CENTRAL VIRGINIA
WASTE MANAGEMENT AUTHORITY

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CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
MAY 18, 2018
2104 W. LABURNUM AVENUE,
RICHMOND, VA

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

CERTIFICATION OF QUORUM

CHAIRMAN'S AGENDA

ITEM NO. **Page(s)**

1. Public Comment Period

2. Minutes of Regular Meeting of April 20, 2018 **3-11**

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STAFF AGENDA
ITEM NO.

5. Residential Recycling Program
Potential Contract Amendment Discussion

6. Municipal Solid Waste (MSW) Program

7. Operations and Program Statistics

8. Technical Advisory Committee (TAC) Report

9. Earth Day 2018 Wrap Up

10. Public Information

11. Financial Reports for April 2018 **13-20**

12. 2018 Budgetary Transfers **21**

13. Consideration of **Resolution 18-13**: Reaffirming the Pay and Classification Plan for Fiscal Year 2018-2019 **22-23**

14. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:
Executive Committee Meeting – Tuesday June 5, 2018 -2:00 p.m.
Technical Advisory Committee – Thursday, June 7, 2018 – 9:00 a.m.
Board of Directors Meeting (Richmond) – Friday, June 15, 2018 – 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 APRIL 20, 2018

Minutes of the April 20, 2018 CVWMA Board of Directors meeting are attached for review and consideration.

Recommended Action: Approval of minutes

Attachment

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
APRIL 20, 2018
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA

MEMBERS/ALTERNATES PRESENT

Voting:

J. Allen Lane (M-Henrico), Chairman
Marcia Rygh Phillips (M-Chesterfield), Vice Chairman
Mark Kukoski (M-Richmond), Treasurer
Edward Watson (M-Hopewell), Director
Lee Sloppy (M-Ashland)
Ricky Hicks (M-Charles City)
Scott Zaremba (M-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Dwayne Jones (A-Goochland)
Stephen Chidsey (M-Hanover)
Scott A. Wyatt (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert Whiteman (M-Henrico)
James H. Burrell (A-New Kent)
William Riggleman (A-Petersburg)
Cindy Odum Harris (M-Powhatan)
Michael Purvis (M-Prince George)
David McNeel (M-Richmond)

Non-Voting:

Clay Bowles (A-Chesterfield)
Bentley P. Chan (A-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (A-Hopewell)
Johnny Melis (A-Powhatan)

MEMBERS/ALTERNATES NOT PRESENT

Patricia Paige (M-New Kent), Secretary
Jennifer Schontag (A-Ashland)
Michelle Johnson (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Michael Flagg (A-Hanover)
Randy Hardman (A-Hanover)
Chip England (A-Henrico)
Tangela Innis (M-Petersburg)
Rod Compton (A-Prince George)
Miles Jones (M-Richmond)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Teresa Eckhout, Accounting and Financial Manager
Reginald D. Thompson, Operations Technician
Stephanie Breaker, Customer Service Supervisor
Mary Beth Mains, Part-time Administrative Assistant

Guests:

Torrence Robinson, City of Richmond Public Works
Michael Benedetto, President TFC Recycling
Tad Phillips, General Manager TFC Recycling

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

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of March 16, 2018

Chairman Lane opened the floor for a motion to approve the minutes of the regular meeting of March 16, 2018 as submitted. A motion was made by Mrs. M. Phillips (M-Chesterfield), Vice-Chairman seconded by Mr. M. Kukoski (M-Richmond), Treasurer, and carried that the minutes of the March 16, 2018 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Introductions and Welcome
Chairman Lane introduced and welcomed Mr. Ricky Hicks (M-Charles City) as a new member to the Board of Directors representing Charles City County. He also mentioned that the City of Petersburg has recently appointed Tangela Innis to represent the City on the CVWMA Board.

Appointment of the Nominating Committee
Chairman Lane appointed the following to serve on the Nominating Committee: Mr. M. Kukoski (M-Richmond), Chair, Mrs. M. Kelley (M-Henrico) and Mrs. L. Dunn (M-Goochland). The Nominating Committee will recommend a slate of officers at the May Board meeting and elections will take place at the June meeting. Anyone interested in serving in an officer position should contact one of the committee members or Mrs. K. Hynes, Executive Director.

Mr. R. Whiteman, (M-Henrico) asked about the audit committee priority and if they had implemented savings. Mr. M. Kukoski (M-Richmond), Treasurer responded that the audit committee is making recommendations to proceed as they have in the past. In the past, they have had an opinion on the auditing and on the funds.

Item No. 4: Treasurer and Audit Committee Reports

Audit Committee Report Consideration of Resolution 18-12 Awarding the Contract for Financial Auditing Services
Mr. Mark Kukoski reported that the CVWMA contract for audit services expired after last year's audit and a Request for Proposals (RFP) was issued on February 2, 2018 for the audit of the 2018, 2019, 2020 and 2021 fiscal years. Eight proposals were received and the Committee and Staff interviewed five firms. The Audit Committee recommends entering into a contract with Brown and Edwards for another 4-year term. A motion was made by Mr. J. Burrell (A-New Kent), seconded by Mrs. M. Phillips (M-Chesterfield), Vice-Chairman and carried that **Resolution 18-12: Awarding the Contract for Financial Auditing Services** be approved as submitted.

Treasurer's Report

Mr. M. Kukoski (M-Richmond), Treasurer deferred to Mrs. T. Eckhout, CVWMA Accounting and Financial Manager to provide the monthly report. Mrs. Eckhout relayed that the financial activity for March is consistent with previous months and the Authority continues to remain within total budget in all funds as of March 31, 2018. CVWMA has a combined Net Income of $176,779 year to date. The net income will continue to decrease as we continue to incur additional expenses in the last quarter of the fiscal year. The accounts receivable schedule reflects the details of the amounts due to the Authority. All accounts are current.

Mrs. Eckhout continued reporting that next month CVWMA staff will evaluate revenues and expenses as compared to budget and will bring back any necessary budget transfers exceeding $2,500 for the Board's approval.

Chairman J. Lane (M-Henrico), opened the floor for a motion to accept the Financial Report for March 2018. A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mr. J. Burrell (A-New Kent) and carried that the Financial Report for March 31, 2018 be approved and filed as submitted.

Item No. 5: Presentation by Michael Benedetto, President and Owner of TFC Recycling

Mrs. K. Hynes, Executive Director of CVWMA introduced Mr. Michael Benedetto, President and CEO of TFC Recycling and Mr. Tad Phillips, TFC General Manager. Mr. Benedetto asked to address the Board regarding the effects of the Chinese recycling import ban and restrictions are having on their business.

Mr. Benedetto gave a brief history of TFC's partnership with CVWMA and explained that TFC has been a contractor for curbside recycling since 1999. In July 2017 China announced an import ban on 24 items, including Mixed Paper and in November 2017, announced a new quality standard of .5% for cardboard and other paper versus previous standards of 5%.

In March of 2018 China announced, "Blue Sky 2018" project and China Council for International Cooperation on Environment and Development announced additional plans to further restrict imports in 2019. Chinese Government Inspectors are opening containers in China and rejecting containers at the docks. Rejection is arbitrary and subjective and testing is done by inspectors. If rejected in China, the expense to have the shipment returned is extremely expensive.

According to Mr. Benedetto, there is a tremendous over supply of mixed paper in the market. Chinese mills are not buying from companies that process single-stream, post-consumer mixed paper due to the risks of rejection by the inspectors at the port. TFC is not selling to China for that reason. Mr. Benedetto stated that there is not 10,000,000-ton capacity elsewhere in the world. India's 2018 volume was only 1,930,720 and they are not equipped to handle this new volume. There is still a risk of quality standards issues with other buyers. Freight rates are up as well stated Mr. Benedetto.

Mr. Benedetto explained that the renewal of the Residential Recycling Contract between CVWMA and TFC was in 2014 and extends to the end of June 2023. TFC pays a rebate to CVWMA of $20 per ton. TFC had no Consumer Price Index (CPI) in 2014, 2015, or 2016; CPI increase in 2017 was ½ and there was a cap of 2 1/2 %. About 35,500 tons are collected annually from residents in central Virginia (~2,960 tons per month) and TFC is paying a rebate on that volume.

Mr. Benedetto further explained that China's ban has resulted in lower prices for mixed paper and TFC is trying to improve the quality of the product.

Mr. Benedetto asked for help and quickly. Mr. J. Clary (A-Henrico) asked if there is no help, will other people pick up the excess and what is the future of the excess materials. Even if relief is given by CVWMA there will still be excess material, Mr. Benedetto stated. We can sell, even if sold at a loss Mr. Benedetto stated.

Mr. J. Clary (A-Henrico) asked what TFC would do with the material if they did get relief from CVWMA. Mr. Benedetto explained there will still be a market but not at the volume and it will be below cost. Mr. J. Burrell (A-New Kent) asked what percentage is going to waste energy? Mr. Benedetto stated none and that the 10% residue that is collected is going to the landfill.

Mr. S. Chidsey (M-Hanover) asked what the balance of the fiber is and Mr. Benedetto explained about 36% of the total collected is mixed paper and 31% is cardboard. Mr. Benedetto explained they are sorting and selling the cardboard, and are pulling out newspaper for a higher value, but there isn't a lot of newsprint anymore and the rest of the mixed paper has a negative value. With 36% of the stream being mixed paper, glass is 16%, and residue is about 10% resulting in 62% of the commodities collected in the program now having a negative value.

Mrs. Hynes asked about the availability of domestic markets and Mr. Benedetto stated there are papermills in the United States. They are overwhelmed now with the oversupply. They do buy cardboard and mixed paper but their prices are much lower.

Mr. J. Melis (A-Powhatan) asked about China's needs, will they be looking for this again sometime in the future. Mr. Benedetto explained that China is buying virgin paper rolls to make into new boxes. Mr. Benedetto stated that Green Fence and now National Sword are China's way to reduce the oversupply of paper and trash. Finished product prices are going through the roof. Mr. Benedetto further indicated that the future of the Chinese market is uncertain.

Mrs. Hynes asked Mr. Benedetto to share the dollars and the impact to TFC. Mr. Benedetto stated that TFC has lost a considerable amount of revenue in the first quarter of 2018, about 40 % of that coming from the Chester facility. Mr. S. Chidsey (M-Hanover) asked where TFC is shipping and Mr. Benedetto stated that material is going to various locations including India, Vietnam, Korea and they are marketing some domestically. The market price is now $10 per ton.

Mr. Clary (A-Henrico) asked about if TFCs profit of $10/ton excluded rebate and Mr. Benedetto stated it did. Mr. Clary asked what his negative was and Mr. Benedetto explained it cost about $75 - $80 to process plus $20/ton rebate and $25/tons in freight. Mr. Benedetto finished by stating that he is asking for relief and that they need decisions as soon as possible. There is industry in China that want the product, however the government is being unreasonable and preventing Chinese mills from buying their material. This all started with the Chinese perception of the environment. This has nothing to do with tariffs. Mr. Benedetto stated he was uncertain with how long this would continue. He concluded that this is a tough time dealing with a foreign government.

Mrs. Hynes thanked Mr. Benedetto for sharing with the Board and thanked him for his partnership.

STAFF AGENDA

Item No. 6: 2017 Recycling Rate Report

Mr. Reggie Thompson, CVWMA Operations Technician, presented the calculation of the regional 2017 Recycling Rate report. He reminded the Board of the Solid Waste Management Plan

regulations requiring regions such as the CVWMA and towns, cities and counties not part of a designated region and that have a population more than 100,000 to submit a recycling rate report to the Department of Environmental Quality (DEQ) annually by April 30th for the previous calendar year that documents the recycling efforts of the area. He noted that Virginia has a two-tier recycling rate which requires a 25 percent recycling rate or a 15 percent rate if qualified. He asserted that the solid waste planning unit must have a population density of less than 100 persons per square mile or an unemployment rate of 50 percent greater than the statewide average to qualify for a 15 percent recycling rate. Further, Mr. R. Thompson reminded the Board that under the 2012 legislation, those with a population less than 100,000 are now required to submit a report every 4 year. The CVWMA region is required to report every year and is required to meet the 25% mandate.

Mr. Thompson reported the Recycling Rate is calculated by dividing the amount of recycling by the amount of MSW generated within the region. He added that the amount of MSW is estimated by multiplying the population (obtained from the Weldon Copper Center for Public Service) by the Environmental Protection Agency's (EPA's) waste generation estimate. The most recent estimate is 4.44 pounds per person per day.

Mr. Thompson reported that Staff surveyed several recycling processors to determine the amount by weight of material recycled in the region in 2017. CVWMA surveyed more than 40 recycling processors and received responses from 30 for about a 75% response rate.

Mr. Thompson reported that the recycling rate including the base rate 54.0% plus the credit tonnage percentage 5% results in a total recycling rate for the region of 59.3%. He indicated that the 2017 recycling rate of 59.3% is slightly higher than the 2016 rate of 58.9%. In conclusion, there was more material recycled in 2017, the waste generation rate is up, the population is up, and the amount of MSW generated within our region is up.

Mr. S. Chidsey (M-Hanover) asked if we can assume that yard waste has the largest tonnage and Mr. Thompson verified that yard waste and paper make up the majority by weight of the volume of recycling.

Item No. 7: Residential Recycling Program

Mr. Rich Nolan, CVWMA Director of Operations, reported that year to date through March 31, 2018, 27,789 tons of recyclable materials were collected in the Residential Recycling Program versus 28,444 for the same period last year, a difference of 655 tons. He reported 2,952 tons were collected in March 2018 vs. 3,331 in March 2017. Mr. Nolan noted that Petersburg is the most notably down from last year and CVWMA and Staff is looking into the reason.

Mr. Nolan noted there were 429 misses reported in March versus 308 in March a year ago.

Item No. 8: Municipal Solid Waste (MSW) Program

Mr. Thompson reported that in the month of March there were 12 misses reported in Ashland, and 37 in Chesterfield for County Waste. In addition, 47 misses were recorded in Colonial Heights, 62 in Hopewell, and 80 in Petersburg. Mr. Thompson noted the City of Hopewell is having a Clean Up event April 14th through the 21st and the City of Petersburg is having a Clean Up event on Saturday May 5th. Mr. Thompson stated there were no penalties assesses in the month of March for CFS or County Waste.

Item No. 9: Operations and Program Statistics

Mr. R. Nolan, stated that program revenues, other than revenue from the Residential Recycling Program are up by about $50,000 year to date over the same period last fiscal year.

Mr. R. Nolan, referred the Board to the April 2018 Program Statistics reporting that commodity pricies for Mixed Paper and OCC are down $10 per ton from last month; Mixed Paper is now $15 per ton, and Old Corrugated Cardboard (OCC) is $ 85 per ton. Steel is up to $240 per ton from $150 per ton last year in April. Both steel and oil prices are going up.

Mr. Nolan reminded the Board of the following recycling events. On April 21 Prince George and Hanover are holding household hazardous waste collection events and Powhatan is having a tire amnesty and electronics recycling event. Electronics recycling and document shredding is happening on May 5th in Henrico County and the City of Richmond. Chesterfield is hosting an electronics recycling event on June 2nd at the Chesterfield Fair Grounds including hard drive shredding. June 9th, Goochland County will host a household hazardous waste and document shredding event.

MR. S. Chidsey (M-Hanover) asked if steel prices were based on Philadelphia #2 bundle to which Mr. Nolan responded affirmatively and indicated that the revenue received is based off of the export prices, which the steel prices continue to increase.

Mr. M. Kukoski (M-Richmond), Treasurer asked if we are ensuring that the materials collected at events, particularly electronics are being handled properly, to which Mr. Nolan responded that staff has ensured and is able to track each piece through the system and that a trip to Securis is planned in the next couple of weeks to further ensure compliance.

Item No. 10: Technical Advisory Committee (TAC) Report

Mr. Nolan reported that the TAC met on April 5 and Mr. Chip Hall, owner of Natural Organics Process Enterprise (NOPE) provided a presentation on their company and composting of food waste. Mr. Nolan mentioned that the group is also conducting facility audits and as part of those audits will be visiting processing, storage and other facilities of our vendors, the first being Securis on May 1st as mentioned earlier. Mr. J. Howard (A-Chesterfield) asked about CVWMAs other ewaste contractor, GEEP who is dismantling the television and destroying everything and Mr. R. Nolan responded that the material is completely destroyed in GEEP's process by grinding it until virtually nothing is left. Mr. Nolan explained GEEP will not do events, they only pick up material.

Mr. Nolan reminded the Board that the TAC is also working on the update to the regional solid waste management plan due to DEQ in August 2019. The next TAC meeting is scheduled for May 3 and tentatively there will be a representative from the DEQ speaking to the group about hazardous waste.

Item No. 11: Earth Day 2018

Mrs. K. Hynes, stated she was filling in for Mrs. N. Drumheller, Public Affairs Manager, who was out in the community at this busy time of year for education and outreach. At this time, Staff has responded to many requests including 30 presentation requests, 15 requests for educational materials, 11 requests to have CVWMA booth at local grassroot events, and 1 media request. Mrs. Hynes stated CVWMA staff has been in 11 of our 13 localities this month.

With plastic bag contamination the regional focus of this Earth Day, we have had public service announcements, local newspapers advertisements, and worked with local media and shared on social media, and made this the focus at all of the Earth Day events we are attending. Mrs. Hynes thanked the jurisdictions for their help in getting the plastic bag keepers out to the public and for helping relay this important message about plastic bag contamination and the damage that it does. The biggest problem seems to be people using plastic bags to keep their recyclables and instead of dumping the recycling out into the bin, they are throwing the recycling, bag and all into their cart, bin or especially a drop off bin.

Educating our customers is how we are trying to help our contractors. The purpose of the contamination meeting we held on March 27 was to ensure our contractors are doing their part on the curb and to determine how we could help each other tackle this problem. Mrs. Hynes relayed that there are challenges between the vendors. TFC are largest contractor serves over 250,000, County Waste 9,000 homes in Hopewell, and CFS in Petersburg. With the manual bin (TFC program) it is easier to catch the contamination on the curb and leave it behind. However, in other areas, recycling is collected via carts using automation, thus limiting the ability to actually see what's in the cart before emptying to the truck.

Member localities are encouraged to create short educational videos explaining why we do not accept plastic bags and bagged recyclables and how these contaminants damage sorting and processing facilities as well as impacting costs of their programs. Mrs. Hynes relayed that we are up to 30,000 email subscribers for email reminders. Contamination issues are addressed there as well. TFC is doing their own on the ground effort with their drivers with rejection sticker. CVWMA is helping out with messaging and our staff is talking to people one on one.

Item No. 12: Public Information

Mrs. Hynes noted our email reminder goes out to 30,000 people and CVWMA is also utilizing that to educate recyclers about plastic bags. Educating about the potential long-term effects and the effect contamination will have on future costs is a communication issue CVWMA staff is working on.

CVWMA is once again the Community Partner in the April 2018 Richmond Family Magazine Kids-Can-Do feature. Staff is promoting locality special collection events as well as National Prescription Drug Take Back Day on April 28. Staff will provide a complete recap at the May Board meeting.

Item No. 13: Administrative

Mrs. Hynes reminded Board members to complete the Financial Disclosure (Conflict of Interest) Form required annually by the State. It has become a new requirement in recent years that the Authority is required to ensure our Board members are filing this form with their respective Clerk's office. She thanked the Board for their help in getting these forms.

Mrs. K. Hynes reminded the Board of the upcoming TAC meeting on May 3, at 9 am and that there will be a DEQ representative attending to talk about hazardous waste guidelines. The Executive Committee meets at 2 p.m. on Wednesday May 9 and all are invited. May 18th is the next CVWMA Board meeting in Richmond.

Mrs. Hynes reminded the Board that Staff is working on the Solid Waste Management Plan update and many contracts are coming up for renewal or will be expiring and staff will be coming back to the Board in future meetings for renewal amendments and to award contracts.

Mr. J. Clary (A-Henrico) asked Mrs. Hynes when the MSW surveys are due and Mrs. Hynes responded May 15th.

Old/New Business

Chairman Lane asked if there was any old or new business to come before the Board. Chairman Lane asked if Mr. M. Kukoski (M-Richmond), Treasurer to talk about the upcoming work of the nominating committee. Mr. Kukoski mentioned there are a few vacancies and if anyone is interested to please contact him, a member of the Committee or Mrs. Hynes.

With no further business to come before the Board, Chairman Lane opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:00 a.m. The motion was made by Mr. R. Whiteman (M-Henrico), seconded by Mr. S. Chidsey (M-Hanover) and carried that the April 20, 2018 Board of Directors' meeting be adjourned.

CERTIFICATE

I, J. Allen Lane, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the April 20, 2018 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., May 18, 2018. Given under my hand and seal of the CVWMA this 18th day of May 2018.

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J. Allen Lane, Chairman

NOMINATING COMMITTEE REPORT

The Nominating Committee has developed a slate of officers for the ensuing fiscal year. It is the consensus recommendation of Mr. Mark Kukoski (M-Richmond), Treasurer, Mrs. Leigh Dunn (M-Goochland) and Mrs. Marcia Kelley (M-Henrico) that the following be nominated for the officers of the Central Virginia Waste Management Authority for fiscal year 2018-2019:

Chairman	Marcia Phillips (Chesterfield County)
Vice-Chairman	Ed Watson (City of Hopewell)
Treasurer	Mark Kukoski (City of Richmond)
Secretary	Patricia Paige (New Kent County)
Director	Scott Wyatt (Hanover County)

The elections will be held at the June 15, 2018, Board of Directors meeting, at which time, any Board member may make additional nominations.

The term of the elected officers will begin July 1, 2018.

FINANCIAL REPORTS FOR APRIL 2018

The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30, 2018. CVWMA has a combined Net Income of $137,723 year to date. The net income will continue to decrease as we continue to incur additional expenses in the last two months of the fiscal year.

The accounts receivable schedule is included and reflects the details of the amounts due to the Authority. All accounts are current.

Recommended Action: Approval of the April 2018 Financial Reports

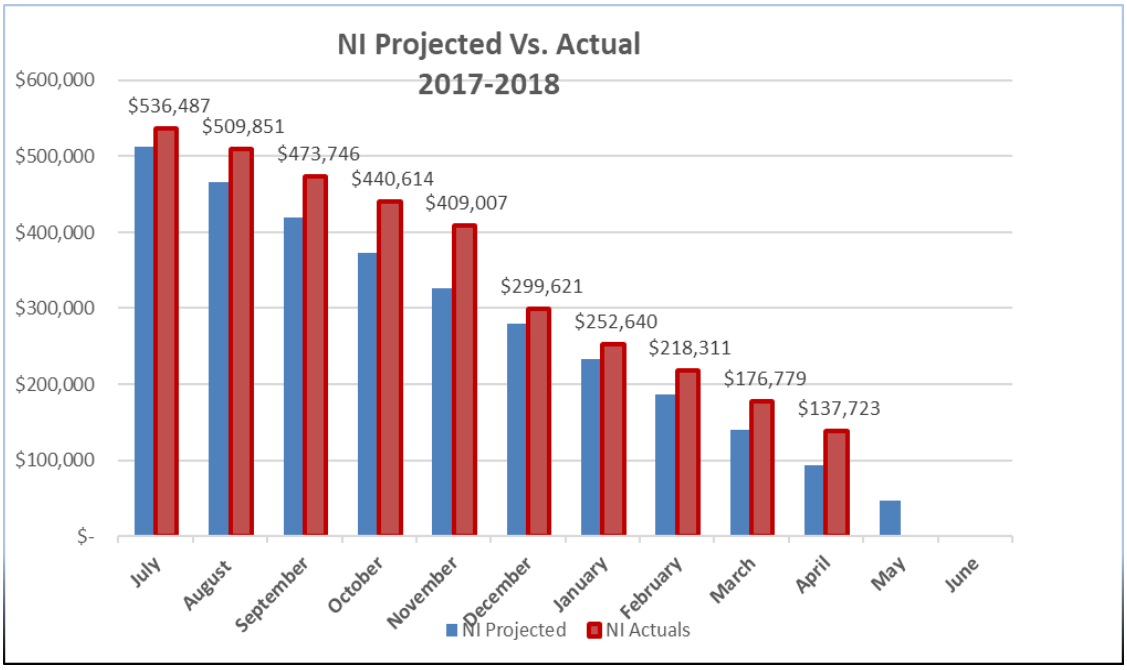
Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July – April 2018

Summary - All Funds

	Total Revenues	Total Expenses	NI Totals
General Operating Fund	$ 575,165	480,242	$ 94,923
Curbside Project Fund	7,081,261	7,072,104	9,157.00
Drop-Off Project Fund	646,224	617,549	28,675.00
Municipal Solid Waste Fund	2,608,106	2,603,241	4,865.00
CFC/HCFC	49,810	49,810	-
Special Waste Collections	193,799	193,797	2.00
Waste Tire Fund	51,985	51,985	-
Appliance and Scrap Metal Hauling	519,684	519,684	-
Yard Waste Projects	349,611	349,611	-
Waste Transfer & Disposal	1,216,221	1,216,120	101.00
Totals	**$ 13,291,866**	**$ 13,154,143**	**$ 137,723**

	Month to date	Year to date	Budget
Capital Outlay	**$ -**	**$ 10,290**	**$ 12,500**



Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2018

General Operating Fund

	Month to Date Actual	Year to Date Actual	Total Budget	Variance	% Budget Remaining
Revenues:					
Annual Gov't Assessments	$ -	$ 558,825	$ 558,825	$ -	0.0%
Sponsorship and Grants	-	-	-	-	0.0%
Interest on Investments	1,932	16,340	12,295	(4,045)	-32.9%
Total Revenues	1,932	575,165	571,120	(4,045)	-0.7%
Expenses:					
Personnel services	32,012	314,321	399,150	84,829	21.3%
Fringe benefits	6,959	72,095	82,645	10,550	12.8%
Professional services	1,534	30,281	32,800	2,519	7.7%
Repairs and maintenance	72	2,840	3,625	785	21.7%
Advertising and promotions	-	446	1,250	804	64.3%
Materials and supplies	33	2,791	4,700	1,909	40.6%
Other services and charges	432	11,570	19,865	8,295	41.8%
Leases	5,147	37,797	45,270	7,473	16.5%
Depreciation	874	8,101	11,000	2,899	26.4%
Total Expenses	47,063	480,242	600,305	120,063	20.0%
Net Income	**$ (45,131)**	**$ 94,923**	**$ (29,185)**	**$ 124,108**	
Capital Outlay	$ -	$ 4,579	$ 5,000	$ 421	8.4%

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2018

Curbside Project Fund

	Month to Date Actual	Year to Date Actual	Total Budget	Variance	% Budget Remaining
Revenues:					
Project Service Fees	$ 597,170	$ 5,930,268	$ 7,080,500	$ 1,150,232	16.2%
Public Relations Assessment	17,739	178,403	215,000	36,597	17.0%
Customer Service Assessment	18,854	189,602	228,000	38,398	16.8%
96-gal Cart Revenue	14,928	147,003	96,480	(50,523)	-52.4%
Sponsorship and Grants	-	15,000	15,000	-	0.0%
Material Sales Rebate	55,738	601,365	700,000	98,635	14.1%
Interest on Investments	2,239	19,620	14,260	(5,360)	-37.6%
Total Revenues	706,668	7,081,261	8,349,240	1,267,979	15.2%
Expenses:					
Personnel services	16,290	157,050	193,700	36,650	18.9%
Fringe benefits	4,422	48,481	54,580	6,099	11.2%
Professional services	1,715	26,765	28,850	2,085	7.2%
Repairs and maintenance	9	1,948	3,030	1,082	35.7%
Advertising and promotions	12,703	70,323	84,650	14,327	16.9%
Materials and supplies	22	4,391	4,175	(216)	-5.2%
Other services and charges	1,000	62,203	66,410	4,207	6.3%
Leases	2,921	25,855	31,400	5,545	17.7%
Depreciation	967	8,880	10,100	1,220	12.1%
Contractual services	597,170	5,930,268	7,080,500	1,150,232	16.2%
96-gal Cart Expense	10,300	134,576	91,845	(42,731)	-46.5%
Material Sales Rebate	55,737	601,364	700,000	98,636	14.1%
Total Expenses	703,256	7,072,104	8,349,240	1,277,136	15.3%
Net Income	**$ 3,412**	**$ 9,157**	**$ -**	**$ 9,157**	
Capital Outlay	$ -	$ 5,711	$ 7,500	$ 1,789	23.9%

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2018

Drop Off Project Fund

	Month to Date Actual	Year to Date Actual	Total Budget	Variance	% Budget Remaining
Revenues:					
Project Service Fees	$ 51,754	$ 418,526	$ 550,000	$ 131,474	23.9%
Contract Admin Costs	-	4,000	-	(4,000)	0.0%
Materials Sales Rebate	13,624	223,698	230,000	6,302	2.7%
Total Revenues	65,378	646,224	780,000	133,776	17.2%
Expenses:					
Personnel services	426	4,242	8,230	3,988	48.5%
Fringe benefits	138	1,348	1,835	487	26.5%
Professional services	68	1,303	1,550	247	15.9%
Repairs and maintenance	-	161	215	54	25.1%
Advertising and promotions	-	-	2,500	2,500	100.0%
Materials and supplies	2	148	190	42	22.1%
Other services and charges	33	401	480	79	16.5%
Leases	69	495	815	320	39.3%
Contractual services	51,754	418,526	550,000	131,474	23.9%
Materials sales rebate	10,793	190,925	184,000	(6,925)	-3.8%
Total Expenses	63,283	617,549	749,815	132,266	17.6%
Net Income	**$ 2,095**	**$ 28,675**	**$ 30,185**	**$ (1,510)**	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2018

Municipal Solid Waste Fund

	Month to Date Actual	Year to Date Actual	Total Budget	Variance	% Budget Remaining
Revenues:					
Project Service Fees	$ 263,670	$ 2,572,754	$ 3,048,000	$ 475,246	15.6%
Customer Service Assessment	2,692	26,969	33,000	6,031	18.3%
Contract Admin Costs	-	3,643	-	(3,643)	0.0%
Interest on Investments	541	4,740	3,445	(1,295)	-37.6%
Total Revenues	266,903	2,608,106	3,084,445	476,339	15.4%
Expenses:					
Personnel services	1,372	13,647	16,670	3,023	18.1%
Fringe benefits	582	4,687	4,955	268	5.4%
Professional services	220	6,005	6,400	395	6.2%
Repairs and maintenance	1	710	880	170	19.3%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	10	611	935	324	34.7%
Other services and charges	127	1,558	1,845	287	15.6%
Leases	269	2,436	2,760	324	11.7%
Depreciation	83	833	1,000	167	16.7%
Contractual Services	263,670	2,572,754	3,048,000	475,246	15.6%
Total Expenses	266,334	2,603,241	3,084,445	481,204	15.6%
Net Income	**$ 569**	**$ 4,865**	**$ -**	**$ 4,865**	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2018

Other Special Projects

	Month to Date Actual	Year to Date Actual	Total Budget	Variance	% Budget Remaining
Revenues:					
Project Service Fees	$ 191,347	$ 1,801,026	$ 2,105,000	$ 303,974	14.4%
Contract Admin Costs	-	100	-	(100)	0.0%
Materials Sales Rebate	99,727	579,986	400,000	(179,986)	-45.0%
Total Revenues	291,074	2,381,112	2,505,000	123,888	4.9%
Expenses:					
Advertising and Promotions	-	-	1,000	1,000	0.0%
Contractual services	191,347	1,801,025	2,105,000	303,975	90.0%
Materials sales rebate	99,727	579,983	400,000	(179,983)	-45.0%
Total Expenses	291,074	2,381,008	2,506,000	124,992	5.0%
Net Income	**$ -**	**$ 104**	**$ (1,000)**	**$ 1,104**	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – April 2018

Receivables 4/30/18	Total	Over 60 days	Current w/in 60 days
Department of General Services	$ 1,828.75	$ -	$ 1,828.75
Ashland	-	-	-
Charles City	-	-	-
Chesterfield	220,544.04	-	220,544.04
Colonial Heights	551.16	-	551.16
Goochland	183.72	-	183.72
Hanover	8,868.14	-	8,868.14
Henrico	191,727.41	-	191,727.41
Hopewell	97,919.23	-	97,919.23
New Kent	-	-	-
Petersburg	121,679.97	-	121,679.97
Powhatan	1,190.48	-	1,190.48
Prince George	10,642.50	-	10,642.50
Richmond	9,239.93	-	9,239.93
Totals	$ 664,375.33	$ -	$ 664,375.33

2018 BUDGETARY TRANSFERS REPORT

The CVWMA staff has reviewed revenues and expenses by line item and made projections through the end of the fiscal year. Each line item was compared to budget to identify any necessary transfers in excess of $2,500 between categories in the 2018 budget. CVWMA has deemed no budgetary transfers are necessary for the 2018 fiscal year. Any transfers that do not meet the $2,500 criteria will be presented and reviewed with the CVWMA Audit Committee at the completion of the 2018 audit.

STAFF AGENDA
ITEM NO. 13

CONSIDERATION OF RESOLUTION 18-13: REAFFIRMING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2018-2019

The CVWMA Board approved the 2018-2019 Operating Budget presented by staff at the regular meeting on December 15, 2017. **Resolution 18-09** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2018 and ending June 30, 2019 and the 2019 Operating Budget reflects a 3% salary increase for all employees effective July 1, 2018, based on performance. This resolution calls for the Board to reaffirm the 3% salary increase at their regular meeting in May 2018. Staff has reviewed the upcoming budget and current and anticipated levels of activity. CVWMA receives 100% of the published market price for mixed paper and at least $20/ton for each ton of commingled material collected in the drop off program. CVWMA keeps 25% of the revenue to help balance the budget. Although the market price for mixed paper is currently at $0 and the Authority is weighing it's options, this potential loss in revenue will be made up in other areas. For instance, investment income has improved significantly with the improving economy. In addition, we have some opportunities coming up to reduce costs including a renegotiation of the office lease, new computers and vehicles have resulted in less maintenance costs, etc. Thus, the 3% wage increase budgeted for fiscal year 2018-2019 is deemed sustainable.

Resolution 18-13, attached for consideration, will reaffirm and adopt the 3% salary increase as presented and approved in December 2017.

Recommended Action: Approval of **Resolution: 18-13**

Attachment.

RESOLUTION 18-13

A resolution reaffirming and adopting the 3% salary increase included in the Pay and Classification Plan of the 2019 Operating Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2018, and ending June 30, 2019, included as part of the 2018-2019 Operating Budget approved by the Board of Directors at the regular meeting on December 15, 2017, is hereby affirmed by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2018-2019 approved Pay and Classification Plan, and

2. That the Pay and Classification Plan includes an open range pay scale consisting of thirty-two grades, and

3. That the Pay and Classification Plan reflects a 3% salary increase for all employees, and

4. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2018-2019, and

5. That this resolution shall be in full force and effect on and after the first day of July 2018, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 18th day of May 2018

Attest: _____
J. Allen Lane, Ch