



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
OCTOBER 21, 2016
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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1. Public Comment Period	
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STAFF AGENDA

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5. Residential Recycling Program	
6. Municipal Solid Waste (MSW) Program	
7. Operations and Program Statistics	
8. Technical Advisory Committee (TAC) Report	
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OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Technical Advisory Committee
Executive Committee
Board of Directors (Richmond)

Thursday, November 3, 2016 - 9:00 a.m.
Tuesday, November 8, 2016 - 2:00 p.m.
Friday, November 21, 2016 - 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 16, 2016

The minutes of the regular Board of Directors meeting held September 16, 2016 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 16, 2016
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

J. Allen Lane (M-Henrico), Chairman
Marcia R. Phillips (M-Chesterfield), Vice-Chair
Mark Kukoski (M-Richmond), Treasurer
Edward Watson (M-Hopewell), Director
Robert C. Key (M-Chesterfield), Past Chair
Lee Slöppy (M-Ashland)
Mike Mee (M-Charles City)
Dwayne Jones (A-Goochland)
Stephen Chidsey, (M-Hanover)
Scott Wyatt (M-Hanover)
Marcia E. Kelley (M-Henrico)
James H. Burrell (A-New Kent)
William Riggelman (A-Petersburg)
Johnny Melis (A-Powhatan)
George Poulson (M-Prince George)

Non-Voting:

Monique Robertson (A-Hopewell)

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

MEMBERS/ALTERNATES NOT PRESENT

David Lloyd (M-Goochland), Secretary
Jennifer Schontag (A-Ashland)
Zach Trogdon (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
Clay Bowles (A-Chesterfield)
William E. Henley (A-Colonial Heights)
Randy Hardman (A-Hanover)
Michael Flagg (A-Hanover)
Robert C. Whiteman (M-Henrico)
Jon Clary (A-Henrico)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Patricia Paige (M-New Kent)
Daniel Harrison (M-Petersburg)
Elliot Danburg (M-Powhatan)
Rod M. Compton (A-Prince George)
Dr. Emmanuel Adediran (M-Richmond)
Johnnie Allen (A-Richmond)

Guests:

Tad Phillips, TFC Recycling

With a quorum in attendance Chairman J. Allen Lane (M-Henrico) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of August 19, 2016

Chairman Lane opened the floor for a motion to accept the minutes of the regular meeting of August 19, 2016 as submitted. A motion was made by Mr. S. Wyatt (M-Hanover), seconded by Mrs. M. Kelley (M-Henrico), and carried with one abstention by Mr. J. Burrell (A-New Kent), that the minutes of the August 19, 2016 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Lane welcomed and introduced Mr. George Poulson, new Board Member representing the County of Prince George and Mr. Mike Mee, new Board Member representing the County of Charles City. He also introduced Mr. Tad Phillips, General Manager of TFC Recycling.

Resolution of Appreciation for Robert C. Key

Chairman Lane asked Mrs. Teresa Eckhout, CVWMA Accounting and Financial Manager, to read the resolution. A motion was made by Mr. J. Burrell (A-New Kent), seconded by Mr. S. Wyatt (M-Hanover), and carried that the **Resolution of Appreciation** for Mr. Robert C. Key be approved as presented.

Chairman Lane and Mrs. Kim Hynes, CVWMA Executive Director, presented a gavel plaque and a framed copy of the **Resolution of Appreciation**, to Mr. Key and thanked him for his service during his tenure as Chairman as well as a Board Member, with the Central Virginia Waste Management Authority. Mrs. K. Hynes presented a token of appreciation from the Authority and thanked Mr. Key for his service and noted that he has been an invaluable member to the Board, the Executive Committee and the County of Chesterfield. Mr. Key stated that he has enjoyed being on the Board and that he appreciated it so much more by being involved. He mentioned that over a period of time, you meet the people who are involved in this and you see the dedication, commitment for the cause and the work being done. Mr. Key added that the Board has a great group of people, and that CVWMA is an example in the state of how an authority should be run. Chairman Lane thanked Mr. Key for his contributions on behalf of the Board.

Resolution of Appreciation for William Hamby, Jr.

Chairman Lane asked Mrs. T. Eckhout to read the resolution. A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mrs. M. Kelley (M-Henrico), and carried that the **Resolution of Appreciation** for Mr. William Hamby Jr. be approved as presented.

Chairman Lane and Mrs. K. Hynes presented a framed copy of the **Resolution of Appreciation** for Mr. William Hamby Jr. for his service as Board Member of the Central Virginia Waste Management Authority. Mr. William Hamby Jr. thanked everyone, and stated that this is a great organization, as well as a people organization. Mr. Hamby stated that the region is lucky to have this organization in

place under the leadership of Mrs. Hynes and the Staff that goes beyond the norm to meet the needs of the localities and he thanked the Board again. Chairman Lane stated that he has sat next to Mr. Hamby on the Board for a couple years, and stated that everyone will miss him and thanked him for his contribution and leadership. Mrs. K. Hynes presented a token of appreciation from the Authority and on behalf of the Staff, she thanked Mr. William Hamby for his leadership and commitment to the Authority. She added that whenever she called Mr. Hamby, he was always very responsive and is going to be missed. Mrs. Hynes wished him the best in his retirement.

Resolution of Appreciation for Lana Agostini

Mrs. K. Hynes stated that Mrs. Lana Agostini was not present to accept the resolution of appreciation, and suggested to continue with approving the resolution. Chairman Lane asked Mrs. T. Eckhout, to read the resolution. A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mr. S. Chidsey (M-Hanover), and carried that the **Resolution of Appreciation** for Ms. Lana Agostini be approved as presented.

Item No. 4: Audit Committee Report

Mr. Mark Kukoski (M-Richmond), Treasurer, asked Staff to present the audit report. Mrs. K. Hynes reported that the Audit Committee met again for the second time this year on Friday, August 26, 2016 with CVWMA staff and the representatives of Brown & Edwards and Company, CVWMA's audit firm to discuss the results of the audit this year and the draft of the 2016 Comprehensive Annual Financial Report (CAFR).

Mrs. K. Hynes indicated that administrative transfers were also discussed by the committee. She stated that previously any transfer over \$1,000 necessary in a line item was brought back to the Board for approval. This was changed in the budget process requiring necessary transfers in excess of \$2500 between the various categories be brought to the Board for consideration. Applying that to the necessary transfers less than \$2500 would fall under the Executive Director authority. There were no necessary administrative transfers between categories for fiscal year 2016.

Mrs. K. Hynes stated that the committee also talked about the City of Petersburg receivables. She stated that at the last meeting questions were asked why the Board was unaware sooner of the significant amounts past due. It was suggested that having a receivables report on the monthly financial reports would be helpful. Mrs. K. Hynes stated that the Authority is on an accrual basis of accounting, where revenue is recorded as it is billed not as it is received, thus a past due receivable would not be seen in a normal financial report. Therefore, staff has added a report this month that includes the receivables at month end and those that are 60 days or more overdue.

2016 Comprehensive Annual Financial Report

Mrs. K. Hynes discussed the results of the 2016 Comprehensive Annual Financial Report (CAFR). The Authority received an unmodified opinion, (unqualified opinion) again, which is the best rating. She stated that Brown, Edwards, and Company found no material weaknesses in the internal control structure of CVWMA as well as the accounting processes and procedures. She mentioned that there was one finding that staff was unaware of, in regards to the Financial Disclosure Statement Form due for each person that is appointed to the board or commission by their prospective governing bodies. Mrs. K. Hynes stated that each person appointed must complete and file the form with their governing body. She stated that some have and some have not filed the form. Mrs. Hynes added that the forms are due by January 15th every year and Staff will be collecting the forms going forward.

Mrs. K. Hynes turned it over to Mrs. T. Eckhout to present the 2016 Comprehensive Annual Financial Report (CAFR). Mrs. T. Eckhout informed the members that the CAFR format has not changed, it 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 2015 CAFR, which CVWMA received for the 19th 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, Curbside Fund, Drop-off 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 now 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, 2016 were \$688,819 which is an increase of \$58,478. Of the \$58,478 Net Income, \$43,539 is attributable to the annual retirement adjustment. Remaining net income of \$14,939 was a result of the authority netting more money on the sale of recyclable materials and turnover of management level position. She reminded the Board that \$10,000 was appropriated to implement the strategic plan which was not originally budgeted for.

Mrs. T. Eckhout reported the Statistical section provides more details about CVWMA activities. She mentioned the operating revenues increased by 9% from last year to \$14,668,426 and about 93% of the revenues and expenses are passed through to the participating localities, depending on program participation. Chesterfield County generates 25% of CVWMA program revenue.

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 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.

Mr. M. Kukoski (M-Richmond) stated that the Audit Committee discussed the aged receivables and the amounts that are past due and ways to keep the Board more informed. Mrs. K. Hynes added that Staff did include a disclosure in the financial report on the amounts past due under the related party footnote in the CAFR.

A motion was made by Mr. J. Burrell (A-New Kent), seconded by Mr. M. Kukoski (M-Richmond), and carried that the 2016 CAFR be approved and submitted to the Virginia Auditor of Public Accounts.

STAFF AGENDA

Item No. 5: Residential Recycling Program Update

Mr. Rich Nolan, CVWMA Director of Operations, reported that the fiscal year to date tons are up. He added that 240 more tons were collected year to date in fiscal year 2017 compared to last fiscal year and we are on pace for a record year. Mr. R. Nolan also mentioned that there were 300 more tons collected in August 2016 compared to August last year. This increase was due in part to three additional collection days in the month.

Mr. R. Nolan introduced Mr. T. Phillips, to discuss more on the collection of the additional plastics and cartons. Mr. T. Phillips reported that on July 1st they started collecting #3-7 plastics, but didn't get off to a good start until August when they started seeing a significant amount of material. He stated that he did a material balance of what was on the ground and shipped. Mr. T. Phillips mentioned that since August 1st they have made 650 bales of #1 and #2 plastics, 42 bales of #3-7 plastics which represents 28 tons, which was previously thrown away. He stated that TFC installed a new conveyor that allows them to sort milk and juice cartons. They have been able to make 5 bales of cartons that weigh about 1800 pounds each. He estimates that it will take them about 20 weeks to make a load of that material.

Mr. R. Key (M-Chesterfield) stated that a lot of citizens ask what is being made out of #3-7 plastics and is there a difference between what is actually produced. Mr. T. Phillips stated that the people TFC are selling materials to are harvesting primarily #5 plastics. Mr. R. Key asked if there is anything specific they are making with the #5 plastics. Mr. T. Phillips said that they are making auto parts out of the polypropylene (#5).

Mr. R. Nolan reported a total of 503 misses compared to 652 in August 2015. The high number in 2015 was primarily due to the Richmond Cart Roll out program and getting accustomed to picking up recycling in the alley.

Item No. 6: Consideration of Resolution 17-02: To Amend the Residential Recycling and Drop-Off Processing Services Contract

Mrs. K. Hynes reported that CVWMA was asked by the Virginia Department of General Services (VDGS) to provide recycling collection at 12 state office locations in Capital Square in the City of Richmond. She mentioned that the Residential Recycling and Drop-off Processing Services contract between the Central Virginia Waste Management Authority and Tidewater Fibre Corporation (TFC Recycling) was executed for an initial period beginning July 1, 2009 and ending June 30, 2016. CVWMA and TFC have further extended the Contract now expiring June 30, 2023.

Mrs. K. Hynes stated that the service is a combination of recycling cart (96-gallon) collection and collection of cardboard in one 30-yard roll-off. She added CVWMA can provide the roll-off container and the collection under the terms of the current Drop-Off Recycling Hauling Contract with CFS; however, would need to establish the terms with VDGS in a Special Project Service Agreement.

Mrs. K. Hynes added that the collection of the recycling carts (approximately 75-100 carts) has synergy with the residential collection contract between CVWMA and TFC. TFC is already collecting recycling from 96-gallon carts in the City of Richmond, and this would be in addition to that service. She mentioned that the difference is the VDGS requires the collection to occur twice a week, whereas the current contract is bi-weekly.

Mrs. K. Hynes added that since the Contract between CVWMA and TFC does not provide for twice a week collection from a cart, CVWMA is negotiating with TFC to provide this service and establish a collection rate for this added service. Mrs. K. Hynes stated that the Authority has spoken with legal counsel, and they felt that an amendment to the contract to adjust the terms for the VDGS program is appropriate. Staff will then provide the terms to VDGS for consideration. If VDGS accepts the terms, CVWMA will then execute an addendum to the Contract with TFC and will develop a Special Project Service Agreement with VDGS.

In conclusion, she stated that all other aspects of the Contract with TFC shall remain the same as approved by the CVWMA Board of Directors.

Mr. E. Watson (M-Hopewell) asked if there is a provision in the contract if the state does not pay. Mrs. K. Hynes stated that there is a provision in the contract under the non-appropriation clause.

A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. E. Watson (M-Hopewell), and carried that **Resolution 17-02** be approved as submitted.

Item No. 7: 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 11 misses in Ashland and 37 misses recorded for the Chesterfield tax relief program. He mentioned for CFS, the misses were still above average for the month of August. In Colonial Heights, 61 misses were recorded, 133 misses in Hopewell and 146 in Petersburg.

Mr. R. Thompson mentioned that on Thursday August 25th Staff met with CFS and Mr. Ed Watson (M-Hopewell) to address service issues in the City of Hopewell. He added that CFS assured them that they will complete their routes in Hopewell by 7:00 p.m. on Mondays. Since the meeting, CFS has completed their trash routes in Hopewell on Monday, August 29th around 7:30 pm, and around 9:30 pm on Tuesday September 6th, the day after Labor Day. Mr. R. Thompson added that CFS completed their routes by 7:00 pm on Monday, September 12th. He mentioned that CFS is still having some cart delivery issues, and that residents are still waiting for trash carts beyond the 14-day delivery window in the contract. As a result, CFS received a penalty in the month of August for cart deliveries outside of the parameters in the contract.

Item No. 8: Operations and Program Statistics

Mr. Nolan mentioned that the Colonial Heights Request for Proposal is currently available. He added that there was a pre proposal meeting on September 2nd, and the proposals are due on September 23rd. He stated that a group from the TAC will be evaluating the proposals and a recommendation will be presented to the Board in October or November.

Mr. Nolan mentioned that the DEQ is finalizing their annual Recycling Rate Report. He added that CVWMA is being highlighted in the annual report by the DEQ for the roll out of recycling carts in Richmond, discussion about the debris management training in Henrico, and overall sustainability.

Mr. Nolan stated that the July and August program statistics were available for the Board. He reported that the Residential Recycling Rebate collected was \$60,924 for August compared to \$55,142 last year. He added that the drop-off revenue is up as commodity pricing has risen for paper and because of the additional rebate for the co-mix collected at drop-off locations.

Mr. Nolan reported that many jurisdictions have scheduled E-cycling events. Chesterfield held an event last month that was very successful, especially the hard drive shredding. He added that the fall schedule for events include: September 24th in Richmond, October 1st, 8th and 22nd in Henrico; October 22nd in Hopewell and November 19th in Hanover and Chesterfield.

Mr. S. Chidsey (M-Hanover) asked Mr. Nolan to double check the weekly set out rate numbers for Hanover County.

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

Mr. Nolan, reported that the TAC met and discussed the request for proposal for Debris Management and Monitoring. Those contracts expire May 31, 2017 and it was decided to put the request for proposals out in the fall. He mentioned that the next meeting on October 6th will include a guest speaker from the Virginia Department of Agriculture, to talk about Thousand Cankers Disease and how it impacts the yard waste grinding programs.

Item No. 10: Public Information

Regional Waste Line and Waste Reduction News

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, reported that the Virginia Department of Environmental Quality (VA DEQ) is including information on CVWMA in its statewide recycling rate report and a link to the publication will be included. She mentioned that Staff distributed the Regional Waste Line to 215 emails on Friday, August 19th. In addition, she added that the Board was sent the September 2016 Waste Reduction News electronic newsletter, which included Labor Day holiday to Delay Collections, Stay Connected with CVWMA, CVWMA Expands Accepted Items for Recycling and Reduce, Reuse, Recycle Special Scout Patch. Mrs. N. Drumheller stated that the e-newsletter was distributed to over 1,181 email subscribers. She stated that monthly statistics show that the open click rate of 27.9 % is still above industry standard of 21.1% and the top links clicked include: [/cvwma.com/events](http://cvwma.com/events) and [/cvwma.com/recycling-wizard](http://cvwma.com/recycling-wizard).

Promotion and Outreach

Mrs. N. Drumheller reported Staff has completed summer camp programs and worked several locality county fairs and farmer's markets. Staff responded to 35 requests for the month of August, and of these requests, 22 were for presentations and six were for educational materials. In addition, Staff received seven requests for an educational booth or R3. Mrs. N. Drumheller added that Staff worked a CVWMA booth at seven events, impacted over 1,115 people and distributed 5,296 educational materials.

Mrs. N. Drumheller reported that Mrs. Denise Ritchie, CVWMA Recycling Education and Outreach Specialist, launched CVWMA's Environmental Clubs Initiative on August 30th and reported that this new education program working with high school students was well received by the teachers in her Professional Development Workshop in Chesterfield. She mentioned that students will do a project or Train the Trainer type education and will receive an e-certificate from CVWMA that can be included in college applications. In addition, Mrs. N. Drumheller mentioned that Mrs. D. Ritchie is scheduled to provide programs at seven City of Richmond Parks and Recreation After School Programs for youth in grades 3-5 during the months of October and November. Mrs. N. Drumheller thanked the Goochland County staff for getting CVWMA a table at the Goochland Expo on Thursday, October 6 from 5-8 pm. Mrs. N. Drumheller added that she will be working the Children's Race in the morning and Rutland Community event in the evening on Saturday, September 17th.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. N. Drumheller reported the statistical data for the month of August; 15,962 unique visitors made 23,490 visits to over 217,012 pages. She mentioned that the top web pages viewed were, the CVWMA homepage cvwma.com (9,572 views) Curbside Recycling –What to Recycle page (3,767 views), Curbside Recycling (2,370 views), Electronics (1,863). News feed had 158 views. She also mentioned the Stay Connected with CVWMA resource card created to promote free online resources and will be handed out at events.

Mrs. N. Drumheller reported Facebook continues to add new likes each week with over 6,300 followers. Staff continues to post and tweet pictures and factoids on new commodities, as well as locality specific information. In addition, Staff added 17 new pins to existing boards on the CVWMA Pinterest page during the month of August. She stated that CVWMA Pinterest page had 2,460 monthly viewers for the month of August. She added they had 3,737 impressions for the month with the top pin impressions including: Recycling and Your Watershed (560), Educational Resources (557), Reuse for Plastics (422).

Mrs. N. Drumheller reported a total of 383 new subscribers signed up for the email reminder in the month of August, with total subscribers now at 25,759 as of August 31, 2016. She added the email reminder was used to let subscribers know of Labor Day holiday collection delay as well as promotion of the new accepted commodities.

New Commodity Education Update

Mrs. N. Drumheller mentioned Staff continues to work on education and outreach regarding new items now accepted in both residential and drop-off programs.

Mrs. K. Hynes reported that Staff has been working on artwork and finalizing the details for the drop-off decals. She mentioned that Staff has also developed a utility bill stuffer/brochure and advertisements on busses in the greater Richmond and Tri-Cities area will begin October 1st. Mrs. K. Hynes added how the local news media have added the new commodities information on their websites and newsfeeds as well.

Item No. 11: Financial Reports for August 2016

Financial Reports for August 2016

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, 2016. She stated that the Authority has a combined Net Income of \$450,272. 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.

Mrs. K. Hynes reported that she received a plan from the City of Petersburg's City Manager agreeing to keep current by paying the current month's bill as it comes due, along with an extra \$20,000 towards the arrearages. She mentioned that they have also agreed to meet again in December to revisit the payment plan. She stated that the total amount due is \$591,500 which is down a little bit from the previous meeting. Mrs. K. Hynes added that Petersburg's City Manager invited CVWMA to a meeting on September 26th, and Chairman Lane agreed to join her at that meeting. She stated that the City of Petersburg approved an increase in their monthly recycling fee from \$14.00 to \$20.00.

Chairman Lane asked when their next payment is due. Mrs. K. Hynes stated that \$20,000 is due on October 1st, and the current amount is due October 12th.

Chairman Lane 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 2016 as submitted. A motion was made by Mr. M. Kukoski (M-Richmond), seconded by, Mrs. M. Phillips (M-Chesterfield) and carried that the Financial Reports for August 2016 be approved and filed as submitted.

Item No. 12:Administrative

Mrs. Hynes mentioned that they talked last month about a committee to review the By-laws and Articles of Incorporation. She added that if anyone is interested in serving on the committee to contact her and plan to meet on October 11th.

Mrs. Hynes mentioned new leadership changes in the region. She reported Joe Casey, new County Administrator in Chesterfield County, John Budeski, new County Administrator in Goochland, Charles Hartgrove is leaving the Town of Ashland, Tom Mattis is leaving the City of Colonial Heights, and changes in the City of Petersburg as well. Mrs. K. Hynes added that there is an election coming up with a lot of council seats up for election.

Mrs. Hynes went over the upcoming meetings; TAC meeting on Thursday, October 6th at 9:00 a.m., Executive Committee is meeting on Tuesday, October 11th at 2:00 p.m. and Board of Directors meeting is going to be held in Richmond on Friday, October 21st at 9:00 a.m. Mrs. Hynes also mentioned that she will set up a tour of TFC's MRF (Material Recovery Facility) to see the new equipment.

Old/New Business

Mr. L. Sloppy (M-Ashland) reported to CVWMA a hydraulic leak in Ashland. He was able to flag down the driver and was able to take care of the problem immediately. He thanked Staff and TFC for their quick response.

With no further business to come before the Board, Chairman Lane opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:06 a.m. The motion was made by Mrs. M. Kelley (M-Henrico), seconded by Mr. R. Key (M-Chesterfield) and carried that the September 16, 2016 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 16, 2016 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 21, 2016. Given under my hand and seal of the CVWMA this 21st day of October 2016.

J. Allen Lane, Chairman

FINANCIAL REPORTS FOR SEPTEMBER 2016

The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of September 30, 2016. The CVWMA has a combined Net Income of \$412,294 year to date. The 2016 CAFR has been submitted to the VA APA. The accounts receivable schedule is included and reflects the details of the total amounts due to the Authority. Petersburg is current with agreed upon payment plan.

Recommended Action: Approval of the September 2016 Financial Reports

Attachments

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2016 – September 2016**

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	-	\$ 552,522	\$ 552,520	\$ 2	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	2,168	5,397	15,240	(9,843)	-64.6%
Sponsorships and Grants	-	-	-	-	0.0%
	-	-	-	-	0.0%
Total Revenues	<u>2,168</u>	<u>557,919</u>	<u>567,760</u>	<u>(9,841)</u>	<u>-1.7%</u>
Expenses:					
Personnel services	31,406	98,291	389,290	290,999	74.8%
Fringe benefits	6,726	21,157	82,415	61,258	74.3%
Professional services	3,831	15,261	31,700	16,439	51.9%
Repairs and maintenance	90	307	2,925	2,618	89.5%
Advertising and promotions	154	589	1,250	661	52.9%
Materials and supplies	368	911	5,500	4,589	83.4%
Other services and charges	1,129	3,124	21,260	18,136	85.3%
Leases	2,499	10,160	43,970	33,810	76.9%
Depreciation	499	1,494	7,500	6,006	80.1%
Contingencies & Reserves	-	-	-	-	0.0%
	-	-	-	-	0.0%
Total Expenses	<u>46,702</u>	<u>151,294</u>	<u>585,810</u>	<u>434,516</u>	<u>74.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>18,050</u>	<u>(18,050)</u>	
Totals	<u>\$ (44,534)</u>	<u>\$ 406,625</u>	<u>\$ -</u>	<u>\$ 406,625</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2016 – September 2016

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	\$ 583,044	\$ 1,765,515	\$ 6,947,080	\$ 5,181,565	74.6%
Public Relations Assessment	17,464	53,362	214,000	160,638	75.1%
Customer Service Assessment	18,555	56,697	230,000	173,303	75.3%
96-gal Cart Revenue	10,897	40,430	96,480	56,050	58.1%
Sponsorship and Grants	-	-	10,000	10,000	0.0%
Material Sales Rebate	60,903	172,175	700,000	527,825	75.4%
Interest on Investments	<u>-</u>	<u>-</u>	<u>6,820</u>	<u>6,820</u>	<u>100.0%</u>
Total Revenues	<u>690,863</u>	<u>2,088,179</u>	<u>8,204,380</u>	<u>6,116,201</u>	<u>74.5%</u>
Expenses:					
Personnel services	14,554	46,279	193,645	147,366	76.1%
Fringe benefits	4,528	13,725	55,260	41,535	75.2%
Professional services	3,711	13,027	27,540	14,513	52.7%
Repairs and maintenance	535	695	2,830	2,135	75.4%
Advertising and promotions	2,091	10,656	106,650	95,994	90.0%
Materials and supplies	338	736	3,950	3,214	81.4%
Other services and charges	2,782	7,130	66,635	59,505	89.3%
Leases	2,914	7,957	30,345	22,388	73.8%
Depreciation	550	1,650	8,600	6,950	80.8%
Contractual services	583,044	1,765,515	6,947,080	5,181,565	74.6%
96-gal Cart Expense	11,645	38,906	91,845	52,939	57.6%
Material Sales Rebate	<u>60,904</u>	<u>172,176</u>	<u>700,000</u>	<u>527,824</u>	<u>75.4%</u>
Total Expenses	<u>687,596</u>	<u>2,078,452</u>	<u>8,234,380</u>	<u>6,155,928</u>	<u>74.8%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 3,267</u>	<u>\$ 9,727</u>	<u>\$ (30,000)</u>	<u>\$ (39,727)</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>0.0%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2016 – September 2016

Drop Off Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 47,060	\$ 90,264	\$ 530,000	\$ 439,736	83.0%
Contract Admin Costs	\$ -	\$ -	\$ -	\$ -	0.0%
Materials Sales Rebate	35,524	57,341	135,000	77,659	57.5%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>82,584</u>	<u>147,605</u>	<u>665,000</u>	<u>517,395</u>	<u>77.8%</u>
Expenses:					
Personnel services	387	1,207	5,110	3,903	76.4%
Fringe benefits	131	389	1,515	1,126	74.3%
Professional services	117	468	1,460	992	67.9%
Repairs and maintenance	-	9	180	171	95.0%
Advertising and promotions	5,860	15,229	25,000	9,771	39.1%
Materials and supplies	28	50	170	120	70.6%
Other services and charges	37	117	480	363	75.6%
Leases	60	180	785	605	77.1%
Contractual services	47,060	90,264	530,000	439,736	83.0%
Materials sales rebate	<u>31,469</u>	<u>47,686</u>	<u>101,250</u>	<u>53,564</u>	<u>52.9%</u>
Total Expenses	<u>85,149</u>	<u>155,599</u>	<u>665,950</u>	<u>510,351</u>	<u>76.6%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>(19,050)</u>	<u>19,050</u>	
Totals	<u>\$ (2,565)</u>	<u>\$ (7,994)</u>	<u>\$ (20,000)</u>	<u>\$ 26,094</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2016 – September 2016

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	\$ 241,608	\$ 709,439	\$ 2,862,000	\$ 2,152,561	75.2%
Customer Service Assessment	2,648	7,915	33,000	\$ 25,085	76.0%
Contract Admin Costs	7,800	7,800	-	\$ (7,800)	0.0%
Interest on Investments	-	-	2,825	\$ 2,825	100.0%
Total Revenues	<u>252,056</u>	<u>725,154</u>	<u>2,897,825</u>	<u>2,172,671</u>	<u>75.0%</u>
Expenses:					
Personnel services	1,224	3,836	16,310	12,474	76.5%
Fringe benefits	500	1,497	4,920	3,423	69.6%
Professional services	840	3,187	6,150	2,963	48.2%
Repairs and maintenance	91	139	1,165	1,026	88.1%
Advertising and promotions	-	127	1,000	873	99.0%
Materials and supplies	98	222	880	658	74.8%
Other services and charges	136	422	1,720	1,298	75.5%
Leases	1,621	2,098	2,680	582	21.7%
Depreciation	83	250	1,000	750	75.0%
Contractual Services	<u>241,611</u>	<u>709,442</u>	<u>2,862,000</u>	<u>2,152,558</u>	<u>75.2%</u>
Total Expenses	<u>246,204</u>	<u>721,220</u>	<u>2,897,825</u>	<u>2,176,605</u>	<u>75.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 5,852</u>	<u>\$ 3,934</u>	<u>\$ -</u>	<u>\$ (3,934)</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2016 – September 2016**

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	\$ 205,787	\$ 497,067	\$ 1,884,000	\$ 1,386,933	73.6%
Contract Admin Costs	-	\$ -	\$ -	-	0.0%
Materials Sales Rebate	30,335	106,453	390,000	283,547	72.7%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>236,122</u>	<u>603,520</u>	<u>2,274,000</u>	<u>1,670,480</u>	<u>73.5%</u>
Expenses:					
Personnel services	-	-	-	-	98.0%
Fringe benefits	-	-	-	-	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	-	-	1,000	1,000	0.0%
Materials and supplies	-	-	-	-	59.0%
Other services and charges	-	-	-	-	84.0%
Contractual services	205,787	497,067	1,884,000	1,386,933	90.0%
Materials sales rebate	30,335	106,453	390,000	283,547	72.7%
Total Expenses	<u>236,122</u>	<u>603,520</u>	<u>2,275,000</u>	<u>1,671,480</u>	<u>73.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>(1,000)</u>	
Totals	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2,000)</u>	

**Central Virginia Waste Management Authority
Accounts Receivable
September 30, 2016**

Receivables 9/30/16	Total	Over 60 days	Current w/in 60 days
Ashland	\$ 11,631.38		\$ 11,631.38
Charles City	\$ -		
Chesterfield	\$ 304,404.37	\$ -	\$ 304,404.37
Colonial Heights	\$ 54,313.66		\$ 54,313.66
Goochland	\$ 25,345.35		\$ 25,345.35
Hanover	\$ 8,347.00		\$ 8,347.00
Henrico	\$ 185,996.57		\$ 185,996.57
Hopewell	\$ 86,707.57		\$ 86,707.57
New Kent	\$ 26,060.87		\$ 26,060.87
Petersburg	\$ 593,559.62	\$ 348,323.21	\$ 245,236.41
Powhatan	\$ 21,593.96		\$ 21,593.96
Prince George	\$ -		
Richmond	\$ 186,578.23	\$ -	\$ 186,578.23
Totals	\$ 1,504,538.58	\$ 348,323.21	\$ 1,156,215.37