



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
SEPTEMBER 19, 2014
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA

CALL TO ORDER

9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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13. Administrative
DEQ Conference – November 3-4; Charlottesville Omni

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

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

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 JULY 18, 2014

The minutes of the regular Board of Directors meeting held July 18, 2014 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
JULY 18, 2014
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Robert C. Key (M-Chesterfield), Chair
Bill Hamby, Jr. (M-Prince George), Vice-Chair
J. Allen Lane (M-Henrico), Secretary
James A. Jackson (M-Richmond), Treasurer
Stephen Chidsey, (M-Hanover), Past Chair
Lee Sloppy (M-Ashland)
Zach Trogdon (M-Charles City)
Robert L. Dunn (M-Chesterfield)
Marcia R. Phillips (M-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)
Edward Watson (M-Hopewell)
James H. Burrell (M-New Kent)
William Riggelman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Mark Kukoski (M-Richmond)

Non-Voting:

Jeffrey T. Howard (A-Chesterfield)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Marc René, Finance & Administrative Officer
Nancy W. Drumheller, Public Information Coordinator
Reginald D. Thompson, Operations Technician
Erica N. Long, Administrative Assistant
Stephanie N. Breaker, Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

Steven Hicks (M-Petersburg), Director
Jennifer Schontag (A-Ashland)
Matthew Rowe (A-Charles City)
Sheryl D. Bailey (A-Chesterfield)
Charles E. Dane (A-Chesterfield)
Thomas Mattis (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Michael Flagg (A-Hanover)
William I. Mawyer, Jr. (A-Henrico)
Arthur D. Petrini (A-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (A-Hopewell)
David Bednarczyk (A-New Kent)
Christopher Rapp (A-Powhatan)
Rod M. Compton (A-Prince George)
Kevin A. White (A-Richmond)
Johnnie Allen (A-Richmond)
Lana Agostini (M-Richmond)

Guests:

With a quorum in attendance Chairman R. Key (M-Chesterfield) called the meeting to order at 9:02 a.m.

CHAIRMAN’S AGENDA

Item No. 1: Public Comment Period

Chairman Robert Key opened the floor to receive public comment. With no requests from the public to address the Board, Chairman Robert Key closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of June 20, 2014

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. R. C. Whiteman (M-Henrico) and carried that the minutes of the June 20, 2014 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Oath of Office

Mr. M. René administered the *Oath of Office* to the new officers for the 2014-2015 fiscal year. Mr. M. René requested that all officers-elect stand, raise their right hand, and recite the *Oath of Office* after him.

Officers Sworn in for the 2014-2015 Fiscal Year are as follows:

Mr. Robert C. Key (M-Chesterfield).....Chairman
Mr. Bill Hamby, Jr. (M-Prince George)Vice-Chairman
Mr. James A. Jackson (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

Recognition of Stephanie Breaker, Customer Service Supervisor

Chairman R. Key and Mrs. K. Hynes, CVWMA Executive Director, presented the *Reward, Thank and Motivate Our Team* Award to Stephanie Breaker, CVWMA Customer Service Supervisor.

Mrs. K. Hynes familiarized the board with Stephanie’s tenure. She noted that Stephanie has been with CVWMA for 15 years, and is a great asset to the Authority. Mrs. K. Hynes also noted that Ms. Breaker has exemplified outstanding customer service and teamwork, since 1999. During Customer Service Week 2013, she led a variety of activities that won the 2013 “*Reward, Thank and Motivate Our Team!*” Award from Positive Promotions. Mrs. K. Hynes added that the CVWMA has a call center staff of three and was in competition with Call Centers of much larger companies.

Mrs. K. Hynes recognized, thanked, and commended Stephanie Breaker for her commitment to providing quality customer service, dedication to teamwork and thanked her for 15 years of service.

Item No. 5: Consideration of Resolution 15-01: Approval of the 5 year update to the Central Virginia Solid Waste Management Plan (Plan)

Mrs. K. Hynes reported that staff has been working diligently with TAC and Stakeholders on updating the Plan over the last five or six months, and has learned a few things since the Plan was developed and updated in 2009.

Mrs. K. Hynes stated that the solid waste regulations require solid waste planning units have a 20 year plan in place for solid waste, however, the Authority was under the assumption that this current Plan would end in 2024. At which time, a new plan would be developed. Mrs. K. Hynes added that the intent of the DEQ is the Plan will be a 20 year rolling plan, to be updated every five years. Mrs. K. Hynes stated that considering we are at the 10 year mark, since the Plan was developed, every 10 years is going to require more of a significant update than on the five year mark as there is a census every 10 years and population and growth projections will need to be updated.

Mrs. K. Hynes added that when the Authority did the first five year update, population estimates and waste generation estimates were not updated. Having said that, the Staff has presented, discussed and vetted with the TAC and other stakeholders on revisions to the Plan. The Plan will be updated to include the planning period 2014-2034, and population estimates based on 2010 US Census and Weldon Cooper Center Estimates through 2035. She added that the Authority will also be updating the Waste Generation Rates using an average of 4.38lbs per person per day multiplied by the population. Mrs. K. Hynes noted that the 4.38 rate obtained from the EPA 2012 Facts and Figures most recent report, is a national average, not necessarily a state or regional average, however it is the best method used to project waste generation.

Mrs. K. Hynes reported that the Plan revisions will also include Legislative changes particularly related to the recycling mandate that has occurred since 2003; specifically the 15% rate allowed for solid waste planning units with the population density of less than 100 per square mile, and or higher than 50% of the state's unemployment rate; and solid waste planning units with 100,000 or less in population only are required to report every four years.

Mrs. K. Hynes stated that the biggest changes will be in the existing solid waste management systems. She noted locality input was also obtained by sending surveys to Chief Administrative Officers of the 13 member jurisdictions. The Authority will be revising section 6, Needs Assessment, updating needs that are specific to each locality. The staff is also going to add an Appendix to the plan to include the actual surveys.

Mrs. K. Hynes explained that the amendment process was another topic discussed in the meetings. She noted that the way it is stated in the Plan is that the CVWMA would perform an analysis and the CVWMA Board of Directors would consider the amendment. If it is approved by the CVWMA Board, then it would go to each of the Richmond Regional and Crater Planning District Commissions. The committee felt that keeping it the same way is prudent, as CVWMA is a resource for the planning district commissions for solid waste and solid waste planning, and thus is the natural order of business.

Mrs. K. Hynes reported that the Authority is updating and reorganizing Table 2 of Section 4 Existing Solid Waste Management System by grouping the sanitary landfills, C&D landfills, sanitary landfills outside of our region, what they are permitted for, their permitting capacity and remaining capacity as

of January 1, 2014. Currently the Table does not show the remaining capacity, and the remaining capacity was obtained from the DEQ solid waste report for 2013.

She stated that within the Plan summary, waste generation based on population and the EPA rate is estimated to be about 1 million tons per year in the region, almost 21 million tons in the 20 year planning period. The region's recycling rate is over 50% so assuming that of the 1 million tons generated, 500,000 tons will be recycled, leaving the remaining 500,000 tons for disposal. This projects a disposal capacity need of approximately 10-11 million tons over the 20 year period.

Mrs. K. Hynes stated that looking at the four major active landfills in the region (Old Dominion, Charles City, Shoosmith and Tri-City) there is 26.5 million tons remaining in those landfills. In addition there are five sanitary landfills in close proximity to the region, where some of the regions waste is going now, that have 95 million tons of capacity remaining per the DEQ report. She noted that this capacity does not include an additional expansion at Old Dominion, approved in the Plan but not permitted yet. It also does not include potential Republic Services Landfill in Cumberland County that has been built, but is not currently receiving waste. Mrs. K. Hynes also reported that Tri-City Landfill recently bought the Lunenburg County Landfill. CFS is planning to expand the life of that landfill and some of the waste from central Virginia could potentially go to that landfill in the future.

One additional thing that is worth mentioning is out of state and out of region waste. Mrs. K. Hynes mentioned to the Board that Virginia is the number two importer of waste. Virginia reports handling 20 million tons of waste each year. Of that, 25% or over 5,000,000 tons comes from out of state per year. Not all 5,000,000 tons is being handled in the central Virginia region and after looking at the numbers, the disposal capacity in the region is deemed sufficient for the region's waste disposal needs.

Mrs. K. Hynes informed the Board that the Authority updated some of the locality information, specifically removing Chesterfield's old Pay as You Throw trash collection program and including the upcoming closure of Henrico's Springfield Road Landfill.

Mrs. K. Hynes indicated that the Staff is requesting the Board's approval to move forward with the five year update based on the summary that has been presented to the Board. Should the Board approve, the final revised and updated document will be reviewed by the Technical Advisory Committee before submittal to the DEQ by August 10, 2014.

Mr. R. L. Dunn (M-Chesterfield) asked what the Authority needs the Board to approve. Mrs. K. Hynes stated that CVWMA is asking for approval to move forward with the Staff updating the Plan in accordance with the Executive Summary provided by Staff and subsequent to detailed review by the Technical Advisory Committee.

Mr. W. Hazzard (M-Hanover) noted that a common theme from localities is to do more recycling, especially of other plastics. To increase recycling, we need to push our vendors to recycle these other items. Mrs. K. Hynes agreed and noted that the Authority is having the conversation with TFC our largest recycling vendor, and hopefully the nine year extension will include plans to add the sorting capability and marketing of the other plastics.

Mrs. M. Kelley (M-Henrico) reminded the board that the Authority had two meetings with large corporations expressing interest to develop further recycling with selected communities, one of the comments was these larger companies need feedstock. She added that we need to put more pressure on the larger corporations who want the feedstock and relay what is needed to accept and recycle the

plastics that are not #1's or #2's.

Mrs. K. Hynes agreed that there are things they could do and status quo may not be acceptable anymore. She added that as far as the SERDC process, that is one of the things that has come back to the Authority to implement recycling of other plastics and cartons.

Mr. W. Hazzard (M-Hanover) mentioned that CVWMA has negotiating power and therefore needs to put the mandate out there on what specifically is needed from our vendors.

A motion was made by Mr. J. Burrell (M-New Kent), seconded by Mrs. M. Phillips (M-Chesterfield), that **Resolution 15-01** be approved as submitted.

Mrs. K. Hynes added that the Authority did hear from the DEQ regarding The East End Landfill expansion permit. DEQ is not going to continue to work on the permit expansion at this point.

Mr. J. Burrell (M-New Kent) asked about the reduced tonnage going to Waste Management's Charles City Landfill. Mrs. K. Hynes noted that she believes that Waste Management lost some big contracts during the economic turn down coupled with overall reduction in waste generation.

STAFF AGENDA

Item No. 6: Curbside Recycling Program

Mr. R. Nolan, CVWMA Director of Operations, reported that volumes for the year were a little lower than hoped, however June was a great month. The total rebate from TFC for the month was \$52,400. June 2014 tonnage was about 100 tons less than tons collected in June 2013. Average Set-Out Rate was 36.2% up from 33% in 2013. These numbers do not include Petersburg, as their program is relatively new. Next year's program statistics will include Petersburg and Hopewell.

Mr. R. Nolan added that the Authority started Curbside Recycling in Hopewell, on July 2, 2014. Participation was decent the first week, however, the second week, was much better in terms of set-out. He informed the board that for a new program just starting out, about 18 to 20 tons have been recycled in Hopewell so far with 2 weeks left to go in the month.

Mr. R. Whiteman (M-Henrico) wanted to know what Ashland and Hanover are doing to have such a higher percentage of Set-Outs than the other jurisdictions. Mrs. K. Hynes responded that Ashland initiated carts for everyone which is why their percentage is higher. Hanover has a service district for about 2,800 homes to which each of those homes are paying a fee for the service. These communities wanted the service and lobbied the Board of Supervisors for it.

Mr. S. Chidsey (M-Hanover) informed the board that a service district is a specific subdivision in Hanover that petitioned to have curbside recycling to which they need 80% of their homeowners to sign up for the service. He added that the petition of that 80% is taken to the Board of Supervisors who approve it for curbside recycling for that subdivision. Typically it is a select group of people who want that service which is why the percentage is higher in Hanover.

Curbside Recycling Outreach Efforts

Mrs. N. W. Drumheller, CVWMA Public Information Coordinator, reported that the first weeks of July we have had a great exposure with elected officials promoting recycling. In addition the Authority received a great story in the Chesterfield Observer. CVWMA paid for a business profile ad, and told the story of how easy it is to recycle in Chesterfield County. Staff worked with an avid Chesterfield recycler and TFC to promote the ease of curbside recycling. She noted that it was a great visual about the partnership between CVWMA, TFC Recycling and Chesterfield County. She also added that this publication is published weekly with high circulation rate and is also posted to our CVWMA social media pages. In addition, Mrs. N. W. Drumheller reported that staff continues to work closely with Pam Cooper (Chesterfield) on education with neighborhood groups and new communities.

Mrs. N. W. Drumheller sent a big thank you to Mr. Kevin White (A-Richmond) for reaching out to local neighborhood groups in District 4. Mr. K. White (A-Richmond) was able to secure a spot on neighborhood group meeting agendas for CVWMA staff, as well as Darlene Mallory, with the Clean City Commission with Westover Hills Neighborhood Association, Southampton Citizens Association and Forest Hill Neighborhood Association. She reported that the presentations have been well received and since the groups have been in high curbside recycling participation areas, staff promoted the 95 gallon carts and the Recycling Perks “rewards program”. We do need more perks to be solicited in the Richmond area. In addition, the neighborhood groups offered to send out all of our information electronically to everyone on their list serve, to include newsletters and on their websites.

Mrs. N. W. Drumheller alerted the board that Richmond City Councilwoman, Kathy Graziano, has been present at the groups meetings and continues to promote recycling in her district newsletters. She added that Ms. Graziano had high praise for CVWMA and her curbside collection service by TFC Recycling. Ms. Graziano has a 95 gallon cart and she shared with groups how much she liked hers.

Mrs. N. W. Drumheller added that the staff was invited to a filming by City of Richmond PR staff of Mayor Dwight Jones recycling this past Tuesday. She stated that staff will share the video, as soon as it is final. CVWMA is most fortunate to have elected leaders in the City of Richmond and neighborhood groups promoting the importance of recycling.

Mrs. K. Hynes updated the Board on the Curbside Value Partnership. She reminded the board that the Authority had requested 1.5 million dollars to help with cost of the large recycling carts in Richmond and they have come back with an offer of \$350,000.00 as an initial proposal. Mrs. K. Hynes added that even though this is an initial letter, there are still some questions that need to be addressed and next steps. It is not as much as we hoped for, however the Staff is very excited to be one of the initial three cities to be selected. Mrs. K. Hynes noted that they offered some additional dollars for educational outreach, technical assistance, and champion building.

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

Mr. R. Thompson, CVWMA Operations Technician, reported that Staff spent the month of June preparing for the transition of the trash collection program from Allied Waste to County Waste in Ashland, and to CFS in Hopewell. County Waste delivered new carts to the Town of Ashland the weekend of June 28th and the blue carts were removed by Allied Waste after the Monday June 30th collection. He noted that the biggest issue during the transition in Ashland, was getting new carts delivered to those that did not receive one, as well as removing the blue carts. However, after two weeks, the cart issues are now under control and trash collection is getting back to normal in Ashland.

Mr. R. Thompson also reported that the City of Hopewell started their program with the carts their residents are currently using, and Monday became the trash collection day for everyone in the City. Unfortunately, the number of calls for missed collections is more than expected during the transition. He added that CVWMA received around 60 missed calls during the first week and another 80 calls this week for misses. In comparison, CVWMA handled 47 missed calls for the entire month of May before the transition. Mr. R. Thompson added that Staff has been working with CFS to get the misses under control and hope to have things settled down in the coming weeks.

Mr. W. Hazzard (M-Hanover) asked what the Authority is doing about the mistakes. Mr. R. Thompson noted that there are penalties in the contract, however, the Authority gave them a break for the first couple of weeks during the transition.

Item No. 10: Operations and Program Statistics

Mr. R. Nolan mentioned that in Ashland the call volume and nature of calls is not available for June at this time. CVWMA is in the process of implementing a new database and application that has not been set up to do reporting yet. Mr. R. Nolan reported the Program Statistics format will be changing the next fiscal year. He offered for any members of the Board to provide any input into a user friendly format.

Mr. J. Howard (A-Chesterfield) asked where the contract stands with Creative Recycling Solutions. Mr. R. Nolan added that CRS is the current vendor that provides electronic collection, the Authority has a contract with them until 2016 and the company is currently in receivership. CVWMA is watching the situation closely. The company is still in business, and CVWMA still has a contract with them. They are still doing the work, and there has not been any issues with service.

Mr. R. Nolan stated that he will be bringing this situation up in the next TAC meeting, after checking with our legal counsel whether or not the Authority should go develop a procurement ourselves, in the event that CRS closes its doors.

Mr. W. Hazzard (M-Hanover) asked who takes television sets. Mr. R. Nolan said that we are paying CRS \$7 per television set. There are stockpiles of TVs and computers in warehouses throughout the country. Because of high lead content, the recycling of the TV sets is difficult. He added that due to the current financial setbacks with CRS, CVWMA is watching them closely.

Mr. J. Howard (A-Chesterfield) added that there are numerous amount of electronics in the county. Chesterfield alone recycled 240 tons of electronics last fiscal year.

Item No. 12: Technical Advisory Committee Report

Mr. R. Nolan reported that the TAC met on July 3 and discussed getting ready for hurricane season and the Authority's contracts in place to assist. He plans on sending emergency contacts to the TAC members to have on hand. He added that many of our localities are going to have Pesticide Collection Days through the Department of Agriculture and CVWMA will be passing out forms for them to fill out before the event.

Item No. 13: Public Information

Mrs. N. W. Drumheller added to what Mr. R. Nolan has already reported, The Virginia Department of Agriculture and Consumer Services (VADACS) has information on its website about the upcoming pesticide collections. She mentioned that these are free for our member jurisdictions and take place every four years. Anyone who wants to properly dispose of pesticides must complete a registration form prior to the collection day. She mentioned that Mr. Jeff Rogers is the point of contact with VADACS.

Mrs. Drumheller informed the Board that everyone should have received their July electronic newsletter, where the staff highlighted the start of Hopewell's curbside recycling collections as well as the James River Regional Cleanup Day on Saturday, September 13th that so many of our member jurisdictions participate in each year.

She added that the July 2014 Waste Reduction News included: 4th of July to Delay Friday Collections, City of Hopewell's First Curbside Recycling Collection Day is July 2, Volunteers Needed! James River Regional Cleanup Day, Want to Travel GREEN this Summer? Mrs. Drumheller mentioned that the e-newsletter was distributed electronically to over 1,100 email subscribers.

Mrs. Drumheller and staff responded to 33 requests for the month of June and of these requests, 12 were for presentations and 17 were for educational materials. In addition, staff worked three events and a fourth was cancelled due to weather. She also added that staff estimates impacting 2,317 people and distributing 10,080 educational materials, as well as giving all camp participants a frisbee made from recycled plastic.

Mrs. Drumheller reported that calls are down for the month of June compared to May. However, with the implementation of new trash service in Ashland and new trash and recycling service providers in Hopewell, calls were extremely high the first two weeks in July. Call Center representatives answered over 4000 calls during June.

She also reported that the CVWMA website continues to be visited by many each day and the staff continues to see more visits to our news feed page. E-cycling, and collection day pages continue as top favorites along with a great following on social media and not to mention CVWMA is part of several "posts and tweets" daily. She mentioned that 330 emails were added to the curbside email reminder for the month of June.

Mr. R. Whiteman (M-Henrico) asked if Staff has the means to find out all of the Home Owners Associations in the counties/cities that could be sent information asking them to promote recycling at the HOA meetings. Mrs. Drumheller responded that some localities keep a good list of HOAs.

Mr. R. Whiteman (M-Henrico) also asked with all of the multi-unit housing developments going on like West Broad Village how is the Authority promoting recycling in those areas. Mrs. Drumheller responded that in West Broad Village, TFC is the curbside recycling provider, however does not fall under the County's Service Agreement with CVWMA. Anyone that calls-in, CVWMA offers them the drop-off and the vendor's contact information. Mr. R. Whiteman (M-Henrico) asked Mr. M. Kukoski (M-Richmond) if he sees anything on the development side? Mr. M. Kukoski (M-Richmond) added that we need to check with the County because some Counties like Henrico specifically do not offer recycling unless it is on a public street. A lot of the townhouse communities, such as West Broad Village are located on private streets. Mrs. K. Hynes added that the County did not add them to the curbside recycling program.

Item No. 14: Financial Reports for June 2014

Mr. M. René, CVWMA Finance and Administrative Officer reported that as of June 30, 2014, \$13,256,524 in revenues and \$13,186,009 in expenses had been recorded. This is the preliminary and unaudited financials as some expenses and accruals still need to be recorded. He mentioned that the auditors will be in the office the first week of August. Staff will present the final financial report at the September Board meeting. Staff anticipates at least breaking.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. C. Whiteman (M-Henrico), and carried that the Financial Reports for June 2014 be approved, accepted, and filed as submitted.

Item No. 16: Administrative

Mrs. K. Hynes mentioned that once the Plan document is final and approved by the DEQ, CVWMA will submit a final Plan to each of the planning district commissions for their files. Mrs. K. Hynes offered to present the Plan update at one of their meetings in the future. She also mentioned that she presented to the Ashland Town Council and Petersburg City Council on their recycling and trash programs. She is going to Colonial Heights in August for an annual update to their Council. Mrs. K. Hynes reminded the Board of the implementation of a new Customer Service Application, as approved in the budget. She stated that the application went live July 1 and some of the bugs are being worked out. Mrs. K. Hynes stated that she is going to the SWANA conference with Mr. R. Nolan the first week in August and will be out of the office most of that week.

Old/New Business

With no further business to come before the Board, Chairman R. Key opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:00 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Burrell (M-New Kent) and carried that the July 18, 2014 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Robert C. Key, Chairman of the CVWMA certify that the foregoing minutes is a true and correct copy of the minutes of the July 18, 2014, regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., September 19, 2014. Given under my hand and seal of the CVWMA this 19th day of September 2014.

Robert C. Key, Chairman

AUDIT COMMITTEE REPORT

2014 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

The CVWMA Audit Committee met on Monday, September 8, 2014 with CVWMA staff and Billy Robinson, Director with Brown & Edwards, CVWMA's audit firm to discuss the results of the audit.

A draft copy of the CAFR was reviewed with the committee. The CVWMA received an unmodified opinion on the financial report, which is the highest or best rating. The auditor did not find any material weaknesses in internal controls. Staff will present the CAFR and auditor's comments to the Board at the meeting on September 19, 2014 for approval before submitting to the Virginia Auditor of Public Accounts by the September 30 deadline.

Audit Committee Members:

Mr. James A. Jackson (M-Richmond), Treasurer
Mr. Bob Whiteman (M-Henrico), past Treasurer
Mr. Bob Dunn (M-Chesterfield)
Mr. Christopher Rapp (A-Powhatan)

Recommended Action: Approval of the 2014 Comprehensive Annual Financial Report

CONSIDERATION OF RESOLUTION 15-02 RATIFYING AN EMERGENCY CONTRACT FOR COLLECTING, TRANSPORTING AND PROCESSING OF USED ELECTRONIC EQUIPMENT

The CVWMA entered into a contract for the collection, transportation and processing of used electronic equipment with Creative Recycling Services, Inc. (CRS) effective April 1, 2010. In March 2013, the Contract was renewed for another three years in accordance with the terms of the Contract. In July 2014, CVWMA learned that CRS was involved in litigation and subsequently placed in receivership. CVWMA formally requested CRS confirm their ability to fulfil the obligations under the Contract, to which no response was received.

On August 21, 2014 CVWMA was notified by electronic mail of CRS' plans to close the Durham NC facility, the facility where the material collected from CVWMA participating jurisdictions was being processed for recycling in accordance with the Contract. The CVWMA attempted to determine CRS' ability to continue to perform the services in accordance with the Contract, to no avail. Therefore, on August 22, 2014 the CVWMA found CRS in default of the Contract and exercised the right under the Contract to terminate. The CVWMA has received no response to date from CRS regarding the notice of default and as such is proceeding with termination.

The immediate concerns include collection events in Richmond on September 13 and in Henrico on September 20 in addition to on-site collections in Chesterfield and New Kent Counties. Because of the termination of the Contract with CRS, it was deemed necessary to proceed with obtaining a qualified vendor to provide the same or similar services on an emergency basis in order to satisfy the immediate needs of participating jurisdictions until CVWMA can procure for a permanent vendor.

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

Scott Recycling is a ewaste recycler out of Knoxville Tennessee with a facility located in Pulaski, VA who provides ewaste collection and processing services to municipalities in the southwestern part of Virginia. Before negotiating with Scott Recycling, CVWMA researched with the US Environmental Protection Agency (EPA) and the Tennessee Department of Environment and Conservation and no issues or notice of violations were found. In addition, staff contacted municipalities utilizing their services who provided a good reference.

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

Attached is **Resolution 15-02**, ratifying an emergency contract between CVWMA and Scott Recycling until such time as a new procurement can be conducted and a permanent vendor retained.

Recommended Action: Approval of **Resolution 15-02**

RESOLUTION 15-02

A resolution ratifying an emergency contract for the Collection, Transportation and Processing of Used Electronic Equipment between CVWMA and Scott Recycling LLC until such time as a new procurement for the same or similar services can be conducted.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 5 of the September 2014 Board Agenda outlined the events and correspondence leading to termination of the Contract for Collection, Transportation and Processing of Used Electronic Equipment between CVWMA and Creative Recycling Services Inc.; and

WHEREAS, because of such termination, it was necessary to secure another vendor to provide the same or similar services on an emergency basis to meet the immediate needs of participating jurisdictions, until such time as a procurement of a new vendor can be conducted; and

WHEREAS, accordingly CVWMA Staff procured services in good faith based on criteria including but not limited to reputation of the company, ability to perform the same or similar services, price for services and compliance with local, state and federal laws and regulations; and

THEREFORE BE IT RESOLVED, that this contract was awarded to Scott Recycling LLC for the collection, transportation and processing of used electronic equipment at the two events scheduled in Richmond and Henrico, and

THEREFORE BE IT RESOLVED, it is the intent of the CVWMA to rely on Scott Recycling LLC to provide the same or similar services as needed until such time as a new permanent vendor can be retained.

Adopted this 19th day of September, 2014

Robert C. Key, Chairman

FINANCIAL REPORTS FOR AUGUST 2014

The financial activity is consistent with normal monthly activity and the Authority expenses are within total budget in all funds as of August 31, 2014. The CVWMA has a combined Net Income of about \$453,000 year to date. The Net Income will decrease, as expenses are incurred throughout the fiscal year.

Recommended Action: Approval of the August 2014 Financial Reports

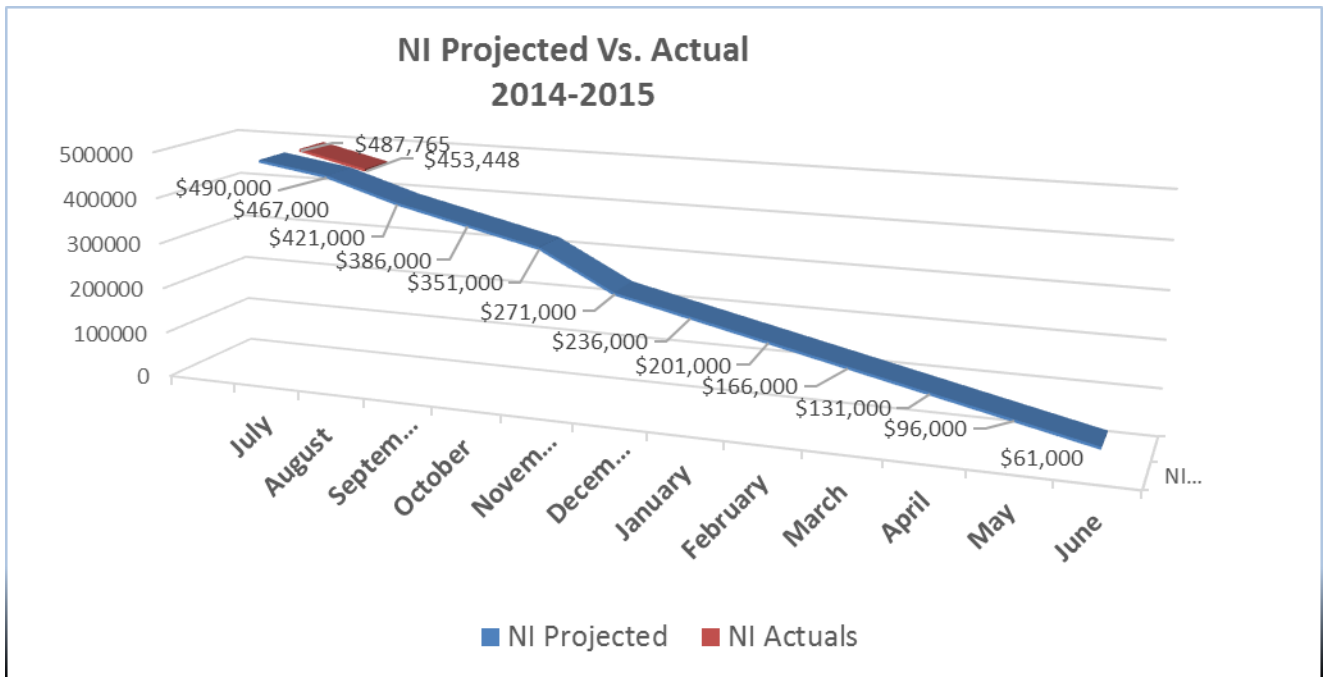
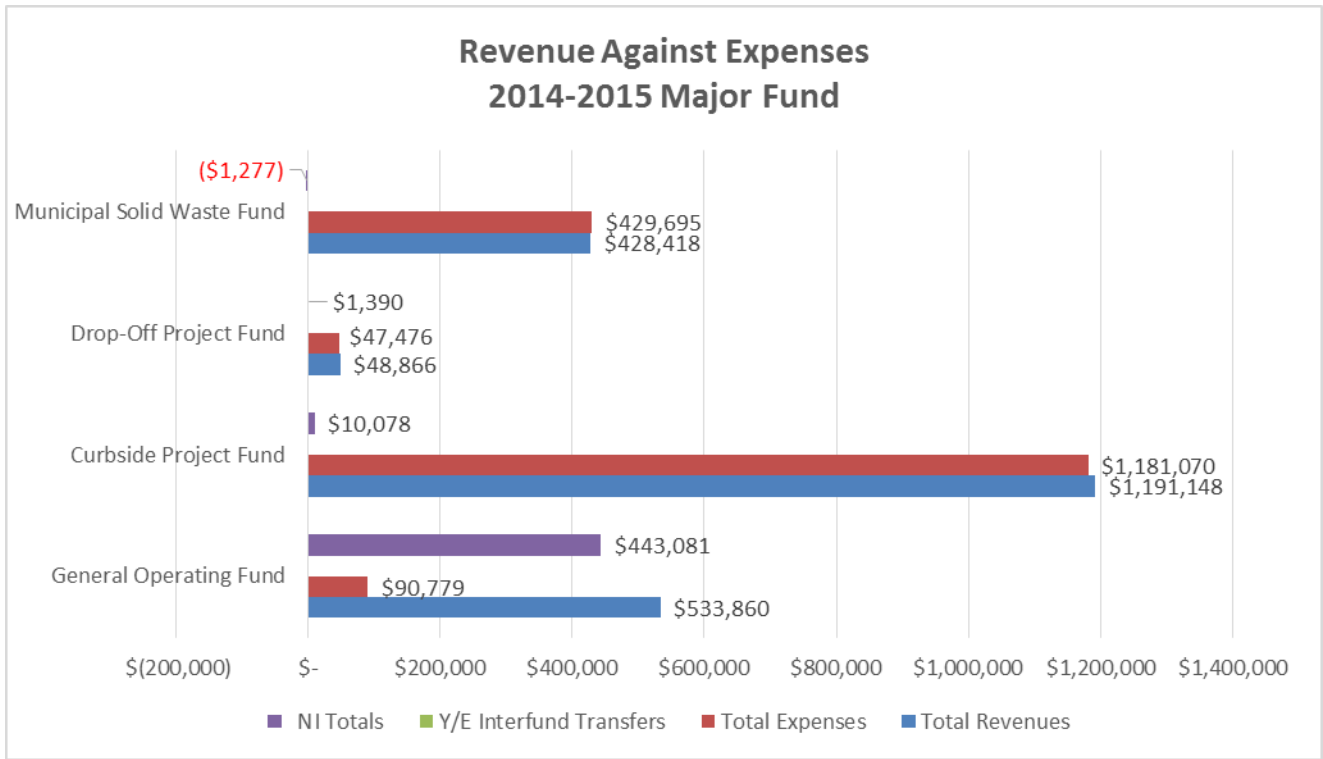
Attachments

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

Summary - All Funds

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>Y/E Interfund Transfers</u>	<u>NI Totals</u>
General Operating Fund	\$ 533,860	90,779	\$ -	\$ 443,081
Curbside Project Fund	1,191,148	1,181,070	-	10,078
Drop-Off Project Fund	48,866	47,476	-	1,390
Municipal Solid Waste Fund	428,418	429,695	-	(1,277)
CFC/HCFC	2,630	2,630	-	-
Special Waste Collections	25,801	26,324	-	(523)
Waste Tire Fund	3,750	3,750	-	-
Appliance and Scrap Metal Hauling	52,684	51,985	-	699
Yard Waste Projects	53,771	53,771	-	-
Waste Transfer & Disposal	179,620	179,620	-	0
	<u>179,620</u>	<u>179,620</u>	<u>-</u>	<u>0</u>
Totals	<u>\$ 2,520,548</u>	<u>\$ 2,067,100</u>	<u>\$ -</u>	<u>\$ 453,448</u>

<i>Capital Outlay:</i>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ -	\$ 45,000	\$ 45,000
Office equipment	-	-	-	-
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>



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

General Operating Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 533,205	\$ 533,205	\$ -	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments		655	4,000	(3,345)	-83.6%
Sponsorships and Grants	-	-	-	-	<u>0.0%</u>
Total Revenues	<u>-</u>	<u>533,860</u>	<u>537,205</u>	<u>(3,345)</u>	<u>-0.6%</u>
Expenses:					
Personnel services	31,740	62,563	344,550	281,987	81.8%
Fringe benefits	2,846	9,417	96,850	87,433	90.3%
Professional services	6,448	8,370	27,775	19,405	69.9%
Repairs and maintenance	13	26	2,925	2,899	99.1%
Advertising and promotions	64	153	2,250	2,097	93.2%
Materials and supplies	311	864	5,100	4,236	83.1%
Other services and charges	1,478	2,597	22,010	19,413	88.2%
Leases	3,234	6,468	41,315	34,847	84.3%
Depreciation	117	320	5,200	4,880	<u>93.8%</u>
Total Expenses	<u>46,251</u>	<u>90,778</u>	<u>547,975</u>	<u>457,197</u>	<u>83.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (46,251)</u>	<u>\$ 443,082</u>	<u>\$ (10,770)</u>	<u>\$ 453,852</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 10,000	\$ 10,000	
Office equipment	-	-	-	-	
Vehicular equipment	-	-	-	-	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>100.0%</u>

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

Curbside Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	520,674	1,041,348	6,510,000	\$ 5,468,652	84.0%
Public Relations Assessment	17,778	35,556	209,000	173,444	83.0%
Customer Service Assessment	18,762	37,524	224,000	186,476	83.2%
96-gal Cart Revenue	8,901	22,027	100,380	78,353	78.1%
Materials Sales Rebate	27,346	54,693	-	(54,693)	-
Contract Admin Costs	-	-	-	-	0.0%
Sponsorships and Grants	-	-	10,000	10,000	100.0%
Interest on Investments	-	-	1,500	1,500	100.0%
Total Revenues	<u>593,461</u>	<u>1,191,148</u>	<u>7,054,880</u>	<u>5,863,732</u>	<u>83.1%</u>
Expenses:					
Personnel services	15,186	30,595	180,075	149,480	83.0%
Fringe benefits	3,452	8,038	52,600	44,562	84.7%
Professional services	5,822	8,025	29,260	21,235	72.6%
Repairs and maintenance	858	1,752	3,190	1,438	45.1%
Advertising and promotions	2,646	4,249	75,285	71,036	94.4%
Materials and supplies	471	954	4,560	3,606	79.1%
Other services and charges	3,236	5,973	69,410	63,437	91.4%
Leases	2,155	4,310	26,500	22,190	83.7%
Depreciation	161	321	8,000	7,679	96.0%
Contractual services	520,067	1,040,134	6,510,000	5,469,866	84.0%
Materials Sales Rebate	27,346	54,693	-	(54,693)	0.0%
96-gal Cart Expense	8,901	22,027	96,000	73,973	77.1%
Total Expenses	<u>590,301</u>	<u>1,181,071</u>	<u>7,054,880</u>	<u>5,873,809</u>	<u>83.3%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 3,160</u>	<u>\$ 10,077</u>	<u>\$ -</u>	<u>\$ (10,077)</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ 30,000	\$ 30,000	
Office equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	

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

Drop Off Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 19,502	\$ 39,005	\$ 530,000	\$ 490,995	92.6%
Materials Sales Rebate	4,930	9,861	100,000	\$ 90,139	90.1%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>24,432</u>	<u>48,866</u>	<u>630,000</u>	<u>581,134</u>	<u>92.2%</u>
<i>Expenses:</i>					
Personnel services	391	699	5,630	4,931	87.6%
Fringe benefits	154	341	2,040	1,699	83.3%
Professional services	127	128	450	322	71.6%
Repairs and maintenance	4	9	60	51	85.0%
Advertising and promotions	-	-	1,000	1,000	100.0%
Materials and supplies	5	74	40	(34)	-85.0%
Other services and charges	31	58	360	302	83.9%
Leases	108	215	1,100	885	80.5%
Contractual services	19,502	39,005	530,000	490,995	92.6%
Materials sales rebate	3,473	6,947	75,000	68,053	90.7%
Total Expenses	<u>56,226</u>	<u>47,476</u>	<u>615,680</u>	<u>568,204</u>	<u>92.3%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (31,794)</u>	<u>\$ 1,390</u>	<u>\$ 14,320</u>	<u>\$ 12,930</u>	

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

Municipal Solid Waste Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 212,183	\$ 424,366	\$ 2,587,280	\$ 2,162,914	83.6%
Customer Service Assessment	2,026	4,052	29,400	\$ 25,348	86.2%
Contract Admin Costs	-	-	-	\$ -	0.0%
Interest on Investments	-	-	500	\$ 500	100.0%
	<u>214,209</u>	<u>428,418</u>	<u>2,617,180</u>	<u>2,188,762</u>	<u>83.6%</u>
Total Revenues					
Expenses:					
Personnel services	1,196	2,253	14,365	12,112	84.3%
Fringe benefits	339	787	5,030	4,243	84.4%
Professional services	901	959	3,815	2,856	74.9%
Repairs and maintenance	465	480	760	280	36.8%
Advertising and promotions	-	50	2,000	1,950	99.0%
Materials and supplies	82	126	1,250	1,124	89.9%
Other services and charges	129	243	1,530	1,287	84.1%
Leases	215	431	2,700	2,269	84.0%
Depreciation	-	-	1,000	1,000	100.0%
Contractual Services	212,183	424,366	2,587,280	2,162,914	83.6%
	<u>215,510</u>	<u>429,695</u>	<u>2,619,730</u>	<u>2,190,035</u>	<u>83.6%</u>
Total Expenses					
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,301)</u>	<u>\$ (1,277)</u>	<u>\$ (2,550)</u>	<u>\$ (1,273)</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ 5,000	\$ 5,000	
Office equipment	\$ -	\$ -	\$ -	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	

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

Other Special Projects

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 122,587	\$ 245,174	\$ 2,185,000	\$ 1,939,826	88.8%
Materials Sales Rebate	45,733	72,932	250,000	\$ 177,068	70.8%
Contract Admin Cost	150	150	-	\$ (150)	0.0%
Interest on Investments	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>	<u>0.0%</u>
Total Revenues	<u>168,470</u>	<u>318,256</u>	<u>2,435,000</u>	<u>2,116,744</u>	<u>86.9%</u>
<i>Expenses:</i>					
Personnel services	-	-	-	-	
Fringe benefits	-	-	-	-	0.0%
Professional services	-	-	-	-	0.0%
Repairs and maintenance	-	-	-	-	0.0%
Advertising and Promotions	-	-	1,000	1,000	0.0%
Materials and supplies	-	-	-	-	0.0%
Other services and charges	-	-	-	-	0.0%
Contractual services	122,925	245,850	2,185,000	1,939,150	90.0%
Materials sales rebate	<u>45,031</u>	<u>72,230</u>	<u>250,000</u>	<u>177,770</u>	<u>71.1%</u>
Total Expenses	<u>167,956</u>	<u>318,080</u>	<u>2,436,000</u>	<u>2,117,920</u>	<u>86.9%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 514</u>	<u>\$ 176</u>	<u>\$ (1,000)</u>	<u>\$ (1,176)</u>	