drop-off recycling containers have been painted and the new decals have been adhered. Mr. S. Chidsey (M-Hanover) stated that all the roll-off containers have been painted but not the Front-End Load (FEL) Containers, to which Mr. Thompson confirmed.

Mr. Nolan referred to the monthly program statistics distributed. For the month of August, the Authority and participating localities are enjoying increases in revenue from several programs. CVWMA has received \$185,000 in revenue from various programs year to date, compared to \$151,000 a year ago. The increase is being driven by the uptick in commodity prices. For example, cardboard was \$90/ton last year compared to \$160/ton this year. Mixed paper prices are up and metal prices are also projected to rise.

Continuing, Mr. Nolan informed the Board the CVWMA issued an RFP for yard waste processing. The proposals are due by 2:00pm today, Friday September 15, 2017. Staff and the selection committee will be recommending contractor(s) for award at a future meeting.

Lastly, Mr. Nolan indicated that staff has been monitoring the hurricane status in the Atlantic. Currently, it appears that Hurricane Jose will not impact central Virginia. Mrs. K. Hynes, CVWMA Executive Director followed up informing the Board that all of the Disaster Recovery and Debris Monitoring Contracts have been executed and most of the CVWMA jurisdictions have signed the Service Agreements. She indicated sending all of the applicable information to member localities that will be needed to activate a contract in the event of a storm or other event.

Continuing, Mrs. Hynes updated the Board on the situation with CRT TVs and monitors stored in the warehouse in Richmond. She indicated that she continues to work with the Executive Committee and legal counsel on the issue. Further, she informed the Board, she met with Felipe Wright, Owner of eWaste Tech Systems and he maintains that eWaste Tech is responsible and will be working to remove and recycle the material in the coming months. Mr. Wright relayed that he continues to work with investors in his company and he indicated some plans that are projected to come to fruition at the end of this month that will allow him the ability to begin removing the material in the warehouse. Mrs. Hynes relayed that Mr. Wright plans to begin removal in October and at the very latest should be completed by the end of the calendar year. Mrs. Hynes also relayed that Mr. Wright's estimates include it will take 12-14 truckloads at a cost of \$3,600 per truckload which includes transportation, processing, labor and supplies, therefore an estimated total cost between \$52,000-\$60,000.

Mrs. Hynes also informed the Board that late yesterday, Mr. Jim Snyder, CVWMA legal counsel received letter from the attorneys for Fountainhead Properties and that a copy had been provided to the Board. The letter is a claim for damages and CVWMA will be working with Mr. Snyder and the Executive Committee in the next week to address and respond appropriately.

Item No. 8: Technical Advisory Committee (TAC) Report

Mr. Nolan, reported that the TAC met on September 7 and discussed the ewaste which has already been covered. The TAC also discussed the Yard Waste RFP, which proposals are due later today, September 15. An evaluation committee has been formed to review the proposals. In addition, the Committee had an lengthy discussion on downstream vendors and the monitoring and documenting the handling and processing of material collected in CVWMA programs. The Committee has developed a Facility Audit Form which will be used to audit all CVWMA contractors to document the handling of waste to ensure environmental protection and proper handling, recycling and/or disposal.

Continuing, Mr. Nolan reported that the Solid Waste Management Plan is due to be updated in 2019 and the TAC is beginning the discussion for the update. There is concern regarding the future of airspace in the region and the political climate. The Plan does address airspace and while there may be sufficient capacity in and immediately outside the region, the cost to transport waste further could dramatically impact costs for disposal in the future.

Mr. Nolan informed the Board that the next meeting October 5, 2017 at 9:00am in the CVWMA's conference room.

Item No. 9: Public Information

September 2017 Waste Reduction News

Mrs. N. Drumheller, Public Affairs Manager informed the Board that the September 2017 Waste Reduction news e-newsletter included Labor Day Holiday to Delay CVWMA Collections, CVWMA Customer Service Survey, Special Recycling Collection Events, Sept 23, How Will You...End Littering? The "**How Will You...End Littering?**" segment is a Keep America Beautiful Contest for High School Students in Grades 9-12. High School students will have the opportunity to create short Public Service Announcements (PSA) about litter. This contest information has also been shared with all of our member localities that have Litter Committees as well as some personal high school media contacts. The deadline to submit is October 13. CVWMA staff is happy to post and share any of the litter PSA videos created in our member localities.

James River Regional Cleanup Update

Mrs. Drumheller reminded the Board that the annual James River Regional Cleanup took place on Saturday, September 9. More than 750 volunteers in canoes, kayaks, paddle boats, powerboats and on shorelines picked up more than 600 bags of trash and 500 bags of recyclable material from 16 sites between Newport News and Lynchburg. Volunteers reported less trash and tires this year. Seven of CVWMA's 13 member localities hosted cleanup sites. (Richmond (5 sites), Chesterfield (3 sites), and Charles City, Goochland, Henrico, Powhatan and Petersburg each had 1 site.

Outreach and Education (August)

Continuing Mrs. Drumheller reported Staff responded to 14 requests for the month which included 10 presentations, 3 requests for educational materials and 1 media. (Business - 7 requests, Government - 6 requests, Media- 1 request), impacting at least 345 people and distributed 1,879 education materials. Processed requests per member locality include: Ashland (1), Chesterfield (3), Goochland (1), Hanover (2), Henrico (4), Prince George (1), Richmond (2), and Media (1). The primary focus area in August included summer camps and one locality Educator Workshop

Carton Council Education Grant Award

Mrs. Drumheller reported that The Carton Council, a national organization has awarded CVWMA \$5,000 for education to promote carton recycling. Staff will start on this education and outreach once the Board appropriates the funds and Mrs. T. Eckhout will share more during her Financial Report.

Recruitment

Mrs. Drumheller informed the Board that Staff is pleased to announce that Katherine Carney (Kate) will be starting as our new Recycling Education and Outreach Specialist on Monday, October 2. Ms. Carney has a lot of experience in recycling education and outreach as she was the Lead Educator for three years with Keep Greater Milwaukee Beautiful. Most recently, she worked as an In-School Math and Language Arts Tutor for University Instructors in several City of Richmond Public Schools working with small groups focusing on SOL skill areas. In addition, she worked at a summer camp in City of Petersburg this summer.

CVWMA Website/Social Media/Collection Day Email Reminders

Mrs. Drumheller mentioned the website continues to be popular and she directed the Board to the slide for website statistics. The public continues to frequent the recycling pages, our newsfeed and the event calendar. CVWMA continues to be very active on social media promoting outreach events, locality events, collection day information, recycle more, food and beverage carton recycling, etc. CVWMA also added 31 new “pins” to our Pinterest page which serve as educational resources boards on our Pinterest page. There were 1,198 impressions reported for the month. In addition, 276 people subscribed to the email reminder last month and the total is now up to 28,677 as of August 31, 2017.

Labor Day Holiday Messaging

Mrs. Drumheller indicated that Labor Day Holiday delays to residential recycling and trash collections were shared in a multiple of formats. Even with all of the messaging in place, our Customer Service team responded to over 2,200 calls in that one week and most of the calls were about collection day. One of our agenda items for the next Curbside Education Advisory Committee and Education Work Group is ways that our member localities can share information about holiday impacts to residential recycling and trash programs when they post closures impacting services.

Richmond Family Magazine

Mrs. Drumheller reported CVWMA and recycling was the Home Space feature in the September 2017 Richmond Family Magazine publication that serves areas from Ashland to Petersburg with over 43,000 copies given away for free each month. In addition, the article is online at <http://richmondfamilymagazine.com/article/should-we-recycle/> as well as access to our Journey to the MRF video. There was no cost for this feature story. It came as result of our Regional Recycling Rate Press Release for calendar year 2016.

Customer Service Survey

Continuing Mrs. Drumheller indicated that Staff launched the Customer Service Survey today, September 15 to our external customers (the public) to assess service levels as part of our Strategic Plan, Goal 2 Customer Focus. The survey will run through Wednesday, November 15. Staff will be promoting the survey through website, collection day reminder, electronics email blast, monthly electronic newsletter and social media. A print copy is available for customers without online access as well as to use at local events. Information will be compiled and shared with members of the CVWMA Board of Directors as well as on our website in December.

Virginia Council Litter Prevention and Recycling Meeting/ Mini Litter Workshop

Mrs. Drumheller reminded members that receive the DEQ Litter and Recycling Grant that the Virginia Council for Litter Prevention and Recycling is having a meeting and mini litter education workshop on Thursday, September 28 from 10 am – 2:30 pm at the Henrico Training Center. The meeting and workshop is free.

Curbside Education Advisory Committee and Education Work Group

Lastly, Mrs. Drumheller noted the next quarterly meeting of the Curbside Education Advisory Committee and Education Work Group will be held on Tuesday, October 24, at 10 am at County of Henrico Department of Public Utilities, 10401 Woodman Road, Glen Allen, VA. Our member focus for October will be Henrico County Solid Waste and Keep Henrico Beautiful. She thanked Mr. J. Clary (A-Henrico) for hosting the meeting.

Mr. R. Dunn (M-Chesterfield) asked what a “unique visitor” is referred to in the website statistics. Mrs. Drumheller responded that a unique visitor is counted by each individual email address that visits our website, so each unique visitor is a new visitor to the website.

Item No. 10: Financial Reports for August 2017

Financial Reports for August 2017

Mrs. T. Eckhout, reported the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of August 31, 2017. She stated that the Authority has a combined Net Income of \$509,851 year to date, and the net income will continue to decrease as expenses are incurred throughout the remainder of the fiscal year. She added that the financial reports include an accounts receivable schedule which details the total amounts due to the Authority as of August 31st by jurisdiction and the amounts that are over 60 days past due. All jurisdictions are current on payments owed to the Authority.

Vice-Chair Phillips asked if there were any questions on the financial reports and opened the floor for a motion to accept and file the Financial Report for August 2017 as submitted. A motion was made by Mr. M. Kukoski (M-Richmond), seconded by, Mr. R. Whiteman (M-Henrico) and carried that the Financial Reports for August 2017 be approved and filed as submitted.

Item No. 11 Consideration of Resolution 18-02: Appropriating Grant Funds received from the Carton Council

Mrs. T. Eckhout referred the Board to the agenda packet which included **Resolution 18-02**. As mentioned earlier, CVMWA has received a \$5,000 grant from the Carton Council to further promote the recycling of Cartons specifically. **Resolution 18-02** will appropriate the \$5,000 funds received from the Carton Council to promote the recycling of cartons in the Residential Recycling Fund.

Vice-Chair Phillips opened the floor for a motion to approve **Resolution 18-02**. A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mrs. M. Kelley (M-Henrico) and carried that **Resolution 18-02** be approved as submitted.

Item No. 12: Administrative

Mrs. K. Hynes mentioned Staff is excited about the additional funds from the Carton Council to promote the recycling of cartons.

Mrs. Hynes mentioned she attended the national Resource Recycling Conference in Minneapolis MN, which was paid for through the Steve Thompson grant from the Recycling Partnership, honoring the previous Executive Director, a long time Ashland resident. She mentioned that she and Mr. R. Nolan will be attending the International Solid Waste Association and SWANA Conference in Baltimore at the end of the month.

Mrs. Hynes indicated that she looks forward to introducing the Board to Kate Carney, the new Recycling Education and Outreach Specialist. In addition, next month the Board will be recognizing and thanking

Denise Ritchie, former Recycling Education and Outreach Specialist and Erica Long, former Administrative Assistant for their service to CVWMA and the region.

Mrs. Hynes went over the upcoming meetings; TAC meeting on Thursday, October 5 at 9:00 a.m., Executive Committee is meeting on Tuesday, October 10 at 2:00 p.m. and Board of Directors meeting is going to be held in Richmond on Friday, October 20 at 9:00 a.m. At the next Board meeting, Mrs. Hynes indicated that she will be providing a quarterly strategic plan update. Also, on October 24, the Curbside Education Advisory Committee will meet in Henrico at 10am.

Lastly, Mrs. Hynes mentioned that in addition to receiving the letter from Fountainhead Properties discussed earlier, she also received a petition signed by 168 people urging CVWMA to take care of the material in the warehouse, which she circulated for the Board's review.

Old/New Business

With no further business to come before the Board, Vice-Chair Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:44 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico) and carried that the September 15, 2017 Board of Directors' meeting be adjourned.



CERTIFICATE

I, J. Allen Lane, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the September 15, 2017 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 20, 2017. Given under my hand and seal of the CVWMA this 20th day of October 2017.

J. Allen Lane, Chairman

Resolution of Appreciation

Presented to

DENISE G. RITCHIE

**UPON COMPLETION OF HER SERVICE AS
RECYCLING EDUCATION AND OUTREACH SPECIALIST OF THE**

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

WHEREAS, Denise G. Ritchie joined the Central Virginia Waste Management Authority on February 9, 2015 as Recycling Education and Outreach Specialist; and

WHEREAS, Mrs. Ritchie served the Authority with enthusiasm, dedication, professionalism, initiative and creativity for two and a half years; and

WHEREAS, Mrs. Ritchie promoted Authority programs through research, development, implementation and coordination of recycling education and outreach programs and initiatives; and

WHEREAS, Mrs. Ritchie designed, produced and distributed education and outreach materials and developed communication strategies and activities to promote participation in the Authority's recycling programs; and

WHEREAS, Mrs. Ritchie fostered relationships and partnerships with member localities, contract service providers, community associations, school leaders, Authority Board of Directors and staff and many more that have been productive for the entire region; and

WHEREAS, Mrs. Ritchie has created a positive image for the Authority by providing her knowledge and expertise in the area of education and outreach and guiding the creation and implementation of many timeless resources; and

WHEREAS, Mrs. Ritchie has resigned from her position as Recycling Education and Outreach Specialist effective August 21, 2017; and therefore

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Denise G. Ritchie for her outstanding service, efforts, and achievements as Recycling Education and Outreach Specialist of the Authority and upon completion of her service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 20th day of October, 2017

Attest: _____
J. Allen Lane, Chair of the Board

Resolution of Appreciation

Presented to

ERICA S. LONG

**UPON COMPLETION OF HER SERVICE AS
ADMINISTRATIVE ASSISTANT OF THE**

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

WHEREAS, Erica S. Long joined the Central Virginia Waste Management Authority as Administrative Assistant part-time on April 21, 2014; and

WHEREAS, Ms. Long served the Authority with enthusiasm, dedication, professionalism, and initiative for over three years; and

WHEREAS, Ms. Long has demonstrated effective communications skills in working with the public as well as developing relationships with member localities, contract service providers and Authority Board of Directors and staff that have been productive for the region during her tenure with the Authority; and

WHEREAS, Ms. Long fostered a positive working environment for the Authority by providing her organizational skills, knowledge and best practices in office management; and

WHEREAS, Ms. Long's has been instrumental in fostering the Authority's mission, including raising awareness about recycling opportunities and promoting environmental stewardship throughout the region; and

WHEREAS, Ms. Long has resigned from the position of Administrative Assistant of the Authority effective August 25, 2017; and therefore

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Erica S. Long for her outstanding service, efforts, and achievements as Administrative Assistant of the Central Virginia Waste Management Authority and upon completion of her service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 20th day of October, 2017

Attest: _____
J. Allen Lane, Chair of the Board

TREASURER'S REPORT

Financial Reports for September 2017

The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of September 30, 2017. The CVWMA has a combined Net Income of \$473,746 year to date. The 2017 CAFR has been submitted to the Virginia Auditor of Public Accounts and CVWMA will be submitting to the Government Finance Officer's Association for the Certificate of Achievement for Excellence in Financial Reporting.

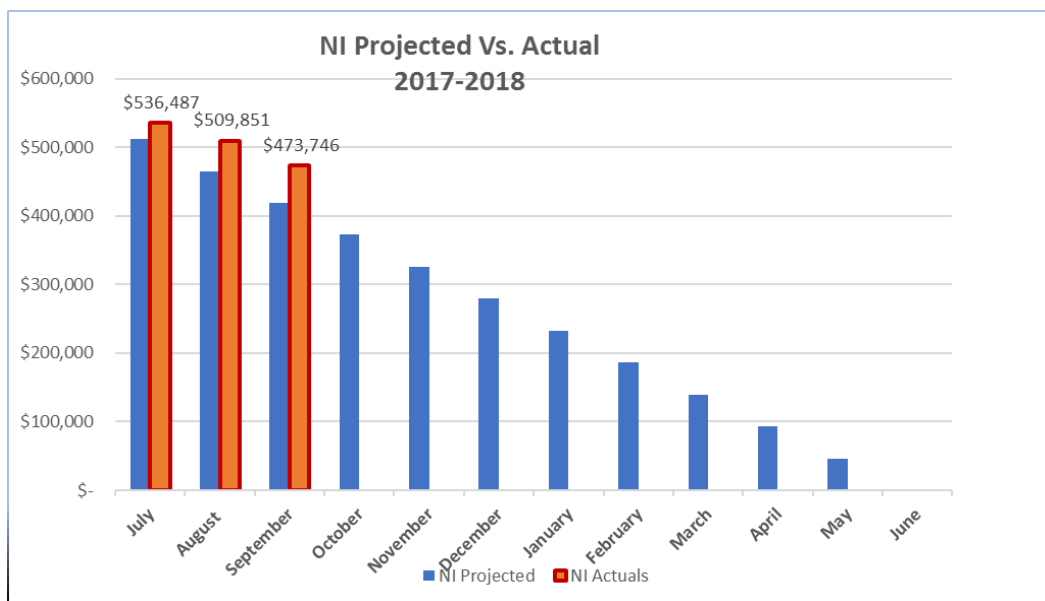
In addition, the accounts receivable schedule is included herein and reflects the details of the total amounts due to the Authority as of September 30, 2017. All localities are current.

Recommended Action: Approval of the September 2017 Financial Reports

Attachments

**Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July 2017 – September 2017**

Summary - All Funds			
	Total	Total	
	<u>Revenues</u>	<u>Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 563,886	141,839	\$ 422,047
Curbside Project Fund	2,161,024	2,118,907	\$ 42,117
Drop-Off Project Fund	173,199	161,530	\$ 11,669
Municipal Solid Waste Fund	760,322	762,513	\$ (2,191)
CFC/HCFC	17,720	17,720	\$ -
Special Waste Collections	39,208	39,205	\$ 3
Waste Tire Fund	14,791	14,791	\$ -
Appliance and Scrap Metal Hauling	136,541	136,541	\$ -
Yard Waste Projects	58,449	58,449	\$ -
Waste Transfer & Disposal	413,221	413,120	\$ 101
Totals	\$ 4,338,361	\$ 3,864,615	\$ 473,746
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
Capital Outlay	\$ -	\$ -	\$ 12,500



**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017 – September 2017**

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	\$ -	\$ 558,825	\$ 558,825	\$ -	0.0%
Interest on Investments	<u>1,670</u>	<u>5,061</u>	<u>12,295</u>	<u>(7,234)</u>	<u>-58.8%</u>
Total Revenues	<u>1,670</u>	<u>563,886</u>	<u>571,120</u>	<u>(7,234)</u>	<u>-1.3%</u>
Expenses:					
Personnel services	31,845	83,000	399,150	316,150	79.2%
Fringe benefits	6,418	22,178	82,645	60,467	73.2%
Professional services	6,196	18,200	32,800	14,600	44.5%
Repairs and maintenance	94	2,033	3,625	1,592	43.9%
Advertising and promotions	64	64	1,250	1,186	94.9%
Materials and supplies	644	929	4,700	3,771	80.2%
Other services and charges	490	2,737	19,865	17,128	86.2%
Leases	3,466	10,458	45,270	34,812	76.9%
Depreciation	<u>747</u>	<u>2,240</u>	<u>11,000</u>	<u>8,760</u>	<u>79.6%</u>
Total Expenses	<u>49,964</u>	<u>141,839</u>	<u>600,305</u>	<u>458,466</u>	<u>76.4%</u>
Net Income	<u>\$ (48,294)</u>	<u>\$ 422,047</u>	<u>\$ (29,185)</u>	<u>\$ 451,232</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>100.0%</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017 – September 2017**

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	\$ 589,676	\$ 1,790,881	\$ 7,080,500	\$ 5,289,619	74.7%
Public Relations Assessment	17,735	54,246	215,000	160,754	74.8%
Customer Service Assessment	18,852	57,636	228,000	170,364	74.7%
96-gal Cart Revenue	14,407	46,159	96,480	50,321	52.2%
Sponsorship and Grants	-	15,000	15,000	-	0.0%
Material Sales Rebate	68,201	191,119	700,000	508,881	72.7%
Interest on Investments	<u>2,057</u>	<u>5,983</u>	<u>14,260</u>	<u>8,277</u>	<u>58.0%</u>
Total Revenues	<u>710,928</u>	<u>2,161,024</u>	<u>8,349,240</u>	<u>6,188,216</u>	<u>74.1%</u>
Expenses:					
Personnel services	13,282	40,610	193,700	153,090	79.0%
Fringe benefits	3,900	15,330	54,580	39,250	71.9%
Professional services	4,902	13,370	28,850	15,480	53.7%
Repairs and maintenance	65	1,386	3,030	1,644	54.3%
Advertising and promotions	6,525	6,525	84,650	78,125	92.3%
Materials and supplies	436	733	4,175	3,442	82.4%
Other services and charges	1,276	5,554	66,410	60,856	91.6%
Leases	2,475	7,470	31,400	23,930	76.2%
Depreciation	809	2,426	10,100	7,674	76.0%
Contractual services	589,676	1,790,881	7,080,500	5,289,619	74.7%
96-gal Cart Expense	14,193	43,503	91,845	48,342	52.6%
Material Sales Rebate	<u>68,201</u>	<u>191,119</u>	<u>700,000</u>	<u>508,881</u>	<u>72.7%</u>
Total Expenses	<u>705,740</u>	<u>2,118,907</u>	<u>8,349,240</u>	<u>6,230,333</u>	<u>74.6%</u>
Net Income	<u>\$ 5,188</u>	<u>\$ 42,117</u>	<u>\$ -</u>	<u>\$ 42,117</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>	<u>100.0%</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017 – September 2017**

Drop Off Project Fund					
	Month to Date	Year to Date	Total		% Budget
	Actual	Actual	Budget	Variance	Remaining
Revenues:					
Project Service Fees	\$ 46,078	\$ 91,370	\$ 550,000	\$ 458,630	83.4%
Contract Admin Costs	-	1,500	-	(1,500)	0.0%
Materials Sales Rebate	40,963	80,329	230,000	149,671	65.1%
Total Revenues	87,041	173,199	780,000	606,801	77.8%
Expenses:					
Personnel services	433	1,167	8,230	7,063	85.8%
Fringe benefits	168	536	1,835	1,299	70.8%
Professional services	320	921	1,550	629	40.6%
Repairs and maintenance	6	122	215	93	43.3%
Advertising and promotions	-	-	2,500	2,500	100.0%
Materials and supplies	28	42	190	148	77.9%
Other services and charges	38	117	480	363	75.6%
Leases	59	178	815	637	78.2%
Contractual services	46,078	91,370	550,000	458,630	83.4%
Materials sales rebate	32,916	67,077	184,000	116,923	63.5%
Total Expenses	80,046	161,530	749,815	588,285	78.5%
Net Income	\$ 6,995	\$ 11,669	\$ 30,185	\$ (18,516)	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017 – September 2017**

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	\$ 254,316	\$ 750,530	\$ 3,048,000	\$ 2,297,470	75.4%
Customer Service Assessment	3,479	8,096	33,000	24,904	75.5%
Contract Admin Costs	-	250	-	(250)	0.0%
Interest on Investments	<u>497</u>	<u>1,446</u>	<u>3,445</u>	<u>1,999</u>	<u>58.0%</u>
Total Revenues	<u>258,292</u>	<u>760,322</u>	<u>3,084,445</u>	<u>2,324,123</u>	<u>75.3%</u>
Expenses:					
Personnel services	1,402	3,778	16,670	12,892	77.3%
Fringe benefits	511	1,935	4,955	3,020	60.9%
Professional services	1,454	4,148	6,400	2,252	35.2%
Repairs and maintenance	23	525	880	355	40.3%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	122	192	935	743	79.5%
Other services and charges	146	453	1,845	1,392	75.4%
Leases	233	702	2,760	2,058	74.6%
Depreciation	83	250	1,000	750	75.0%
Contractual Services	<u>254,316</u>	<u>750,530</u>	<u>3,048,000</u>	<u>2,297,470</u>	<u>75.4%</u>
Total Expenses	<u>258,290</u>	<u>762,513</u>	<u>3,084,445</u>	<u>2,321,932</u>	<u>75.3%</u>
Net Income	<u>\$ 2</u>	<u>\$ (2,191)</u>	<u>\$ -</u>	<u>\$ (2,191)</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017 – September 2017**

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	\$ 202,117	\$ 528,272	\$ 2,105,000	\$ 1,576,728	74.9%
Contract Admin Costs	-	100	-	(100)	0.0%
Materials Sales Rebate	<u>57,043</u>	<u>151,559</u>	<u>400,000</u>	<u>248,441</u>	<u>62.1%</u>
Total Revenues	<u>259,160</u>	<u>679,931</u>	<u>2,505,000</u>	<u>1,825,069</u>	<u>72.9%</u>
Expenses:					
Advertising and Promotions	-	-	1,000	1,000	0.0%
Contractual services	202,117	528,272	2,105,000	1,576,728	90.0%
Materials sales rebate	<u>57,039</u>	<u>151,555</u>	<u>400,000</u>	<u>248,445</u>	<u>62.1%</u>
Total Expenses	<u>259,156</u>	<u>679,827</u>	<u>2,506,000</u>	<u>1,826,173</u>	<u>72.9%</u>
Net Income	<u>\$ 4</u>	<u>\$ 104</u>	<u>\$ (1,000)</u>	<u>\$ 1,104</u>	

**Central Virginia Waste Management Authority
Accounts Receivable
September 30, 2017**

Receivables 9/30/17	Total	Over 60 days	Current w/in 60 days
Department of General Services	\$ 1,537.39	\$ -	\$ 1,537.39
Ashland	(12.76)	-	(12.76)
Charles City	0.00	-	0.00
Chesterfield	293,441.24	-	293,441.24
Colonial Heights	68,003.93	-	68,003.93
Goochland	31,100.69	-	31,100.69
Hanover	23,449.10	-	23,449.10
Henrico	186,920.94	-	186,920.94
Hopewell	87,611.40	-	87,611.40
New Kent	4,697.88	-	4,697.88
Petersburg	121,949.56	-	121,949.56
Powhatan	5,133.29	-	5,133.29
Prince George	0.00	-	0.00
Richmond	(1,673.98)	-	(1,673.98)
Totals	\$ 822,158.68	\$ -	\$ 822,158.68