



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

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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STAFF AGENDA

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16.	Administrative 25 th Anniversary	

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Technical Advisory Committee	Thursday, October 1, 2015 - 9:00 a.m.
Executive Committee	Monday, October 5, 2015 - 1:00 p.m.
Board of Directors – Petersburg	Friday, October 16, 2015 - 9:00 a.m.

At any time during the meeting the Board may go into a closed session pursuant to Virginia Code Section 2.2-3712 for purposes of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice, as authorized under Virginia Code Section 2.2-3711 (A) (7).

MINUTES OF THE REGULAR MEETING OF AUGUST 14, 2015

The minutes of the regular Board of Directors meeting held August 14, 2015 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 14, 2015
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
Bill Hamby, Jr. (M-Prince George), Vice-Chair
J. Allen Lane (M-Henrico), Secretary
Mark Kukoski (M-Richmond), Treasurer
Stephen Chidsey, (M-Hanover), Past Chair
Lee Slöppy (M-Ashland)
Zach Trogdon (M-Charles City)
Marcia R. Phillips (M-Chesterfield)
Jeffrey T. Howard (A-Chesterfield)
William E. Henley (A-Colonial Heights)
David Lloyd (M-Goochland)
Wayne Hazzard (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
James H. Burrell (M-New Kent)
William Riggleman (A-Petersburg)
Johnny Melis (A-Powhatan)

Non-Voting:

Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Nancy W. Drumheller, Public Affairs Manager
Reginald D. Thompson, Operations Technician
Erica Long, Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

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

Guests:

Pete Carrico, SWANAVA
James A. Jackson
Mr. & Mrs. Marc G. René

With a quorum in attendance Chairman Robert C. Key (M-Chesterfield) called the meeting to order at 9:03 a.m. Chairman Key noted Item 4A

CHAIRMAN’S AGENDA

Item No. 1:Public Comment Period

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

Item No. 2:Minutes of the Regular Meeting of June 19, 2015

Chairman Key opened the floor for a motion to accept the minutes of the regular meeting of June 2015 as submitted. A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the minutes of the June 19, 2015 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Oath of Office

Mrs. Kim Hynes, CVWMA Executive Director, administered the *Oath of Office* to the new officers for the 2015-2016 fiscal year. Mrs. K. Hynes requested that all officers-elect stand, raise their right hand, and recite the *Oath of Office* after her.

Officers Sworn in for the 2015-2016 Fiscal Year are as follows:

- Mr. Robert C. Key (M-Chesterfield).....Chairman
- Mr. Bill Hamby, Jr. (M-Prince George) Vice-Chairman
- Mr. Mark Kukoski (M-Richmond).....Treasurer
- Mr. J. Allen Lane (M-Henrico)Secretary
- Mr. Steven Hicks (M-Petersburg)Director (not present)
- Mr. Stephen Chidsey (M-Hanover)Past Chair

Item No. 4: Chairman’s Report

Presentation of SWANA Award

Mr. Pete Carrico, President of the Virginia Chapter of the Solid Waste Association of North America (SWANA) presented the CVWMA with the SWANA award. SWANA promotes good solid waste practices in the state and commented that it’s not often that the good work of organizations such as CVWMA is recognized. On behalf of SWANA, Mr. Carrico presented the CVWMA with the annual award and a \$500 check in recognition of CVWMA’s 25th Anniversary and its commitment to coordinating regional efforts to sustain and improve waste management and recycling programs.

Resolution of Appreciation for James A. Jackson

Chairman R. Key and Mrs. K. Hynes, presented the Resolution of Appreciation to James A. Jackson.

Chairman Key familiarized the board with Mr. Jackson’s tenure. He noted that Mr. Jackson has served as a member of the Central Virginia Waste Management Authority Board of Directors representing the City of Richmond since July 25, 2011. Chairman Key stated that Mr. Jackson brought humor and seriousness at the same time. He mentioned the great work that Mr. Jackson did by bringing the City

of Richmond the largest grant ever received. Chairman Key added that with the combination of Staff and Mr. Jackson working together, he did wonders for Richmond and the region in implementing recycling carts in Richmond and alley collection of recycling. He stated that it was a successful strategy and believed that Mr. Jackson played a big part in that. Chairman Key appreciated his service and effectiveness at CVWMA and asked Mrs. K. Hynes to read the Resolution of Appreciation.

Chairman Key then opened the floor for a motion to accept the Resolution of Appreciation for Mr. James A. Jackson. A motion was made by Mr. J. Burrell (M-New Kent), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that the Resolution of Appreciation for Mr. James A. Jackson be approved, accepted, and filed as submitted.

Mrs. K. Hynes thanked Mr. Jackson for being instrumental on the Board as well as a true leader in the City of Richmond working to effect positive change in the city and the region. Mr. Jackson has been a part of the support team, a cheerleader, and the Authority is appreciative.

Mr. Jackson thanked the Authority and expressed his gratitude to be a part of the Authority, and he appreciated the kind words.

Resolution of Appreciation for Marc G. René

Chairman R. Key and Mrs. K. Hynes, presented the Resolution of Appreciation to Marc G. René.

Chairman Key familiarized the board with Mr. René's tenure. He noted that Mr. René has served as the Finance and Administrative Officer of the Central Virginia Waste Management Authority for over two years. Chairman Key appreciated his service, effectiveness and enthusiasm he brought to CVWMA and asked Mrs. K. Hynes to read the Resolution of Appreciation.

Chairman Key then opened the floor for a motion to accept the Resolution of Appreciation for Mr. Marc G. René. A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mr. J. Burrell (M-New Kent), and carried that the Resolution of Appreciation for Mr. Marc G. René be approved, accepted, and filed as submitted.

Mrs. K. Hynes thanked Mr. René for his service and dedication to the Authority's cause and mission. She added that he was a valuable member of the staff and wished him the best of luck in his future endeavors.

Chairman Key expressed a genuine and heartfelt thanks to Mr. René for bringing to accounting and finance a level of energy and enthusiasm, which is not always seen in finance.

Mr. René thanked the Authority and Mrs. K. Hynes, who was a great supervisor and person to work for. He added that he appreciated the contribution made to his success at CVWMA.

STAFF AGENDA

Item No. 4a: Consideration of Resolution 16-01: Authorizing A Change Order To The Financial Auditing Services Contract With Brown, Edwards And Company LLP

Mrs. K. Hynes reported that the *Financial Auditing Services Contract* between the CVWMA and Brown, Edwards and Company LLP (B&E) was executed in June 2012 and includes conducting the audit of the CVWMA's Comprehensive Annual Financial Report (CAFR) for each of the four years 2012, 2013, 2014 and 2015 with the option to extend for two additional years.

She stated that the audit of the 2015 CAFR is underway with fieldwork conducted by B&E during the week of August 3. Mrs. K. Hynes reminded the Board that CVWMA is short staffed in the accounting and finance area with the resignation of Mr. Marc René, Finance and Administrative Officer. CVWMA is in the middle of the audit and our audited CAFR is due to the Virginia Auditor of Public Accounts (APA) by September 30, 2015. Preparation of the CAFR takes considerable time and without the Finance and Administrative Officer, it will be a challenge to meet the deadline.

The Executive Committee recommended engaging B&E to prepare the CAFR for this year only. CVWMA inquired of B&E and they are capable and willing to draft the 2015 CAFR for \$3,500. Section III of the Contract allows for a Change Order for Extra or Additional Services. The Contract requires approval by the Board for any Change Order exceeding \$1,000.

Mrs. Hynes presented **Resolution 16-01**, which would approve a change order request for additional services in accordance with the Financial Auditing Services Contract between CVWMA and Brown, Edwards and Company LLP to provide for preparation of the 2015 Comprehensive Annual Financial Report (CAFR) for a cost of \$3,500.

Mr. M. Kukoski (M-Richmond) stated that the Authority does need help and believes that the Board should approve the resolution. Mr. W. Hazzard (M-Hanover) asked if this will have an adverse impact on the approved budget or will this cost come out of existing funds. Mrs. Hynes responded that the Authority currently has a void in salary and those funds would be used to cover the cost of preparing the report. Mrs. M. Phillips (M-Chesterfield) stated that it does make a lot of sense to have Brown & Edwards prepare the report as they are already familiar with the financials and it would like take them less time to prepare the report versus someone else.

Chairman Key then opened the floor for a motion to approve **Resolution 16-01** as presented. A motion was made by Mr. Z. Trogdon (M-Charles City), seconded by, Mr. M. Kukoski (M-Richmond) and carried that **Resolution 16-01** be approved, accepted as submitted.

Item No. 5: 2015 Program and Education Outreach Statistics Presentation

Mr. Rich Nolan, CVWMA Director of Operations, presented the annual report on Fiscal Year 2015 Program Statistics. He noted that 35,846 tons of recycling was collected in the Residential Recycling Program in Fiscal Year 2015. This is slightly higher than the previous year with the addition of the City of Hopewell to the program effective July 1, 2014. He highlighted volume and set-out statistics for each jurisdictions.

Mr. W. Henley (M-Colonial Heights) asked if it is true that it is not wise to depend on the tonnage due to the change of the weight of recycling. Mr. Nolan responded affirmatively and indicated that many factors go into the weight of the material, particularly packaging changes. He reiterated, that a reduction in tonnage doesn't necessarily mean less are recycling. In fact, participation and set-out in the program is up and has remained strong.

Mr. R. Whiteman (M-Henrico) asked if the drop in tonnage in Chesterfield & Henrico is due to County Waste. Mr. R. Nolan responded that some of the volume decrease is due to County Waste's aggressive trash program in which they provide a free recycling cart at a discounted rate. Mr. R. Whiteman (M-Henrico) asked if the Authority can see a change in tonnage, and if the fees are different from TFC. Mr. R. Nolan stated that there has been a decline in tonnage and he is not sure about the fee difference. Mr. J. Clary (A-Henrico) asked if County Waste reports the volume of recycling they collect, and Mr. J. Howard (A-Chesterfield) stated that County Waste does provide a

report on volumes.

Continuing, Mr. Nolan reported that in the Drop-Off program the tonnage volume has increased to 6,730 up from 5,112 tons from the prior year, as a result of programs CVWMA added including the collection of baled cardboard, and the delivery of OCC and mixed paper directly to contractors.

Mr. Nolan also reported on Other Programs. Revenue from the Used Oil Program has increased with Chesterfield joining the program in March 2015 to \$106,761, up from \$93,884 in Fiscal Year 2014. He also mentioned that Heritage Crystal Clean purchased FCC Environmental during the year.

Mr. Nolan mentioned that the Authority held 14 e-cycling events, with over 68 tons collected in Fiscal Year 2015, which was down from Fiscal Year 2014. He also mentioned that the material collected at convenience centers 117 tons in Fiscal Year 2015, was down from the 299 tons collected in Fiscal Year 2014. He reminded the Board that during the year CVWMA's recycling vendor filed bankruptcy and much of the year, CVWMA operated on an emergency basis until securing a new contract recently with Ewaste Tech Systems.

Mr. Nolan reported the significant savings to participating jurisdictions in the Residential Recycling Program with TFC. Over \$800,000 was saved in 7 participating jurisdictions. Program Revenue in other funds also increased. 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 FEL MSW Collection Services Program for localities to benefit from. In addition, Chesterfield joined the metal and used oil programs and Hopewell implemented Residential Recycling.

Mr. Nolan discussed future activity that will impact operations in the upcoming year. CVWMA is assisting Richmond in the roll out of the large recycling carts which result in more volume of recycling collected; CVWMA is now managing Chesterfield's residential MSW program; Commodity pricing for oil and metal are projected to stay lower than previous years and pricing for mixed Paper and OCC will likely rise in coming months; and CVWMA expects to continue to see an increase in competition for Residential Recycling volumes in the area.

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 added that Staff continues to strive for easy messages in multiple formats that will keep the public informed and not confused regarding the menu of services. CVWMA number of requests for the year were about the same as last fiscal year with businesses (29), local governments (77), and schools (84) as their top three requestors. She added that the Authority continues to find it very difficult to gain access into public schools for programming and has contacted School Superintendents and staff with VA Department of Education to help us with the promote CVWMA programs and how they are applicable to VA Standards Of Learning (SOL).

Mrs. Drumheller reported that CVWMA had a huge increase in requests for educational materials, with Chesterfield, Petersburg, Henrico, and Richmond as top requestors. She added that the two Public Information staff counted out, packaged, and distributed over 63,000 educational materials 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. She added that the schedule is also viewed and downloaded as one of the Authority's top views from the CVWMA website as well.

Mrs. Drumheller mentioned that the Call Center is the Authority's front line with the public, and three representatives and one Call Center Supervisor serviced over 52,000 calls and 3,000 emails. She also mentioned that they assisted with the mailing out of over 5,900 publications and over 3,700 extra container stickers.

Mrs. Drumheller reported CVWMA continues to see a lot of interest in the new website, with 140,728 visitors viewed over 264,000 pages, with top pages continuing to be curbside recycling, collection day information, e-cycling, and locality pages.

Mrs. Drumheller went on to report that the Authority is definitely seeing an increase in online users, from posts, to tweets and more and more of the public are engaged online. She added that CVWMA is on Facebook, Twitter, Instagram, Pinterest, and You Tube with over 4,900 likes on Facebook and over 1,200 visits on Pinterest per month.

Mrs. Drumheller mentioned that the Authority implemented its Reduce, Reuse, Recycle special Scout patch available to all member jurisdictions. 205 scouts representing Chesterfield, Henrico, and City of Richmond have earned the patch since the program began in September 2014.

The Authority partnered with local media to implement two region wide successful educational campaigns to raise awareness on the importance of recycling. Mrs. Drumheller added that for America Recycles Day 2014, CVWMA partnered with Jonathan Austin, local magician and juggler. An estimated 3,071 students impacted by his "recycling themed magic shows" during 12 performances at public elementary schools in Ashland, Chesterfield, Colonial Heights, Goochland, Hanover, Henrico, Hopewell, Petersburg, and Richmond, in addition 7,437 educational materials were distributed to these students.

CVWMA staff worked with local and state education experts to align its signature recycling education programs to all SOLs, Recycling education is now cross-curricular!

Mr. R. Whiteman (M-Henrico) asked with the upcoming cycling race being televised, does the Authority have any plans for publicity. Mrs. Drumheller stated that CVWMA will be at the Lakeside Farmers Market capitalizing with Habitat for Humanity.

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Item No. 6: Curbside Recycling Program Update

Mr. R. Nolan, reported 3,053 tons were collected in July, compared to 2,933 tons in 2014. He mentioned that year to date the Authority is slightly ahead of last year. Mr. R. Nolan, mentioned the Richmond rollout delivered 40,000 carts so far with one week left. He also reported that in the pilot area where the Authority started the alley collection program in the City of Richmond is seeing a significant increase in volume.

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 the MSW program. Staff recorded 14 misses for County Waste in Ashland. On August 1, 2015 County Waste took over trash collection for about 2500 Chesterfield residents for the tax-relief program. 31 misses were recorded in Colonial Heights, 70 in Petersburg and 49 in Hopewell under contracts with CFS. He mentioned that CFS ended the month of August on a bad note, recently notified with cart shortage in the City of Hopewell, and driver turnover has impacted this week's trash collections. They have delivered temporary carts until new carts come in, and will go back and redeliver new carts in Hopewell.

Item No. 8: Operations and Program Statistics

Mr. R. Nolan mentioned the Chesterfield MSW program started on August 1, 2015. He mentioned the Authority successfully completed an e-cycling event in Goochland, and there is one coming up September 19th at LC Byrd High School, and two events scheduled in October for Henrico and one in Richmond on October 17th. Mr. R. Nolan also mentioned that an RFP for Battery Collection, will be issued later this month.

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

Mr. R. Nolan, reported that the TAC met with a representative from Heritage Crystal Clean (HCC). HCC petitioned the Authority for a change in formula for the Used Oil Rebate because of the dramatic change in oil prices. He mentioned the TAC also discussed a request by Ashcake Road Landfill (Construction, Demolition and Debris Landfill) for a major amendment to the Central Virginia Solid Waste Management Plan (the Plan) for an expansion of capacity. The next meeting is September 3, 2015 and will include more discussion on adding recycling of other plastics to CVWMA programs in the future.

Item No. 10: Solid Waste Management Plan (the Plan) Update

Mr. R. Nolan informed the Board that the Authority anticipates a holding a public hearing for a major amendment to the Plan. Ashcake Road Landfill has is applying for a modification to its solid waste permit that will increase capacity. This increase in capacity requires a major amendment to the Plan. The Hanover Board of Supervisors has already approved the expansion at a recent meeting. Mr. Z. Trogdon (M-Charles City) asked if it will go to the planning district commissions also, to which Mr. Nolan responded that if the Authority approves the amendment, then it would go to both Richmond Regional and Crater Planning District Commissions (PDCs). If all three bodies approve, it will then go to DEQ for final review and approval before the amendment is made.

Mrs. K. Hynes also reported that DEQ has contacted the Authority about a 'listening session' regarding solid waste planning and the planning regulations. This would be an opportunity for DEQ to provide information on their activities and expectations, answer questions and gain input on solid waste planning and procedures. A meeting will be set up in the near future to include CVWMA Staff, Board and Technical Advisory Committee members as well as representatives of the PDCs.

Item No. 11: Public Information

PUBLIC INFORMATION

Waste Reduction News

Mrs. N. Drumheller reported the August electronic newsletter included articles on CVWMA Program Highlights, Electronic Recycling & Document Shredding, CVWMA's Recycling Education is Cross-Curricular, CVWMA Celebrating 25 Years. The e-newsletter was distributed to over 1,130 email subscribers. Monthly statistics show that the open click rate of 28.7 % is still above industry standard of 21.2%.

Promotion and Outreach

Mrs. N. Drumheller added that Staff responded to 27 requests for the month of July. Of these requests, 20 were for presentations and 4 were for educational materials. In addition, Staff worked two events of the three requests for CVWMA booth as one event had to be canceled. She added that the Authority impacted an estimated 961 people along with the distribution of 2,215 educational materials.

Highlights for the month include: Staff has worked closely with locality Recreation and Parks staff and was successful in scheduling and implementing programs at 14 summer camp sites during the month of July. In addition, staff has been able to schedule an educational booths at three local Farmer's Markets.

Call Center Hotlines

Mrs. N. Drumheller mentioned, according to data provided by CVWMA's Call Center Supervisor, the Call Center staff responded to over 6,600 CVWMA Hotline service requests the month of July. The calls for the month were more than reported after the annual calendar mailing, with 3,427 total calls in January 2015, and 3,092 total calls for month of June. In addition, Call Center staff responded to 430 emails for the month (compared to 460 emails in June) with 330 from the public and 100 from the localities (mainly Colonial Heights and Petersburg). She also mentioned that the Call Center representatives are the Authority's front line staff and have had many teachable moments with residents as a direct result from the rollout of two initiatives at the same time - City for Richmond cart rollout and Chesterfield County Refuse Collection for Tax Relief residents.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. N. Drumheller reported the website continues to be a good resource for the Authority. The month of July data shows 12,643 unique visitors visited 24,092 pages. Top pages viewed after our Homepage include Richmond Locations page, the 2016 CVWMA Recycling Collection Schedule (pdf download), and the Curbside Recycling Program page. As of the end of July, the Curbside Email Reminder database is now over 23,000 with the addition of 229 emails for the month of July. CVWMA's social media continues to be a great resource as well with some unexplained Pinterest Analytics reports 1,261 average monthly viewers for month of June. She also mentioned the Recycled Thanksgiving board had 257 impressions for the month.

Item No. 12: Financial Reports for July 2015

Financial Reports for July 2015

Mrs. K. Hynes reported that as of August 31, 2015, the Authority has a combined net income of about \$530,424 year to date. She noted that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of August 31.

Chairman Key asked if there were any questions on the financial reports and opened the floor for a motion to accept and file the Financial Report for August 2015 as submitted. A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by, Mr. R. Whiteman (M-Henrico) and carried that the Financial Reports for August 2015 be approved and filed as submitted.

Item No. 13:25th Anniversary Celebration – September 3, 2015

Mrs. K. Hynes reminded the Board of the 25th anniversary celebration on September 3, 2015. Staff sent out over 500 invitations and several CVWMA contractors have sponsored the event. In addition, and to wrap up our 25th year, the December 11 Board of Directors meeting will be held at the Jefferson Hotel.

Item No. 14:Administrative

Mrs. K. Hynes reported to the Board that she has been asked to speak at a conference in Indianapolis at the end of September by the Recycling Partnership who is taking care of her expenses.

Old/New Business – Strategic Planning

Mrs. K. Hynes mentioned the strategic planning process and informed the Board that she and the Executive Committee had an interview with a facilitator and Ms. Lou O’Boyle of Zelos LLC has been selected to facilitate the Authority through the strategic planning process. Ms. O’Boyle will begin the discussion with the Executive Committee at their next meeting and will attend the September Board meeting to meet the Board members and present the process. Mrs. M. Kelley (M-Henrico) asked how much the services will cost and Mrs. K. Hynes replied \$10,000.

Mr. J. Burrell (M-New Kent) wanted to recognize Mrs. K. Hynes and Staff for a job well done.

With no further business to come before the Board, Chairman Key opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:54 a.m. The motion was made by Mr. R. Whiteman (M-Henrico), seconded by Mr. J. Burrell (M-New Kent) and carried that the August 14, 2015 Board of Directors’ meeting be adjourned.



CERTIFICATE

I, Robert C. Key, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the August 14, 2015 regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., September 18, 2015. Given under my hand and seal of the CVWMA this 18th day of August 2015.

Robert C. Key, Chairman

RECOGNITION OF EMPLOYEE WITH 10 YEARS OF SERVICE

Reggie Thompson, Operations Technician

Reggie began with the CVWMA in September 2005. He has served as Operations Assistant and most recently Operations Technician. He works closely with the Director of Operations on administration and monitoring of all CVWMA contracts and programs. Reggie assists in maintaining a pulse on all of our programs and works daily with our contractors in providing the utmost service to our member jurisdictions. Reggie is a team player and has been instrumental in projecting a positive image of the CVWMA through contract management. He is an asset to the Authority.

STRATEGIC PLANNING PROCESS

The CVWMA Executive Committee has begun the strategic planning process at its meeting on September 8, 2015 including reviewing the charter, project plan, timeline and determining relevant information and data for the environmental scan. Part of the environmental scan includes input from Board members and each Board member has received a questionnaire with two questions to consider and answer by October 1, 2015. Ms. Lou O’Boyle, Director of Engagement with Zelos LLC, CVWMA’s strategic planning facilitator will be present at the Board meeting to discuss the planning process to date, gain input from the Board, next steps and answer questions. The projected timeline for the planning process is as follows:

	Aug/Sept	Oct	Nov/Dec	Jan/Feb	
Phase 1-Project initiation •Project plan •Timeline •Information session for Board					
Phase 2-Where you are •Services / products / customers •Mission statement •Environmental scan summary •Board of Directors’ review and approval					
Phase 3 –Your destination •Vision •Guiding principles •Goals and outcome measures •Board of Directors’ review, approval for Phase 3 and input for Phase 4					
Phase 4 – The road to get there •Objectives and measures •Initiatives •Final draft plan •Board of Directors review and approval and adoption of the plan					
Phase 5-Implementation •Prioritized initiatives •Governance structure and charter					

PUBLIC HEARING - PROPOSED AMENDMENT #8 TO THE CENTRAL VIRGINIA SOLID WASTE MANAGEMENT PLAN

The Ashcake Road Landfill expansion in Hanover County

The CVWMA Board of Directors will hear public comment regarding a proposed amendment to the Central Virginia Solid Waste Management Plan (CVSWMP or Plan) requested by The Ashcake Road Landfill in accordance with the Virginia Solid Waste Planning Regulations 9VAC-20-130-130. All interested parties are encouraged to review the 2014-2034 CVSWMP and to comment on the proposed amendment at the regular meeting of the CVWMA Board of Directors at 9:00am on Friday, September 18, 2015 in the Large Conference Room on the first floor of 2104 W. Laburnum Avenue, Richmond VA 23227. Copies of the plan can be obtained at www.cvwma.com or by contacting the CVWMA, Richmond Regional Planning District Commission or the Crater Planning District Commission. Each speaker will have 3 minutes to provide their comments to the Board of Directors.

Written comments may be submitted prior to the public meeting but no later than September 18, 2015 to Rich Nolan, CVWMA 2100 W. Laburnum Avenue, Suite 105 Richmond VA 23227 or by email at rnolan@cvwma.com. Comments will become part of the permanent record and will be considered in the development of the amendment.

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

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

The permitted lined disposal area is 30.4 acres. The landfill has a permitted design capacity of approximately 2,180,000 cubic yards. The proposed vertical expansion of the facility will add an additional 955,000 cubic yards of airspace for a total permitted volume of 3,135,000 cubic yards. The design average daily intake rate is 165 tons per day and the maximum daily intake rate is 500 tons per day. Based on current disposal rates, the current design capacity is projected to be reached in 2022. The proposed vertical expansion is projected to extend the closure date to 2031. The proposed vertical expansion will re-grade approximately 18.5 acres area at the top of the landfill. The existing 3:1 side slopes will be projected up to the new height of an approximate elevation of 290 feet. The

proposed top of the landfill will be graded similar to the current design to manage storm water. Variations in the rate of waste received will affect the final closure date. The additional airspace will continue to serve the region as an economical disposal option of CDD for businesses. The Hanover County Board of Supervisors approved the proposed vertical expansion (CUP-8-87, Am. 1-5) at its July 22, 2015 regular meeting.

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

The CVWMA Staff and Technical Advisory Committee have reviewed the request and support the major amendment to the Plan and recommends consideration by the CVWMA Board of Directors. In accordance with the CVSWMP the CVWMA Board of Directors, after public comment and adequate review, shall consider a major amendment to the Plan. Attached herein is **Resolution 16-02** which will approve Amendment #8 to the Plan and will authorize the CVWMA to submit the Proposed Amendment to the Richmond Regional and Crater Planning District Commissions for their review and consideration.

Recommended Action: Consideration of **Resolution 16-02**

Attachment.

RESOLUTION 16-02

A resolution approving Amendment #8 to the Central Virginia Solid Waste Management Plan to include an expansion of capacity of the Ashcake Road Landfill located in Hanover County and directing the transmittal of the Proposed Amendment #8 to the Richmond Regional and Crater Planning District Commissions for review and consideration.

WHEREAS, in accordance with the provisions of Section 10.1-1411 of the Code of Virginia, the Central Virginia Solid Waste Planning Area was designated by the Virginia Department of Waste Management as a planning area on May 31, 1991, and

WHEREAS, the Central Virginia Solid Waste Planning Area is contiguous with and concurrent to the geographic boundaries of the Central Virginia Waste Management Authority (CVWMA) comprised of the following member jurisdictions: Cities of Colonial Heights, Hopewell, Petersburg, and Richmond, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Prince George and the Town of Ashland, and

WHEREAS, Section 9 VAC 20-130-30 of the Code of Virginia requires that Solid Waste Planning Areas develop comprehensive and integrated solid waste management plans that at a minimum consider and address all components of the following hierarchy: source reduction, reuse, recycling, resource recovery (waste to energy), incineration, and landfilling, and

WHEREAS, the Richmond Regional Planning District Commission and the Crater Planning District Commission are designated as the entities responsible for the development and maintenance of a solid waste management plan for the central Virginia region; and,

WHEREAS, the Central Virginia Waste Management Authority is the legal entity responsible for the implementation of the plan; and,

WHEREAS, the plan horizon covers the 20-year period from 2014 through the year 2034; and,

WHEREAS, the Virginia Department of Environmental Quality approved the Central Virginia Solid Waste Management Plan August 20, 2004 and the most recent update on May 13, 2015; and,

WHEREAS, the Central Virginia Waste Management Authority has reviewed the amendment request and prepared a major amendment (amendment 8) to the Plan in accordance with 9 VAC 20-130-10 et seq. as outlined in Chairman's Agenda Item No. 5 of the September 2015 Board Agenda to modify the Plan to reflect the proposed expansion of the Ashcake Road Landfill (CDD Landfill) located at 10022 Ashcake Road, Ashland VA (Hanover County); and,

THEREFORE, BE IT RESOLVED that the Central Virginia Waste Management Authority Board of Directors approves the major amendment to the Central Virginia Solid Waste Management Plan and authorizes the Authority to transmit, upon approval, the Proposed Amendment to the Richmond Regional and Crater Planning District Commissions for review and consideration.

Adopted this 18th of September 2015

ATTEST: _____
Robert C. Key, Chairman

PUBLIC HEARING - PROPOSED AMENDMENT #9 TO THE CENTRAL VIRGINIA SOLID WASTE MANAGEMENT PLAN

Closure of the Springfield Road Landfill in Henrico County

The CVWMA Board of Directors will hear public comment regarding a proposed amendment to the Central Virginia Solid Waste Management Plan (CVSWMP or Plan) requested by Henrico County in accordance with the Virginia Solid Waste Planning Regulations 9VAC-20-130-130. All interested parties are encouraged to review the 2014-2034 CVSWMP and to comment on the proposed amendment at the regular meeting of the CVWMA Board of Directors at 9:00am on Friday, September 18, 2015 in the Large Conference Room on the first floor of 2104 W. Laburnum Avenue, Richmond VA 23227. Copies of the plan can be obtained at www.cvwma.com or by contacting the CVWMA, Richmond Regional Planning District Commission or the Crater Planning District Commission. Each speaker will have 3 minutes to provide their comments to the Board of Directors.

Written comments may be submitted prior to the public meeting but no later than September 18, 2015 to Rich Nolan, CVWMA 2100 W. Laburnum Avenue, Suite 105 Richmond VA 23227 or by email at rnolan@cvwma.com. Comments will become part of the permanent record and will be considered in the development of the amendment.

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

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

The impact of this closure is included in the currently approved CVSWMP and no adverse effect on available airspace in the CVWMA region is anticipated as a result of the closure.

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

The CVWMA Staff and Technical Advisory Committee have reviewed the request and support the major amendment to the Plan and recommend consideration by the CVWMA Board of Directors. In accordance with the CVSWMP the CVWMA Board of Directors, after public comment and adequate review, shall consider a major amendment to the Plan. Attached herein is **Resolution 16-03** which will approve Amendment #9 to the Plan and will authorize the CVWMA to submit the Proposed

Amendment to the Richmond Regional and Crater Planning District Commissions for their review and consideration.

Recommended Action: Consideration of **Resolution 16-03**

Attachments.

RESOLUTION 16-03

A resolution approving Amendment #9 to the Central Virginia Solid Waste Management Plan to include the closure of the Springfield Road Landfill located in Henrico County and directing the transmittal of the Proposed Amendment to the Richmond Regional and Crater Planning District Commissions for review and consideration.

WHEREAS in accordance with the provisions of Section 10.1-1411 of the Code of Virginia, the Central Virginia Solid Waste Planning Area was designated by the Virginia Department of Waste Management as a planning area on May 31, 1991, and

WHEREAS, the Central Virginia Solid Waste Planning Area is contiguous with and concurrent to the geographic boundaries of the Central Virginia Waste Management Authority (CVWMA) comprised of the following member jurisdictions: Cities of Colonial Heights, Hopewell, Petersburg, and Richmond, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Prince George and the Town of Ashland, and

WHEREAS Section 9 VAC 20-130-30 of the Code of Virginia requires that Solid Waste Planning Areas develop comprehensive and integrated solid waste management plans that at a minimum consider and address all components of the following hierarchy: source reduction, reuse, recycling, resource recovery (waste to energy), incineration, and landfilling, and

WHEREAS, the Richmond Regional Planning District Commission and the Crater Planning District Commission are designated as the entities responsible for the development and maintenance of a solid waste management plan for the central Virginia region; and,

WHEREAS, the Central Virginia Waste Management Authority is the legal entity responsible for the implementation of the plan; and,

WHEREAS, the plan horizon covers the 20-year period from 2014 through the year 2034; and,

WHEREAS, the Virginia Department of Environmental Quality approved the Central Virginia Solid Waste Management Plan August 20, 2004 and the most recent update on May 13, 2015; and,

WHEREAS, the Central Virginia Waste Management Authority has reviewed the amendment request and prepared a major amendment (amendment 9) to the Plan in accordance with 9 VAC 20-130-10 et seq as outlined in Chairman's Agenda Item No. 6 of the September 2015 Board Agenda to modify the Plan to reflect the closure of the Springfield Road Landfill located at 10600 Fords Country Lane, Glen Allen VA (Henrico County); and,

THEREFORE, BE IT RESOLVED that the Central Virginia Waste Management Authority Board of Directors approves the major amendment to the Central Virginia Solid Waste Management Plan and authorizes the Authority to transmit, upon approval, the Proposed Amendment to the Richmond Regional and Crater Planning District Commissions for review and consideration.

Adopted this 18th of September 2015

ATTEST: _____
Robert C. Key, Chairman

AUDIT COMMITTEE REPORT

2015 Comprehensive Annual Financial Report (CAFR)

The CVWMA Audit Committee will meet on Tuesday, September 15 2015 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 will be reviewed with the committee. Staff will present the CAFR and auditor's comments to the Board at the meeting on September 18, 2015 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. Bob Dunn (M-Chesterfield)
Mr. Clay Bowles (A-Chesterfield)

Recommended Action: Approval of the 2015 Comprehensive Annual Financial Report

CONSIDERATION OF RESOLUTION 16-04: TO AWARD A CONTRACT FOR LEAD-ACID BATTERY COLLECTION AND RECYCLING WITH RECOMMENDED VENDOR

The contract between CVWMA and Battery Barn for *Lead Acid Battery Collection and Recycling Services Contract* expires September 30, 2015 and the CVWMA issued a Request for Proposal on August 21, 2015. Two proposals were received and the selection committee is evaluating the proposals. The evaluation was not completed at the time of the mailing of this agenda, therefore the report and recommendation for consideration by the Board at the September 18, 2105 meeting will be sent to the Board members and their Alternates before the meeting next week.

FINANCIAL REPORTS FOR AUGUST 2015

The financial activity is consistent with normal monthly activity and the Authority expenses are within total budget in all funds as of August 31, 2015. The CVWMA has a combined Net Income of \$491,692 year to date as of August 31st. The Net Income will decrease, as expenses are incurred throughout the fiscal year.

Recommended Action: Approval of the August 2015 Financial Reports

Attachments

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

Summary - All Funds				
	<u>Total</u>	<u>Total</u>	<u>Fiscal</u>	<u>NI Totals</u>
	<u>Revenues</u>	<u>Expenses</u>	<u>Budget</u>	
General Operating Fund	\$ 562,783	90,812	\$ (18,740)	\$ 471,971
Curbside Project Fund	1,295,537	1,274,922	-	20,615
Drop-Off Project Fund	84,007	82,442	19,740	1,565
Municipal Solid Waste Fund	436,444	438,798	-	(2,354)
CFC/HCFC	2,500	2,500	-	-
Special Waste Collections	35,702	35,847	(1,000)	(145)
Waste Tire Fund	3,295	3,295	-	-
Appliance and Scrap Metal Hauling	57,118	57,118	-	-
Yard Waste Projects	33,263	33,263	-	-
Waste Transfer & Disposal	<u>184,363</u>	<u>184,363</u>	<u>-</u>	<u>-</u>
<i>Totals</i>	<u>\$ 2,695,012</u>	<u>\$ 2,203,360</u>	<u>\$ -</u>	<u>\$ 491,652</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
<i>Capital Outlay</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – August 2015

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 548,282	\$ 548,280	\$ 2	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	1	1	14,065	(14,064)	-100.0%
Sponsorships and Grants	<u>1,500</u>	<u>14,500</u>	<u>-</u>	<u>14,500</u>	<u>0.0%</u>
Total Revenues	<u>1,501</u>	<u>562,783</u>	<u>562,345</u>	<u>438</u>	<u>0.1%</u>
Expenses:					
Personnel services	28,555	60,887	383,750	322,863	84.1%
Fringe benefits	2,967	7,778	94,125	86,347	91.7%
Professional services	9,636	10,030	28,525	18,495	64.8%
Repairs and maintenance	150	163	3,125	2,962	94.8%
Advertising and promotions	64	128	3,750	3,622	96.6%
Materials and supplies	463	908	5,750	4,842	84.2%
Other services and charges	2,873	3,824	13,700	9,876	72.1%
Leases	3,275	6,526	37,810	31,284	82.7%
Depreciation	284	568	6,725	6,157	91.6%
Contingencies & Reserves	<u>-</u>	<u>-</u>	<u>3,825</u>	<u>3,825</u>	<u>100.0%</u>
Total Expenses	<u>48,267</u>	<u>90,812</u>	<u>581,085</u>	<u>490,273</u>	<u>84.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (46,766)</u>	<u>\$ 471,971</u>	<u>\$ (18,740)</u>	<u>\$ 490,711</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 32,500</u>	<u>\$ -</u>	<u>0.0%</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – August 2015**

Curbside Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	548,671	1,075,969	6,300,000	\$ 5,224,031	82.9%
Public Relations Assessment	21,919	40,132	217,000	\$ 176,868	81.5%
Customer Service Assessment	23,310	42,680	234,000	\$ 191,320	81.8%
96-gal Cart Revenue	11,627	24,145	84,780	\$ 60,635	71.5%
Sponsorship and Grants	-	-	10,000	\$ 10,000	0.0%
Material Sales Rebate	56,671	112,611	600,000	\$ 487,389	81.2%
Interest on Investments	-	-	3,375	\$ 3,375	100.0%
Total Revenues	<u>662,198</u>	<u>1,295,537</u>	<u>7,449,155</u>	<u>6,153,618</u>	<u>82.6%</u>
Expenses:					
Personnel services	16,055	32,463	191,350	158,887	83.0%
Fringe benefits	4,835	9,805	62,850	53,045	84.4%
Professional services	7,789	8,172	25,700	17,528	68.2%
Repairs and maintenance	959	1,159	2,550	1,391	54.5%
Advertising and promotions	2,611	2,611	75,280	72,669	96.5%
Materials and supplies	376	706	3,775	3,069	81.3%
Other services and charges	3,565	4,454	66,400	61,946	93.3%
Leases	2,276	4,536	32,700	28,164	86.1%
Depreciation	710	1,421	7,800	6,379	81.8%
Contractual services	548,671	1,075,969	6,300,000	5,224,031	82.9%
96-gal Cart Expense	9,315	21,015	80,750	59,735	74.0%
Material Sales Rebate	56,671	112,611	600,000	487,389	81.2%
Total Expenses	<u>653,833</u>	<u>1,274,922</u>	<u>7,449,155</u>	<u>6,174,233</u>	<u>82.9%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 8,365</u>	<u>\$ 20,615</u>	<u>\$ -</u>	<u>\$ (20,615)</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>0.0%</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – August 2015**

Drop Off Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 48,874	\$ 48,874	\$ 540,000	\$ 491,126	90.9%
Materials Sales Rebate	22,351	35,133	120,000	\$ 84,867	70.7%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>71,225</u>	<u>84,007</u>	<u>660,000</u>	<u>575,993</u>	<u>87.3%</u>
Expenses:					
Personnel services	413	842	4,975	4,133	83.1%
Fringe benefits	31	229	1,690	1,461	86.4%
Professional services	348	360	1,040	680	65.4%
Repairs and maintenance	11	15	165	150	90.9%
Advertising and promotions	-	-	1,000	1,000	100.0%
Materials and supplies	17	25	155	130	83.9%
Other services and charges	47	67	480	413	86.0%
Leases	55	112	755	643	85.2%
Contractual services	48,874	48,874	540,000	491,126	90.9%
Materials sales rebate	<u>19,136</u>	<u>31,918</u>	<u>90,000</u>	<u>58,082</u>	<u>64.5%</u>
Total Expenses	<u>68,932</u>	<u>82,442</u>	<u>640,260</u>	<u>557,818</u>	<u>87.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 2,293</u>	<u>\$ 1,565</u>	<u>\$ 19,740</u>	<u>\$ 18,175</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – August 2015

Municipal Solid Waste Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 221,345	\$ 431,580	\$ 2,614,000	\$ 2,182,420	83.5%
Customer Service Assessment	2,433	4,864	30,600	\$ 25,736	84.1%
Contract Admin Costs	-	-	-	\$ -	0.0%
Interest on Investments	-	-	3,560	\$ 3,560	100.0%
Total Revenues	223,778	436,444	2,648,160	2,211,716	83.5%
Expenses:					
Personnel services	1,229	2,497	14,770	12,273	83.1%
Fringe benefits	348	809	5,015	4,206	83.9%
Professional services	2,240	2,274	5,900	3,626	61.5%
Repairs and maintenance	485	500	1,210	710	58.7%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	84	139	1,020	881	86.4%
Other services and charges	199	275	1,955	1,680	85.9%
Leases	272	546	2,290	1,744	76.2%
Depreciation	84	167	1,000	833	83.3%
Contractual Services	221,356	431,591	2,614,000	2,182,409	83.5%
Total Expenses	226,297	438,798	2,648,160	2,209,362	83.4%
Transfers In (Out)	-	-	-	-	
Totals	\$ (2,519)	\$ (2,354)	\$ -	\$ 2,354	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2015 – August 2015**

Other Special Projects					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 134,594	\$ 237,152	\$ 1,987,000	\$ 1,749,848	88.1%
Materials Sales Rebate	43,058	79,089	225,000	\$ 145,911	64.8%
Interest on Investments	-	-	-	\$ -	0.0%
Total Revenues	<u>177,652</u>	<u>316,241</u>	<u>2,212,000</u>	<u>1,895,759</u>	<u>85.7%</u>
Expenses:					
Personnel services	-	-	-	-	98.0%
Fringe benefits	-	-	-	-	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	145	145	1,000	1,000	0.0%
Materials and supplies	-	-	-	-	59.0%
Other services and charges	-	-	-	-	84.0%
Contractual services	134,594	237,152	1,987,000	1,749,848	90.0%
Materials sales rebate	<u>43,058</u>	<u>79,089</u>	<u>225,000</u>	<u>145,911</u>	<u>64.8%</u>
Total Expenses	<u>177,797</u>	<u>316,386</u>	<u>2,213,000</u>	<u>1,896,759</u>	<u>85.7%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (145)</u>	<u>\$ (145)</u>	<u>\$ (1,000)</u>	<u>\$ (1,000)</u>	

CONSIDERATION OF RESOLUTION 16-05: AUTHORIZING THE EXECUTIVE DIRECTOR TO MAKE ADJUSTMENTS TO THE APPROVED PAY AND CLASSIFICATION PLAN

As vacancies in salaried staff positions occur, an opportunity opens up to fine tune the position to better fit the needs of the organization. Currently, the CVWMA has a vacancy in a full-time position. Each full-time position is defined in the Pay and Classification Plan by title, grade and job description. The Pay and Classification Plan for the 2016 fiscal year was approved by the Board in December 2014 as part of the 2015-2016 Operating Budget and authorizes the Executive Director to make disbursements according to the approved Plan.

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

Resolution 16-05 is included herein and would provide the Executive Director, upon review by the Executive Committee the flexibility to make adjustments to position title, job description and grade of a position as deemed necessary not to exceed the Grade or Salary as provided in the approved 2016 Operating Budget.

Recommended Action: Approval of **Resolution 16-05**

Attachment.

RESOLUTION 16-05

A resolution authorizing the Executive Director to make adjustments to the approved Pay and Classification Plan in accordance with the adopted 2015-2016 Operating Budget.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the Pay and Classification Plan for the fiscal year July 1, 2015 and ending June 30, 2016 was adopted by the CVWMA Board of Directors at their regular meeting on December 12, 2014; and

WHEREAS, in accordance with the approved Pay and Classification Plan, the Executive Director is authorized to make disbursements in accordance with the 2015-2016 approved Pay and Classification Plan; and

WHEREAS, the Pay and Classification Plan includes a Grade and Salary Range for each approved salaried position; and

WHEREAS, a vacancy has occurred in a salaried position and it is the desire of the Executive Director to adjust the position title, job description and grade to better meet the needs of the Authority, and

WHEREAS, the Executive Director is granted the authority, upon review by the CVWMA Executive Committee, to adjust the position title, job description and grade as deemed necessary not to exceed the grade or salary provided for in the adopted 2015-2016 Operating Budget; and

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

Adopted this 18th of September 2015

ATTEST: _____
Robert C. Key, Chairman