



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING AGENDA
FRIDAY, SEPTEMBER 16, 2016
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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STAFF AGENDA

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OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Technical Advisory Committee (TAC) - Thursday, October 6, 2016 – 9:00am

Executive Committee - Tuesday, October 11, 2016 – 2:00pm

Board of Directors (Richmond) - Friday, October 21, 2016 – 9:00am

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 AUGUST 19, 2016

The minutes of the regular Board of Directors meeting held August 19, 2016 are presented for your consideration and approval.

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 19, 2016
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

J. Allen Lane (M-Henrico), Chairman
Marcia R. Phillips (M-Chesterfield), Vice-Chair
David Lloyd (M-Goochland), Secretary
Edward Watson (M-Hopewell), Director
Robert C. Key (M-Chesterfield), Past Chair
Lee Slöppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Scott Wyatt (M-Hanover)
Randy Hardman (A-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Daniel Harrison (M-Petersburg)
Johnny Melis (A-Powhatan)

Non-Voting:

Michael Flagg (A-Hanover)
Jon Clary (A-Henrico)
Monique Robertson (A-Hopewell)
William Riggelman (A-Petersburg)

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
Erica Long, Administrative Assistant
Stephanie Breaker, Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

Mark Kukoski (M-Richmond), Treasurer
Jennifer Schontag (A-Ashland)
Zach Trogdon (M-Charles City)
Rachel Chieppa (A-Charles City)
Jeffrey T. Howard (A-Chesterfield)
Clay Bowles (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Stephen Chidsey, (M-Hanover)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Patricia Paige (M-New Kent)
James H. Burrell (A-New Kent)
Elliot Danburg (M-Powhatan)
George Poulson (M-Prince George)
Rod M. Compton (A-Prince George)
Dr. Emmanuel Adediran (M-Richmond)
Johnnie Allen (A-Richmond)

Guests:

Bobby Vincent, City of Richmond
Brendan King, WTVR
Chris Munnings, WTVR

With a quorum in attendance Chairman J. Allen Lane (M-Henrico) called the meeting to order at 9:05 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 June 17, 2016

Chairman Lane opened the floor for a motion to accept the minutes of the regular meeting of June 2016 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. S. Wyatt (M-Hanover) and carried that the minutes of the June 17, 2016 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Installment of Officers

Mrs. Teresa Eckhout, CVWMA Accounting and Financial Manager, administered the *Oath of Office* to the new officers for the 2016-2017 fiscal year. Mrs. T. Eckhout requested that all officers-elect stand, raise their right hand, and recite the *Oath of Office* after her.

Officers Sworn in for the 2016-2017 Fiscal Year are as follows:

- Mr. J. Allen Lane (M-Henrico) Chairman
- Mrs. Marcia Phillips (M-Chesterfield) Vice-Chairman
- Mr. Mark Kukoski (M-Richmond)..... Treasurer (not present)
- Mr. David Lloyd (M-Goochland) Secretary
- Mr. Ed Watson (M-Hopewell) Director
- Mr. Robert Key (M-Chesterfield) Past Chair

Item No. 4: Chairman’s Report

Chairman Lane welcomed and introduced Mr. James Snyder, CVWMA Legal Counsel, and also welcomed any media that was present.

STAFF AGENDA

Item No. 5: 2016 Education and Outreach and Program Statistics Presentation

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, 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 and educational venues.

Mrs. Drumheller reported that CVWMA celebrated 25 years and everything that was accomplished. She mentioned the Kick-Off to CVWMA’s 25th Anniversary with the Richmond Kickers and the September 3rd Anniversary Celebration at the Brandywine Interstate Center Courtyard, which included

Board members, contractors and staff. She added that CVWMA finished their celebration with a board meeting at The Jefferson Hotel in December.

Mrs. Drumheller mentioned the customer experience in the new multi-channel world that continues to keep the public informed. She stated that customers get information from phone, email, social media, public events, and diverse member locality services provided through CVWMA.

Mrs. Drumheller added that the number of requests for the year were 443, almost double the amount than last fiscal year with businesses (120), local governments (112), and schools (143) as their top three requestors.

Mrs. Drumheller reported that CVWMA had a huge increase in requests for educational materials, with Chesterfield, Richmond, and Henrico as top requestors. She added that the two Public Information staff counted out, packaged, and distributed over 100,000 educational materials, and talked to an estimated 20,000 people this past fiscal year.

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. It has a long shelf life as residents look for it to be mailed each year and keeping it posted in their homes.

Mrs. Drumheller mentioned that the Call Center is the Authority's front line with the public. Two and a half representatives and one Call Center Supervisor handled over 72,000 calls and 3,700 emails. Mrs. Drumheller explained that the high call volume was impacted by the addition of the Chesterfield Tax Relief program, calendar, Richmond Rollout, weather issues, and competitors servicing locality service areas. She also mentioned that they assisted with the mailing of over 12,000 publications requested by customers which included calendars and extra container stickers.

Mrs. Drumheller reported CVWMA continues to see a lot of interest in the website, with 166,701 visitors viewed over 297,000 pages, with top pages continuing to be curbside recycling, collection day information, e-cycling, and locality pages. She mentioned that the website activity went up due to the Richmond Cart Rollout, news media contest, calendar and the additional commodities program.

Mrs. Drumheller went on to report that the Authority is definitely seeing an increase in online users, from posts, to tweets and more of the public are engaged online. She added that CVWMA is on Facebook, Twitter, Instagram, Pinterest, and You Tube with over 6,000 likes on Facebook and over 1,200 visits on Pinterest per month. Mrs. Drumheller mentioned other outreach services such as Curbside email reminder with more than 25,000 subscribers, Waste reduction news monthly email newsletter with over 1,100 subscribers, Regional waste line semi-annual email newsletter with 450 subscribers, and the Electronics Recycling E-Blast newsletter with more than 5,800 subscribers.

Mrs. Drumheller mentioned that the Authority implemented the Richmond Cart Roll out, and everyone is pleased about the increase in tonnage collected since the program started. She stated that Staff worked events, provided presentations at community meetings, school programs and even a song was written and performed by Norman with the Greater Fulton Hill Civic Association about the new program.

Mrs. Drumheller stated that CVWMA is well known as a regional partner and has an excellent reputation thus Staff was able to be part of the following opportunities this year: Recycling bulletin board kits as a reminder to recycle, The First Lego Robotics Teams that took on solving a waste issue, recycling educational videos with Hallie Stephenson from Keep Henrico Beautiful and Go Green Leadership with Continental Societies, Inc. Richmond, VA Chapter, to name a few.

Mrs. Drumheller mentioned that the Authority has seen an increase in its Reduce, Reuse, Recycle special Scout patch available to all member jurisdiction; 416 scouts representing Ashland, Chesterfield, Henrico, Petersburg, Powhatan and the City of Richmond have participated in the special scout patch program this year. She added that the scouts have hosted an E-waste collection, created a video, and even had an interview with one of the local news television stations.

The Authority partnered with local media again to implement two region wide successful educational campaigns to raise awareness on the importance of recycling. Mrs. Drumheller added that for America Recycles Day 2015, CVWMA partnered with WTVR CBS 6 and WWBT NBC 12.

Mrs. Drumheller reported the 2016 Collection Schedule sponsored by TFC Recycling continues to be the top education piece. She added that TFC will also be the sponsor for the 2017 Collection Schedule to be mailed December 26, 2016.

Mrs. Drumheller touched on Earth Day 2016, where Staff worked eight events and served on a panel of judges for Clover Hill High School Science Fair. She noted that staff impacted 3,244 people and distributed 28,000 education materials during Earth month.

In conclusion, Mrs. Drumheller mentioned that R3, CVWMA Mascot, had a significant impact in the community, so we created an R3 puppet which will be used a lot with the younger residents.

Mr. R. Dunn (M-Chesterfield) thanked Mrs. Drumheller and her staff for such hard work and dedication. Chairman Lane thanked Mrs. Drumheller and her staff as well.

Mr. Rich Nolan, CVWMA Director of Operations, presented the annual report on Fiscal Year 2016 Program Statistics. He noted that 38,797 tons of recycling was collected in the Residential Recycling Program. This is an 8% increase over the previous year due to the addition of the Richmond Cart program effective July 1, 2015, and increase in the City of Hopewell recycling program. Mr. Nolan highlighted volume and set-out statistics for each jurisdiction.

Continuing, Mr. Nolan reported that in the Drop-Off program the tonnage has increased to 7,202 up from 6,730 tons from the prior year, as a result of services CVWMA added including the collection of baled cardboard, and the delivery of OCC and mixed paper directly to contractors.

Mr. Nolan also reported revenue from the Used Oil Program has increased significantly as a result of Chesterfield County joining the program. Revenue has increased to \$161,761, up from \$106,761 in Fiscal Year 2015.

Mr. Nolan mentioned that the Authority held 14 e-cycling events, with over 83 tons collected in Fiscal Year 2016, which is 15.5 tons more than Fiscal Year 2015. He also mentioned that the 188 tons of material collected at convenience centers in Fiscal Year 2016 is up from the 117 tons collected in Fiscal Year 2015. He reminded the Board that since E-waste Tech Systems has taken over the e-cycling events, they have been performing well.

Mr. Nolan reported the significant savings to participating jurisdictions in the Residential Recycling Program with TFC. Over \$700,000 was saved in 7 participating jurisdictions. He mentioned a reduction in the Drop-off Program Revenue of \$56,777. Mr. Nolan reported an increase of 3,416 tons in Richmond Residential recycling. He mentioned CVWMA added several new programs, some that generate revenue back to localities, such as delivered OCC, delivered mixed paper and FEL Recycling

Services. CVWMA also added Chesterfield County to other CVWMA programs including Tax Relief Trash services, yard waste grinding, waste oil, propane tanks, waste tires and metal.

Mr. Nolan discussed future activity that will impact operations in the upcoming year: CVWMA is looking forward to additional increase in volume from 3-7 plastics and cartons, the rebate for Co-mix in the Drop-off Program should show additional revenue, we will issue a request for Proposal for Colonial Heights MSW collection, Commodity pricing for oil and metal are projected to stay level and a slight increase in pricing for mixed paper and OCC is expected in coming months, and increased competition for Residential Recycling volumes in the CVWMA Region particularly Chesterfield County is expected.

Mr. Bobby Vincent, City of Richmond Public Works, stated that a lot of the misses in Richmond are most likely residents failing to set carts out in a timely manner. He also mentioned that the City of Richmond is working with Darlene Mallory and the Virginia Oyster Shell Recycling Program, which collects shells from participating restaurants and businesses in the area and returns them to the Chesapeake Bay to construct new oyster reefs in Virginia. He invited other localities to join in the program.

Mr. Nolan stated that the Authority previously spoke with Todd Janeski, Virginia Oyster Shell Recycling Program Director, about the program. Mrs. Hynes stated that it would be a great addition to the Recycling Rate Report. She added that they have a container at Robin Hood Road and hope to expand the program to Henrico County.

Item No. 6: Residential Recycling Program Update

Mr. Nolan, reported 2,920 tons were collected in July, a decrease from 2015 due to less collections days. Mr. Nolan reported a total of 429 misses compared to 275 in 2015. The increase from the previous July is lingering collection issues with alley collection in Richmond.

Item No. 7: Municipal Solid Waste (MSW) Program

Mr. Reginald Thompson, CVWMA Operations Technician, reported that the month of July was a good month for County Waste, with 6 misses in Ashland and 29 misses were recorded for the Chesterfield tax relief program. In Colonial Heights, 48 misses were recorded and misses were up in Hopewell to 172 and Petersburg with 190 for Container First Services. He mentioned that in addition to the increase in misses, CFS is still behind on their cart deliveries. Mr. Thompson stated that the monthly meeting with CFS is scheduled for Thursday, August 25, 2016. He added that they are out of carts, and they are expected to be in by the end of the month. Mr. Thompson stated that there have been a few calls received from Petersburg residents concerned about their trash collection, and at this point there has been no change in the trash collection service in Petersburg. Mr. Thompson added that trash is collected in Petersburg on Thursdays and Fridays and that CFS completed their Thursday routes in Petersburg and are back working their Friday routes.

Item No. 8: Operations and Program Statistics

Mr. Nolan mentioned that the June program statistics were available for the Board and the July program statistics will be completed the following week. He added that commodity pricing for steel is \$125/ton and used oil is \$.42/gal compared to \$165/ton and \$.51/gal a year ago. Mr. Nolan stated that OCC is \$100/ton, up from \$95/ton last year and mixed paper pricing was \$75.00/ton versus \$45/ton a year ago.

Mr. Nolan reported that many jurisdictions have scheduled fall E-cycling events. Chesterfield is holding an event on August 20th at West Chester Commons, Richmond on September 24th, Hopewell on October 22nd, and Hanover and Chesterfield are holding events on November 19th.

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

Mr. Nolan, reported that the TAC met on August 2nd and discussed the request for proposal for Colonial Heights and upcoming procurements for Debris Management and Monitoring. Mr. Nolan discussed adding specific language requiring storm water in the RFP as well as spill plans and increase to storm regulations along with providing SPCC plans to CVWMA to have on file. He stated that they will discuss a disease affecting the grinding of trees. The next meeting is on September 1, 2016.

Item No. 10: Public Information

PUBLIC INFORMATION

Zika Virus Education

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, reported that at the June Board meeting, Mike Flagg (M-Hanover) asked that Public Information staff be involved with Zika Virus education. She stated that Staff is disseminating any information received from local governments and the Virginia Health Department that pertains to residents and how each resident can help by emptying standing water from open containers. Henrico County in partnership with Virginia Health Department is hosting a “Fight-the- Bite Today” event on Saturday, August 27, 2016 from 8 am – 4 pm at Fairfield Middle School.

Waste Reduction News

Mrs. Drumheller reported that the August electronic newsletter included: Additional Plastics, Caps, Cartons Added to CVWMA Recycling Programs, Pick a Day to Fight the Bite, CVWMA Program Highlights, Save the Date, and Volunteers Needed for the James River Regional Cleanup. She mentioned that the e-newsletter was distributed electronically to over 1,174 email subscribers. Monthly statistics show that the open click rate of 27.9 % is still above industry standard of 21.1%. Top link clicked include: /curbside/what to recycle and /jamesriverregionalcleanup

Promotion and Outreach

Mrs. Drumheller reported Staff responded to 40 requests for the month of July and of these requests, 30 were for presentations and five were for educational materials. In addition, staff received four requests for an educational booth or R3 and Staff worked a CVWMA booth at four events. Mrs. Drumheller added that CVWMA also had one media story and estimated impacting over 1,614 people and distributed over 5,043 educational materials.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. Drumheller went over the statistical data for the month of July showing that 19,726 unique visitors made 29,356 visits to over 205,066 pages. Average visit time is 2.5 minutes with the top web pages viewed after the homepage including: What to Recycle page, CVWMA Announces Changes page and the Curbside Recycling page.

Mrs. Drumheller added that Staff continues to see a lot of activity on social media such as Facebook, where new likes are added each week (over 6,300 followers). She mentioned that Staff has been posting and tweeting lots of new commodity information, educational video clips, and locality information and events. In addition, staff added 20 new “pins” (resources) to existing “boards” on the CVWMA

Pinterest page during the month of July and created a Recycle Cartons board. Pinterest analytics report 2,077 monthly viewers for the month of July. Top “pins” include: Recycled Classroom Waste Factoids, Do It Yourself Crafts, and Recycling is Easy with CVWMA, with 2,976 impressions for the month.

Mrs. Drumheller reported a total of 461 new subscribers signed up for the email reminder in the month of July, with total subscribers now at 25,534 as of July 31, 2016.

James River Regional Cleanup

Mrs. Drumheller reported the annual regional river cleanup as many of our member localities provide cleanup sites for this event. The event is scheduled for Saturday, September 10, 2016 from 9 am – 1 pm.

Mrs. Hynes reported to the Board that CVWMA is excited about the addition of new plastics to the program and that everything is going as planned. She mentioned the great partnerships with the media, jurisdictions and CVWMA has finished the artwork for the Drop-Off container decals. She reported that TFC Recycling, has baled 10 tons (17 bales) of the other plastics so far. Mrs. Hynes stated that is a great start considering the weight of the material is so light.

Item No. 11: Financial Reports for July 2016

Financial Reports for July 2016

Mrs. Teresa Eckhout, CVWMA Accounting and Financial Manager, reported that July is the first month of the new fiscal year and financial activity is consistent. She stated that the Authority has a combined Net Income of about \$494,100. She added that the annual operating assessment is billed annually at the beginning of the year, therefore there will be net income decreases monthly as operating expenses are incurred.

2016 Annual Audit

Mrs. Eckhout reported that CVWMA audit firm Brown and Edwards conducted their fieldwork the week of August 1st. Staff is working on completing the 2016 Comprehensive Annual Financial Report (CAFR) and will be discussing the results of the audit and draft CAFR with the Audit Committee on August 26th. She mentioned the CAFR is to be presented at the September Board of Directors meeting for approval.

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 July 2016 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by, Mr. S. Wyatt (M-Hanover) and carried that the Financial Reports for July 2016 be approved and filed as submitted.

Item No. 11a: Consideration of Resolution 17-01:

Mrs. Hynes reported to the Board the past due payment situation with the City of Petersburg. She mentioned that the Authority sent out a letter from legal Counsel to the City of Petersburg and the Secretary of Finance for the Commonwealth regarding arrearages of about \$632,000. Mrs. Hynes stated that CVWMA has been working with the City Manager on a payment plan which was provided; however, the City did not adhere to that plan and missed the first payment. She added that the Executive Committee had a meeting discussing the amount of time until action is needed and felt it necessary to put the City on notice. The CVWMA cannot continue to absorb the costs for the city. On August 12th, CVWMA’s attorney sent a letter requesting a one- month payment by today, and two checks totaling

\$125,465 were received and deposited. Mrs. Hynes stated that the Authority also requested that the City Manager send CVWMA a new payment plan for the remainder of the arrears by August 26th.

Mrs. Hynes stated that since the Board would need to approve any action regarding a contract amendment and such action in this case may be necessary prior to the next Board meeting, **Resolution 17-01** would provide the Executive Committee the authority to make a decision if the city does not respond by next Friday.

Mr. W. Henley (A-Colonial Heights) asked if the Authority anticipates any financial impact to the other jurisdictions.

Mrs. Hynes stated that to answer that question would require consultation with CVWMA legal counsel and suggested that matter be discussed during a closed session.

Mr. S. Wyatt (M-Hanover) motioned, and Mr. R. Dunn (M-Chesterfield) seconded and carried to move into closed session pursuant to Virginia Code Section 2.2-3712 to provide consultation with legal counsel regarding potential legal matters under Virginia Code Section 2.2-3711 (A)(7) which permits for such closed sessions for consultation with legal counsel and briefings from staff pertaining to actual or probable litigation. Further, the presence of Mrs. K. Hynes is required during the closed session as she is necessary to the discussion and will provide reasonable aid to the Board in its consideration of the matters at issue.

At the conclusion of the closed session, a motion was made by Mrs. M. Kelley (M-Henrico), seconded by Mr. R. Dunn (M-Chesterfield) and carried unanimously to exit the closed session.

The doors to the meeting room were reopened.

Chairman Lane asked for a roll call vote, pursuant to Virginia Code Section 2.2-3712D to certify to the best of each Board members' knowledge that only matters identified in the motion to move into closed session were in fact discussed during the closed session, such matters being properly exempted from the open meeting requirement pursuant to Virginia Code Section 2.2-3711 (A) (7) and 2.2-3712A. Chairman Lane asked any member who believes there was a departure from this understanding state their belief of such and the reasons supporting such belief.

The following certified that the only matters referenced above were discussed during the closed session: Chairman Lane (M-Henrico), Mr. R. Key (M-Chesterfield), Mr. R. Whiteman (M-Henrico), Mr. L. Sloppy (M-Ashland), Mr. R. Dunn (M-Chesterfield), Mr. E. Watson, Jr. (M-Hopewell), Mr. D. Lloyd (M-Goochland), Mr. R. Hardman (A-Hanover), Mr. S. Wyatt (M-Hanover), Mr. J. Melis (A-Powhatan), Mr. W. Henley (A-Colonial Heights) and Mrs. M. Kelley (M-Henrico). Mrs. M. Phillips (M-Chesterfield) and Mr. D. Harrison (M-Petersburg) left the meeting before the closed session.

A motion was made by Mr. W. Henley (A-Colonial Heights), seconded by Mr. R. Dunn (M-Chesterfield) and carried unanimously to amend **Resolution 17-01**. A motion to adopt **Resolution 17-01** as amended was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. Kelley (M-Henrico) and carried that **Resolution 17-01** is approved as amended.

Item No. 12: Administrative

Mrs. Hynes mentioned that a potential review of the by-laws was discussed in the Executive Committee meeting. She added that if anyone is interested in serving on the committee the member

should contact her. Mrs. Hynes stated that it came up with a request to look at the residency requirement for the members of the Board. She stated that the Articles of Incorporation state that “a resident member is appointed to the Board” and there has been some discussion about opening that up.

Mr. R. Key (M-Chesterfield) stated that he was the member who brought up the option for governing bodies to have the flexibility to appoint a staff member to the Board that did not live in the jurisdiction. He mentioned that it is known for jurisdictions to mix and match employees from one county to another.

Mrs. Hynes mentioned that CVWMA has been asked by the Virginia Department of General Services, to participate in CVWMA’s recycling program. She added that staff is working on that and it may require a contract amendment in the future. Mrs. Hynes went over the upcoming meetings: TAC meeting on Thursday, September 1st at 9:00 a.m., Executive Committee is meeting on Tuesday, September 6th at 2:00 p.m. and the Board of Directors meeting is going to be held in Petersburg, at the Crater Planning District Commission on Friday, September 16th at 9:00 a.m.

Old/New Business

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 11:20 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. Whiteman (M-Henrico) and carried that the August 19, 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 August 19, 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., September 16, 2016. Given under my hand and seal of the CVWMA this 16th day of September 2016.

J. Allen Lane, Chairman

Resolution of Appreciation

Presented to

ROBERT C. KEY

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

WHEREAS, Robert C. Key served as Chairman of the Central Virginia Waste Management Authority Board of Directors from July 2014 to June 2016; and

WHEREAS, Mr. Key has served as a Member of the Central Virginia Waste Management Authority Board of Directors representing Chesterfield County since July 2010; and served as Alternate to the Board of Directors from 2009 until 2010; and

WHEREAS, Mr. Key has provided outstanding leadership with the Authority, serving on the Executive Committee since July 2012; and

WHEREAS, Mr. Key has promoted regional cooperation by supporting Authority programs in Chesterfield County; and

WHEREAS, Mr. Key has been instrumental in raising awareness about recycling and solid waste management opportunities throughout the region; and

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

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

Adopted this 16th day of September 2016

Attest: _____
J. Allen Lane, Chairman

Resolution of Appreciation

Presented to

WILLIAM HAMBY, JR.

UPON COMPLETION OF HIS SERVICE AS MEMBER OF THE

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

WHEREAS, William Hamby, Jr. has served as a Member of the Central Virginia Waste Management Authority Board of Directors representing Prince George County since January 2011 and served as Alternate to the Board of Directors from 2008 until 2011; and

WHEREAS, Mr. Hamby has provided outstanding leadership with the Authority, serving on the Executive Committee since July 2013 to the present as Secretary and Vice-Chair; and

WHEREAS, Mr. Hamby has promoted regional cooperation by supporting Authority programs in Prince George County; and

WHEREAS, Mr. Hamby has been instrumental in raising awareness about recycling and solid waste management opportunities throughout the region; and

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

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

Adopted this 16th day of September 2016

Attest: _____

J. Allen Lane, Chair

Resolution of Appreciation

Presented to

LANA AGOSTINI

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

WHEREAS, Lana Agostini has served as a Member of the Central Virginia Waste Management Authority Board of Directors representing the City of Richmond since November 2013; and

WHEREAS, Ms. Agostini has promoted regional cooperation by supporting Authority programs in the City of Richmond; and

WHEREAS, Ms. Agostini has been instrumental in raising awareness about recycling and solid waste management opportunities throughout the region; and

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

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

Adopted this 16th day of September 2016

Attest: _____
J. Allen Lane, Chairman



AUDIT COMMITTEE REPORT

2016 Comprehensive Annual Financial Report (CAFR)

The CVWMA Audit Committee met on Friday, August 26, 2016 with CVWMA staff and representatives of Brown & Edwards, CVWMA's audit firm to discuss the results of the audit.

A draft copy of the CAFR was reviewed with the committee and staff will be presenting the CAFR and auditor's comments to the Board at the meeting on September 16, 2016 for approval before submitting to the Virginia Auditor of Public Accounts by the September 30 deadline.

Audit Committee Members:

Mr. Mark Kukoski (M-Richmond), Treasurer

Mr. Robert Dunn (M-Chesterfield)

Mr. Clay Bowles (A-Chesterfield)

Recommended Action: Approval of the 2016 Comprehensive Annual Financial Report

CONSIDERATION OF RESOLUTION 17-02: TO AMEND THE RESIDENTIAL RECYCLING AND DROP-OFF PROCESSING SERVICES CONTRACT

The *Residential Recycling and Drop-off Processing Services Contract* between the Central Virginia Waste Management Authority (CVWMA) 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.

The 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. The service is a combination of recycling cart (96-gallon) collection and collection of cardboard in one 30-yard roll-off. The 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.

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 an addition to that service. The difference is the VDGS requires the collection to occur twice a week (current contract is bi-weekly).

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. We 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.

All other aspects of the Contract with TFC shall remain the same as approved by the CVWMA Board of Directors.

Attached is **Resolution 17-02** and would authorize the Executive Director to execute an addendum to the *Residential Recycling Services and Drop-off Processing Contract* and execute a *Special Project Service Agreements* with the Virginia Department of General Services reflecting our desire to amend this Contract for the changes outlined above if agreed by all parties.

Recommended Action: Approval of **Resolution 17-02**

RESOLUTION 17-02

A resolution authorizing an addendum to amend the *Residential Recycling and Drop-Off Processing Contract* between the Central Virginia Waste Management Authority and TFC Recycling and execute a *Special Project Service Agreement* between Central Virginia Waste Management Authority and the Virginia Department of General Services to include curbside recycling collection from state office locations within the City of Richmond.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda No. 6 of the September 2016 Board Agenda identified the mutual interest by the CVWMA and TFC Recycling to amend the terms of the Contract to include curbside collection of recycling from state office locations in the City of Richmond; and

WHEREAS, the CVWMA and the TFC Recycling have previously amended the Contract pursuant to the First, Second, Third, Fourth, Fifth and Sixth Addenda, which were incorporated into the Contract and modified certain fees, compensation, and/or services for participating jurisdictions; 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 and Drop-off Processing Services* between the CVWMA and TFC Recycling; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a *Special Project Service Agreement* between the CVWMA and the Virginia Department of General Services; and

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

Adopted this 16th Day of September, 2016

ATTEST: _____
J. Allen Lane, Chair

FINANCIAL REPORTS FOR AUGUST 2016

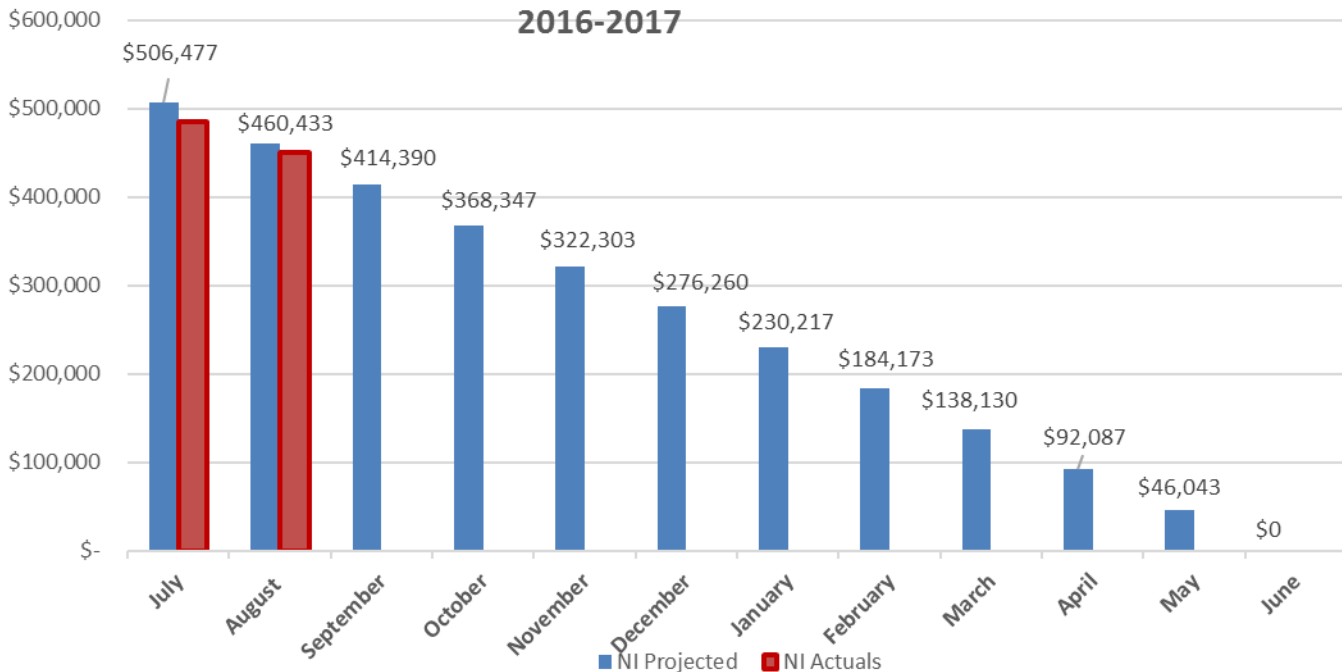
The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of August 31, 2016. The CVWMA has a combined Net Income of \$450,272 year to date. The financial reports include an accounts receivable schedule which details the total amounts due to the Authority as of August 31 by jurisdiction and the amounts that are over 60 days past due.

Recommended Action: Approval of the Financial Reports for August 2016

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
August 2016**

Summary - All Funds				
	Total	Total	Fiscal	
	<u>Revenues</u>	<u>Expenses</u>	<u>Budget</u>	<u>NI Totals</u>
General Operating Fund	\$ 555,751	104,592	\$ 18,050	\$ 451,159
Curbside Project Fund	1,397,316	1,390,856	-	6,460
Drop-Off Project Fund	65,021	70,450	(19,050)	(5,429)
Municipal Solid Waste Fund	473,098	475,016	-	(1,918)
CFC/HCFC	5,360	5,360	-	-
Special Waste Collections	25,882	25,882	1,000	-
Waste Tire Fund	3,384	3,384	-	-
Appliance and Scrap Metal Hauling	68,650	68,650	-	-
Yard Waste Projects	34,194	34,194	-	-
Waste Transfer & Disposal	229,926	229,926	-	-
Totals	\$ 2,858,582	\$ 2,408,310	\$ -	\$ 450,272
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Capital Outlay	\$ -	\$ -	\$ 35,000	\$ 35,000

**NI Projected Vs. Actual
2016-2017**



**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
August 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	3,229	3,229	15,240	(12,011)	-78.8%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	<u>3,229</u>	<u>555,751</u>	<u>567,760</u>	<u>(12,009)</u>	<u>-2.1%</u>
Expenses:					
Personnel services	30,742	66,885	389,290	322,405	82.8%
Fringe benefits	6,958	14,431	82,415	67,984	82.5%
Professional services	10,205	11,430	31,700	20,270	63.9%
Repairs and maintenance	109	217	2,925	2,708	92.6%
Advertising and promotions	371	435	1,250	815	65.2%
Materials and supplies	466	543	5,500	4,957	90.1%
Other services and charges	864	1,995	21,260	19,265	90.6%
Leases	1,169	7,661	43,970	36,309	82.6%
Depreciation	496	995	7,500	6,505	86.7%
Contingencies & Reserves	-	-	-	-	0.0%
Total Expenses	<u>51,380</u>	<u>104,592</u>	<u>585,810</u>	<u>481,218</u>	<u>82.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>18,050</u>	<u>(18,050)</u>	
Totals	<u>\$ (48,151)</u>	<u>\$ 451,159</u>	<u>\$ -</u>	<u>\$ 451,159</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ -</u>	<u>0.0%</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
August 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	\$ 936,808	\$ 1,182,471	\$ 6,947,080	\$ 5,764,609	83.0%
Public Relations Assessment	29,560	35,898	214,000	178,102	83.2%
Customer Service Assessment	31,420	38,142	230,000	191,858	83.4%
96-gal Cart Revenue	13,710	29,533	96,480	66,947	69.4%
Sponsorship and Grants	-	-	10,000	10,000	0.0%
Material Sales Rebate	97,256	111,272	700,000	588,728	84.1%
Interest on Investments	-	-	6,820	6,820	100.0%
Total Revenues	<u>1,108,754</u>	<u>1,397,316</u>	<u>8,204,380</u>	<u>6,807,064</u>	<u>83.0%</u>
Expenses:					
Personnel services	14,191	31,725	193,645	161,920	83.6%
Fringe benefits	4,219	9,197	55,260	46,063	83.4%
Professional services	7,538	9,316	27,540	18,224	66.2%
Repairs and maintenance	69	160	2,830	2,670	94.3%
Advertising and promotions	2,506	8,565	106,650	98,085	92.0%
Materials and supplies	345	398	3,950	3,552	89.9%
Other services and charges	1,440	4,348	66,635	62,287	93.5%
Leases	168	5,043	30,345	25,302	83.4%
Depreciation	551	1,100	8,600	7,500	87.2%
Contractual services	936,808	1,182,471	6,947,080	5,764,609	83.0%
96-gal Cart Expense	26,938	27,261	91,845	64,584	70.3%
Material Sales Rebate	<u>97,256</u>	<u>111,272</u>	<u>700,000</u>	<u>588,728</u>	84.1%
Total Expenses	<u>1,092,029</u>	<u>1,390,856</u>	<u>8,234,380</u>	<u>6,843,524</u>	<u>83.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 16,725</u>	<u>\$ 6,460</u>	<u>\$ (30,000)</u>	<u>\$ (36,460)</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
August 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	\$ 43,204	\$ 43,204	\$ 530,000	\$ 486,796	91.8%
Contract Admin Costs	\$ -	\$ -	\$ -	\$ -	0.0%
Materials Sales Rebate	18,029	21,817	135,000	113,183	83.8%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>61,233</u>	<u>65,021</u>	<u>665,000</u>	<u>599,979</u>	<u>90.2%</u>
Expenses:					
Personnel services	384	820	5,110	4,290	84.0%
Fringe benefits	126	258	1,515	1,257	83.0%
Professional services	349	351	1,460	1,109	76.0%
Repairs and maintenance	7	9	180	171	95.0%
Advertising and promotions	6,369	9,369	25,000	15,631	62.5%
Materials and supplies	17	22	170	148	87.1%
Other services and charges	39	80	480	400	83.3%
Leases	4	120	785	665	84.7%
Contractual services	43,204	43,204	530,000	486,796	91.8%
Materials sales rebate	<u>12,412</u>	<u>16,217</u>	<u>101,250</u>	<u>85,033</u>	<u>84.0%</u>
Total Expenses	<u>62,911</u>	<u>70,450</u>	<u>665,950</u>	<u>595,500</u>	<u>89.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>(19,050)</u>	<u>19,050</u>	
Totals	<u>\$ (1,678)</u>	<u>\$ (5,429)</u>	<u>\$ (20,000)</u>	<u>\$ 23,529</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
August 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	\$ 237,650	\$ 467,831	\$ 2,862,000	\$ 2,394,169	83.7%
Customer Service Assessment	2,648	5,267	33,000	\$ 27,733	84.0%
Contract Admin Costs	-	-	-	\$ -	0.0%
Interest on Investments	<u>-</u>	<u>-</u>	<u>2,825</u>	<u>\$ 2,825</u>	<u>100.0%</u>
Total Revenues	<u>240,298</u>	<u>473,098</u>	<u>2,897,825</u>	<u>2,424,727</u>	<u>83.7%</u>
Expenses:					
Personnel services	1,193	2,612	16,310	13,698	84.0%
Fringe benefits	498	997	4,920	3,923	79.7%
Professional services	2,240	2,347	6,150	3,803	61.8%
Repairs and maintenance	33	48	1,165	1,117	95.9%
Advertising and promotions	127	127	1,000	873	99.0%
Materials and supplies	104	124	880	756	85.9%
Other services and charges	138	286	1,720	1,434	83.4%
Leases	13	477	2,680	2,203	82.2%
Depreciation	84	167	1,000	833	83.3%
Contractual Services	<u>237,650</u>	<u>467,831</u>	<u>2,862,000</u>	<u>2,394,169</u>	<u>83.7%</u>
Total Expenses	<u>242,080</u>	<u>475,016</u>	<u>2,897,825</u>	<u>2,422,809</u>	<u>83.6%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,782)</u>	<u>\$ (1,918)</u>	<u>\$ -</u>	<u>\$ 1,918</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
August 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	\$ 175,574	\$ 291,280	\$ 1,884,000	\$ 1,592,720	84.5%
Contract Admin Costs	-	-	-	-	0.0%
Materials Sales Rebate	41,306	76,118	390,000	313,882	80.5%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>216,880</u>	<u>367,398</u>	<u>2,274,000</u>	<u>1,906,602</u>	<u>83.8%</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	176,274	291,280	1,884,000	1,592,720	90.0%
Materials sales rebate	41,306	76,118	390,000	313,882	80.5%
Total Expenses	<u>217,580</u>	<u>367,398</u>	<u>2,275,000</u>	<u>1,907,602</u>	<u>83.9%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>(1,000)</u>	
Totals	<u>\$ (700)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2,000)</u>	

**Central Virginia Waste Management Authority
Accounts Receivable
August 31, 2016**

	Total Due		Current
	August 31, 2016	Over 60 days	w/in 60 days
Ashland	\$ -	\$ -	\$ -
Charles City	-	-	-
Chesterfield	276,748	1,281	275,467
Colonial Heights	38,144	-	38,144
Goochland	28,356	-	28,356
Hanover	7,642	-	7,642
Henrico	173,520	-	173,520
Hopewell	84,466	-	84,466
New Kent	3,006	-	3,006
Petersburg	615,595	368,323	247,272
Powhatan	402	-	402
Prince George	-	-	-
Richmond	189,259	945	188,314
Totals	\$ 1,417,138	\$ 370,549	\$ 1,046,589