



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
DECEMBER 14, 2018
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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7.	Municipal Solid Waste (MSW) Program	
8.	Operations and Program Statistics	
9.	Technical Advisory Committee (TAC) Report	
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12.	Public Information – Recycling Education Presentation featuring Kate Carney, CVWMA Recycling Education and Outreach Specialist	

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Technical Advisory Committee Meeting – Thursday, January 3, 2019 – 9:00 a.m.

Executive Committee Meeting – Tuesday, January 8, 2019 – 2:00 p.m.

Board of Directors Meeting – Crater – Thursday, January 17, 2019 – 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 NOVEMBER 16, 2018

The minutes of the regular Board of Directors meeting held November 16, 2018 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 16, 2018
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia Phillips (M-Chesterfield), Chairman
Scott A. Wyatt (M-Hanover), Vice Chairman
Patricia Paige (M-New Kent), Secretary
Mark Kukoski (M-Richmond), Treasurer
Robert L. Dunn (M-Chesterfield), Director
J. Allen Lane (M-Henrico), Past Chair
Lee Sloppy (M-Ashland)
Clay Bowles (A-Chesterfield)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Stephen Chidsey (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Monique Robertson (M-Hopewell)
Johnny Melis (A-Powhatan)
Michael Purvis (M-Prince George)
Miles Jones (M-Richmond)

Non-Voting:

Jeffrey Howard (A-Chesterfield)
Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Nancy Drumheller, Public Affairs Manager
Teresa Eckhout, Accounting and Financial Manager
Stephanie Breaker, Customer Service Supervisor
Mary Beth Mains, Part-time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Jennifer Schontag (A-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Scott Zaremba (M-Chesterfield)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Randy Hardman (A-Hanover)
Michael Flagg (A-Hanover)
Chip England (A-Henrico)
Bentley P. Chan (A-Henrico)
James H. Burrell (A-New Kent)
Tangela Innis (M-Petersburg)
William Riggelman (A-Petersburg)
Cindy Odum Harris (M-Powhatan)
Rod Compton (A-Prince George)

Guests:

With a quorum in attendance Chairman Marcia Phillips (M-Chesterfield) called the meeting to order at 9:03 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of October 19, 2018

Chairman Phillips opened the floor for a motion to approve the minutes of the regular meeting of October 19, 2018 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Ms. P. Paige (M-New Kent), Secretary, and carried that the minutes of the October 19, 2018 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Phillips reported that she was happy to see the sun and she wished everyone a Happy Thanksgiving. She also reported that Reggie is still recuperating and doing well. He expects to be back in December and the well wishes, visits, and cards were appreciated.

STAFF AGENDA

Item No. 4: Residential Recycling Program

Mr. R. Nolan, CVWMA Director of Operations, reported that the total tonnage of recyclables collected in the month of October in the residential program was 3,118 tons, 28 tons less than last October. Mr. Nolan added that there was a total of 707 misses for the month compared to 534 in October 2017.

Mr. Nolan shared the Oops! reporting for Petersburg which showed there were 669 rejections in Petersburg - 439 included trash, 170 were rejected for plastic bags, and 14 for Styrofoam. Mr. Nolan noted that loads of recycling delivered to TFC by CFS were audited for content and deemed 100% clean, single stream material.

The City of Richmond has 7 routes that are being audited by TFC. Within the 7 routes, 1,974 carts were tagged for contamination in October - 978 were tagged for plastic bags, 317 for food contaminated items, and 277 had trash in them. For the 2 Henrico routes, 368 were tagged - 171 for plastic bags, 135 were food contaminated items, and 33 for Styrofoam. The one Chesterfield route had 41 tagged for plastic bags, 1 for Styrofoam and 16 for food contamination.

Mr. M. Kukoski (M-Richmond), Treasurer, asked about the percentage of rejections in Richmond. Mr. Nolan noted he did not have accurate data at this time but from what he had seen in the Bellevue neighborhood he would estimate it is between 30% and 40% are being rejected. He stated he would have more firm numbers at the December 2018 meeting. Mr. Nolan noted they are seeing improvement in the Bellevue area.

Item No. 5: Municipal Solid Waste (MSW) Program

In the month of October, Mr. Nolan reported 30 misses were recorded in Ashland and 37 misses in the Chesterfield tax relief program for County Waste. For the month of October, 78 misses were recorded in Colonial

Heights, 162 misses in Hopewell; and 226 misses in Petersburg.

Item No. 6: Consideration of Resolution 19-07: Amending Contracts for Collection, Transporting, and Processing Used Electronic Equipment Services

Mr. Nolan reported the contracts between CVWMA and Securis of Hampton Roads and Global Electric Electronic Processing, Inc. (GEEP) for the Collection, Transporting, and Processing of Used Electronic Equipment expires November 30, 2018. The current contracts have four one-year renewal options. This request is to renew the contracts for one additional year.

Securis has collected electronic material from the public at various events for participating member jurisdictions and GEEP has been collecting material from various schools and convenience centers through-out the service area. The service level for both vendors has been exceptional and both have been vetted for environmental compliance by CVWMA staff and TAC committee members. Documentation of downstream vendors from both vendors has been completed and found to be acceptable and credible. Going forward, periodic review of pertinent processing procedures and downstream vendors will be completed at the direction of the TAC.

Chairman Phillips opened the floor for a motion to approve **Resolution 19-07** as submitted. A motion was made by Mr. M. Kukoski (M-Richmond), Treasurer, seconded by Mr. R. Dunn (M-Chesterfield), Director, and carried that **Resolution 19-07** be approved as submitted.

Item No. 7: Operations and Program Statistics

Referring to the statistics provided to each Board member, Mr. Nolan noted the published market price for Mixed Paper dropped to minus \$5 per ton in October.

On November 17th, 4 localities will have events for America Recycles Day: Chesterfield County will have eCycling and paper shredding at West Chester Commons; Goochland is holding a tire amnesty and paper shredding at the Fairgrounds; Hanover will host a Household Hazardous Waste event at the Mechanicsville location; and Powhatan will have an electronics recycling event at the Anderson Road Goodwill store location.

Item No. 8: Technical Advisory Committee (TAC) Meeting

Mr. Nolan stated the TAC met in November to discuss the Commonwealth of Virginia's complaint against CFS and the Tri-Cities landfill. CFS's owner, Mr. Rob Guidry attended the meeting and presented his plan to rectify the complaint. Mr. Nolan relayed that Mr. Guidry stated in response to the complaint that the Tri-Cities Landfill would limit the intake of trash to 100 tons per day and any additional would be diverted to the Lunenburg landfill through the transfer station or directly to the site. Mr. S. Chidsey (M-Hanover) asked if CVWMA should consult legal counsel to ensure waste collected in CVWMA contracts is going to a properly permitted facility. Mr. W. Henley (A-Colonial Heights) stated the concern Colonial Heights has is that CFS made assurances to the Colonial Heights City Council

that they were in full compliance with Department of Environmental Quality's (DEQ) Solid Waste Regulations and it has turned out that is not the case. According to Mr. Henley, Colonial Heights is very concerned that CFS has not given truthful information. Mr. S. Wyatt (M-Hanover), Vice-Chairman, asked if it is the volume or the content that is the issue with the Petersburg landfill. Mrs. Hynes explained there were 4 complaints, but the biggest issue was a slide event that went outside of the waste boundary. Mr. Nolan noted CFS's temporary fix for the cleanup was to move the fallen trash on top of an existing landfill cell which resulted in it being 35 feet higher than permitted by the Virginia DEQ. Mr. W. Henley (A-Colonial Heights) stated they are not in compliance and their costs are too low. Mr. S. Chidsey (M-Hanover) suggested CVWMA demand 100% of the material collected under CVWMA contracts be sent to CFS' Lunenburg Landfill. Mr. J. Clary (A-Henrico) stated motion should state Lunenburg or another DEQ approved facility. Mr. S. Chidsey (M-Hanover) stated it makes

CVWMA look bad. Mr. J. Clary (A-Henrico) stated we must hold our contractors to a higher level.

A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mr. R. Dunn (M-Chesterfield), Director and carried unanimously, directing staff, in response to the Complaint filed against The CFS Group (Tri-City Landfill) by the Commonwealth of Virginia and because CFS is not in compliance with ‘all federal, state and local statutes, ordinances, rules, regulations and/or permits...’ as required under all CVWMA contracts, demand that the waste collected through all CVWMA contracts with CFS be disposed of in CFS’ Lunenburg Landfill or other properly permitted, compliant landfill and that none of the waste collected under CVWMA contracts with CFS be disposed of in the Tri-City Landfill until such time as CFS is compliant with all laws, including its State Solid Waste Permit 228, and the complaint by the Commonwealth has been satisfactorily rectified.

Mr. J. Clary (A-Henrico) stated that there are compliance requirements for landfills that CFS should be managing and not forcing the CVWMA to issue such demands. Chairman Phillips reminded the Board that some localities go for the lower cost and do not necessarily consider the other issues as closely. Mrs. M. Kelley (M-Henrico) stated that in future contracts we need to know the compliant disposal locations and state that in the contract.

The next TAC meeting will be December 6th.

Item No. 9: America Recycles Day – November 15th

Mrs. N. Drumheller, Public Affairs Manager referred the Board to the pledge cards in front of them asking them to sign the card if they would like to pledge to reduce, reuse, and recycle right. She explained that the completed cards would be used to create a display on the wall in the reception area of the CVWMA office to celebrate America Recycles Day. Mrs. Drumheller asked all Board members to have their picture taken with the #recyclerightwithcvwma Twitter frame as some of the Curbside Education Advisory Committee members had done and noted their pictures would be shared online.

Mrs. Drumheller stated staff has been all over the region as part of America Recycles Day/month and Ms. Carney, CVWMA Recycling Education and Outreach Specialist shared her newly launched Rethink Waste initiative with the Curbside Education Advisory Committee and she will be sharing part of her presentation at the December Board meeting. Mrs. Drumheller asked the Board members to recommend Ms. Carney and her presentation to their groups and school authorities. Mr. R. Dunn (M-Chesterfield), Director, stated Ms. Carney’s presentation is fabulous but she is having trouble getting through to the right educational folks. Mr. Dunn commented he believes jurisdictions are not understanding that her presentation touches on a huge number of Standards of Learning (SOL). Mrs. Drumheller explained Ms. Carney’s presentation does include all the educational information needed for the SOL and it also shows people how to reduce their waste and recycle right. Mr. J. Melis (A-Powhatan) asked if the presentation could be recorded to send to a Superintendent instead of handing them a piece of literature. Mr. Melis (A-Powhatan) said he was shocked by Ms. Carney’s presentation as well. Mrs. Drumheller added that all requirements are covered, science, technology, engineering, math, etc. Mr. Melis (A-Powhatan) asked if a 2 minute video could be made and Mrs. Drumheller asked for help from localities that have better recording equipment than a cell phone. Mrs. Drumheller thanked everyone for their support and help in getting the messaging out to the school administrators in their jurisdictions.

Mrs. Drumheller noted several member localities are hosting special collection events as Mr. R. Nolan had already mentioned and New Kent County is hosting a paper shredding event on November 25th. As always staff has been posting to the CVWMA website and social media platforms a variety of reduce, reuse, and recycle messages and resources.

Item No. 10: Public Information

Staff responded to 44 requests for the month of October and of these requests, 16 were for presentations, 15 for

educational materials, staffed worked 11 grassroots events and two media stories. These requests impacted over 2,200 people as well as the distribution of over 7,700 educational materials. CVWMA participated as a community partner at Squirrel-O-Ween and Ms. Carney interacted with over 1,000 children and their families. The suite was decorated with spiders made from recycled water bottles and bats made from recycled toilet paper rolls.

Staff continues to educate on recycling right with CVWMA and ongoing efforts with Oops! stickers by our contractors. We now have transit bus signs, TV campaign and contest, and a Recycle Right mascot. Staff will join with several localities in having educational tables in their administration buildings and staff is working with Recycling Partnership to design a utility bill insert, drop-off signage, and a magnet.

Staff continues to engage with the public through online communications by sharing messaging for the Veterans Day Holiday as collections were on regular schedule and the CVWMA office was open. In addition, messaging was provided for the phone system upgrade which will be completed on November 14, 2018 and used for Thanksgiving holiday.

Chairman Phillips was happy to report that she found no plastic bags the last time she walked her dogs through her neighborhood and she gave credit to the article she wrote for her homeowner's newsletter which included Oops! Sticker artwork.

Mr. J. Clary (A-Henrico) shared with the Board that he received an email from a Henrico resident who saw that Walmart is selling biodegradable plastic bags for recycling. Mr. Clary suggested we should launch a global campaign against Walmart. Mrs. Hynes suggested sending it to Recycling Partnership because they partner with Walmart and other large retailers. Mr. Clary (A-Henrico) noted this mixed messaging is part of issue we are dealing with to recycle right. Chairman Phillips reiterated that the problem with plastic bags is not that they can't be recycled but that they mess up the recycling machinery.

Mrs. Drumheller also shared that the additional information being collected by the Oops! Sticker audit teams, like zip codes and route numbers, will be used to target zip codes with specific messaging with CBS6 News. Mrs. Drumheller stated the contest and campaign will run through February 4th. Mr. C. Bowles (A-Chesterfield) asked if CVWMA staff was able to identify successful strategies to stop the use of plastic bags. Mrs. Drumheller shared that it has been only a month since the campaign started but what seems to work is explaining to customer's why their recycling was not picked up. The information is on their bins or carts but they continue to put plastic bags into the carts. Mrs. Hynes relayed that Recycling Partnership has been working with communities across the country and they have seen some marked improvement and have metrics that can be shared. It may take up to 7 cycles to make a difference Mrs. Hynes stated but staff is seeing a marked improvement on the strategies being modeled.

Mr. J. Clary (A-Henrico) asked if it would be beneficial to put stickers on bins that are distributed in several jurisdictions with information on accepted and not accepted items. Mrs. Drumheller stated there are customers who want the the Oops! Sticker so they can see what not to recycle. Mrs. Drumheller suggested it might be wise to send those out as well. Chairman Phillips suggested stickers be put on all new bins sent out and given to all that ask for them.

Item No. 11: Financial Reports October 2018

Mrs. T. Eckhout, Accounting and Financial Manager, reported that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of October 31, 2018. The Authority has a combined Net Income of \$400,057 and the net income will decrease as we continue to incur expenses throughout the fiscal year. The accounts receivable schedule is included and reflects the details of the

amounts due to the Authority. All accounts are current.

Chairman Phillips opened the floor for a motion to accept and file the Financial Reports for October 2018 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. R. Whiteman (M-Henrico) and carried that the Financial Reports for October 2018 be approved and filed as submitted.

Item No. 12: 2019-2020 Proposed Operating Budget

Mrs. K. Hynes presented the 2020 Proposed Operating Budget. She reminded the Board that the budget must be approved by December for the ensuing fiscal year, in accordance with the Bylaws. Mrs. Hynes stated she was presenting a balanced budget totaling \$17,687,955 which is an increase of 11% over the 2019 operating budget. Program Revenues are based on current and projected activity and contractual increases/changes were applicable. The recent and projected downturn in recycling markets as previously discussed has been factored into estimates of recycling revenue. This budget was prepared with the ultimate goal of continuing to provide the level of service our members have come to expect in a cost-effective manner while implementing the strategic plan adopted in June 2016.

The annual operating assessment remains at \$.48 per capita, unchanged since 1997. Contractual revenues and expenses are budgeted based on projected activity, such as increased costs in Residential Recycling (result of markets and renegotiation of contract); and Drop Off Recycling and MSW based on recent procurement and realization of increased costs associated with services.

As the economy improves, waste disposal and recycling increases. About 95% of the CVWMA budget is passed onto localities based on their participation in our programs. The Customer Service and Public Relations Assessments are increased for inflation by \$.002 per household per month. The sponsorship of the calendar in the Residential Recycling Program is included in the contract with TFC at \$10,000. Modest revenue and expenses for cart purchases are also included based on current sale activity. Interest income is budgeted at a higher level due to stronger interest rates. In addition, the interest line item includes the purchasing card rebate.

Continuing Mrs. Hynes indicated that the 2020 Proposed Operating Budget provides for 9 full-time staff and 3 part-time staff with no new positions budgeted. The budget includes an average 3.0% salary increase for staff, which will be reaffirmed in May 2019. CVWMA's contribution to the Virginia Retirement System is estimated at the current 4.75% in fiscal year 2020. The health insurance cap on monthly premiums remains at \$650.

She reminded the Board that CVWMA is currently conducting a Pay and Classification Study. A similar study was conducted in 2008, nearly 10 years ago and with the downturn in the economy and the significant changes since then, the benchmarks are outdated. CVWMA is a unique organization where positions do not necessarily correlate to positions in member localities or even in other Authorities around the state. Mrs. Hynes indicated the Pay and Classification Study is underway but not finalized. She stated that the budget is balanced with some contingency of \$32,200, to allow for adjustments to the pay plan once the study's completed in addition to other unanticipated shortfalls. This budget also includes capital outlay of \$15,000 to enhance and upgrade the customer service application and includes office furniture and equipment as necessary.

Mrs. Hynes reiterated that the budget is required to be adopted by December 31 per our Bylaws and two-thirds affirmative vote is required to pass the budget. She encouraged the Board to review the draft budget over the next few weeks and contact her with any questions. The resolutions adopting the budget will be included on the December 14 Board agenda for consideration.

Item No. 13: Administrative

Mrs. K. Hynes stated staff has been working with the City of Hopewell on their Curbside Recycling Program and their current contractor, County Waste, has decided not to renew the contract. CFS will continue to provide service to Petersburg and they have made an agreement to take recyclable materials to TFC. The recycling market prices were released a few weeks ago and paper prices are flat with Mixed Paper down to minus \$5 per ton from \$0, thus CVWMA continues to pay the \$30 per ton in the Residential program.

Mrs. Hynes stated she attended the South East Recycling Development Council (SERDC) Summit earlier in the week and shared there are a lot of positive things happening in the market. There is some movement away from China, some Chinese businesses are moving their companies to other countries, some Chinese mills are buying mills in the United States (U.S.) and some U.S. mills are reopening with the goal of taking in Residential Mixed Paper. China still needs mixed paper and it may be that it is pulped here and sent to China.

DEQ reported 42.8% as Virginia's Recycling Rate and only 100 of Virginia's counties and communities, representing 77% of the population, had participated in the reporting.

The Executive Committee meets Tuesday December 4th and the 2019-2020 Budgets will be discussed. The TAC Meeting is Thursday, December 6th and Friday, December 14th is the next Board Meeting, one week earlier than normal, with the Holiday Reception immediately following the meeting.

Mr. J. Howard (A-Chesterfield) asked about County Waste and why they decided not to renew their contract with Hopewell. Mrs. Hynes shared County Waste had petitioned for increases in this fiscal year, however after negotiations decided it would not be a good fit in their business. Mr. J. Howard (A-Chesterfield) asked if there were other choices other than TFC and Mrs. Hynes replied that CFS was considered but they have had their challenges because they are relying on Material Recovery Facilities (MRF) owned by other companies. County Waste is willing to leave the carts which have the CVWMA name and contact information on them. Mrs. Hynes stated she is hoping to tag onto one of the contracts that CVWMA already has in place. Mr. J. Howard (A-Chesterfield) also asked about TFC being okay with \$30 per ton when the market price is minus \$5 per ton for Mixed Paper, to which Mrs. Hynes responded she has not heard otherwise.

Old/New Business

Chairman Phillips asked if there was any old or new business to come before the Board and with no further business to come before the Board, Chairman Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:25 a.m. The motion was made by Mr. R. Dunn (M- Chesterfield), Director, seconded by Mr. J. Melis (A-Powhatan) and carried that the November 16, 2018 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Marcia Phillips, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the November 16, 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., December 14, 2018. Given under my hand and seal of the CVWMA this 14th day of December 2018.

Marcia Phillips, Chairman



Resolution of Appreciation

Presented to

TERESA L. ECKHOUT

UPON COMPLETION OF HER SERVICE AS
ACCOUNTING AND FINANCIAL MANAGER OF THE

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

WHEREAS, Theresa L. Eckhout joined the Central Virginia Waste Management Authority on November 19, 2015 as Accounting and Financial Manager; and

WHEREAS, Mrs. Eckhout provided knowledge and expertise in the area of finance and administration; and

WHEREAS, Mrs. Eckhout served the Authority with enthusiasm, dedication, professionalism, initiative and creativity for over three years; and

WHEREAS, Mrs. Eckhout demonstrated effective communication skills and leadership in developing relationships with representatives of member localities, contract service providers, and Authority Board and Staff that have been productive for the region during her tenure with the Authority; and

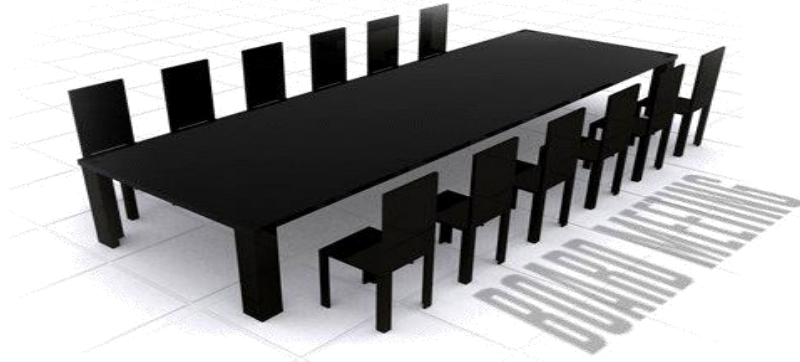
WHEREAS, Mrs. Eckhout represented the Authority by serving as a member of the Virginia Government Finance Officers Association; and

WHEREAS, Mrs. Eckhout has resigned her position as Accounting and Financial Manager effective December 31, 2018; and therefore

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Theresa L. Eckhout for her outstanding service, efforts, and achievements as Accounting and Financial Manager of the Authority and upon completion of her service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 14th day of December, 2018

Attest: _____
Marcia Phillips, Chair



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETINGS-2019**

DATE	LOCATION	TIME
JANUARY 17, 2019 *	CRATER	9:00 a.m.
FEBRUARY 15, 2019	RICHMOND	9:00 a.m.
MARCH 15, 2019	RICHMOND	9:00 a.m.
APRIL 19, 2019	CRATER	9:00 a.m.
MAY 17, 2019	RICHMOND	9:00 a.m.
JUNE 21, 2019	RICHMOND	9:00 a.m.
JULY 19, 2019 (CANCELLED)	CANCELLED	CANCELLED
AUGUST 16, 2019	RICHMOND	9:00 a.m.
SEPTEMBER 20, 2019	RICHMOND	9:00 a.m.
OCTOBER 18, 2019	CRATER	9:00 a.m.
NOVEMBER 15, 2019	RICHMOND	9:00 a.m.
DECEMBER 13, 2019 **	RICHMOND	9:00 a.m.

*NOTE: January meeting one day earlier than normal

** NOTE: December meeting one week earlier than normal

RESOLUTION 19-08

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the General Operating Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2019-2020 approved Budget, and
2. That the General Operating Fund Budget includes anticipated revenues of \$602,455 and expenses of \$619,530. This budget anticipates a transfer from the Drop-Off Project Fund in the amount of \$17,075. The General Operating Fund Contribution Rate is to be forty-eight (48) cents per capita for each member locality, and
3. That the General Operating Fund Budget reflects the acquisition of Capital Outlay in the amount of \$7,650 which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP), and
4. That the Executive Director is authorized to execute budget transfers for any amount within General Operating Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
5. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
6. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
7. That this resolution shall be in full force and effect on and after the first day of July 2019, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 14th day of December, 2018

Attest: _____
Marcia R. Phillips
Chairman

RESOLUTION 19-09

A resolution adopting the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2019-2020 approved Budget, and
2. That the Residential Recycling Project Fund Budget includes anticipated revenues and expenses of \$9,380,865, and
3. That the Residential Recycling Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$6,600, which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP), and
4. That the Executive Director is authorized to execute budget transfers for any amount within Residential Recycling Project Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
5. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
6. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
7. That this resolution shall be in full force and effect on and after the first day of July 2019, and shall constitute the Residential Recycling Project Fund Budget for the fiscal year commencing on that date.

Adopted this 14th day of December, 2018

Attest: _____
Marcia R. Phillips
Chairman

RESOLUTION 19-10

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2019-2020 approved Budget, and
2. That the Drop-Off Project Fund Budget includes anticipated revenues of \$1,158,130 and expenses of \$1,141,055. This budget anticipates a transfer \$17,075 to the General Operating Fund, and
3. That the Executive Director is authorized to execute budget transfers for any amount within Drop-Off Project Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
4. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
5. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
6. That this resolution shall be in full force and effect on and after the first day of July 2019, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

Adopted this 14th day of December, 2018

Attest: _____

Marcia R. Phillips
Chairman

RESOLUTION 19-11

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2019-2020 approved Budget, and
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$3,409,505, and
3. That the Residential Recycling Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$750, which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP), and
4. That the Executive Director is authorized to execute budget transfers for any amount within Municipal Solid Waste Project Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
5. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
6. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
7. That this resolution shall be in full force and effect on and after the first day of July 2019, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

Adopted this 14th day of December, 2018

Attest: _____
Marcia R. Phillips
Chairman

RESOLUTION 19-12

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Special Project Funds Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2019-2020 approved Budget, and
2. That the Special Project Funds Budget includes anticipated revenues and expenses of \$3,137,000.
3. That the Executive Director is authorized to execute budget transfers for any amount within Special Project Funds Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
4. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
5. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
6. That this resolution shall be in full force and effect on and after the first day of July 2019, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

Adopted this 14th day of December, 2018

Attest: _____
Marcia R. Phillips
Chairman

RESOLUTION 19-13

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2019, and ending June 30, 2020.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2019, and ending June 30, 2020, which is attached as part of this budget document, is hereby adopted by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2019-2020 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 3.0% merit based salary increase for employees, to be reaffirmed by the Board of Directors at their regular meeting in May 2019, 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 2019-2020, and
5. That this resolution shall be in full force and effect on and after the first day of July 2019, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 14th day of December, 2018

Attest: _____
Marcia R. Phillips
Chairman

FINANCIAL REPORTS FOR NOVEMBER 2018

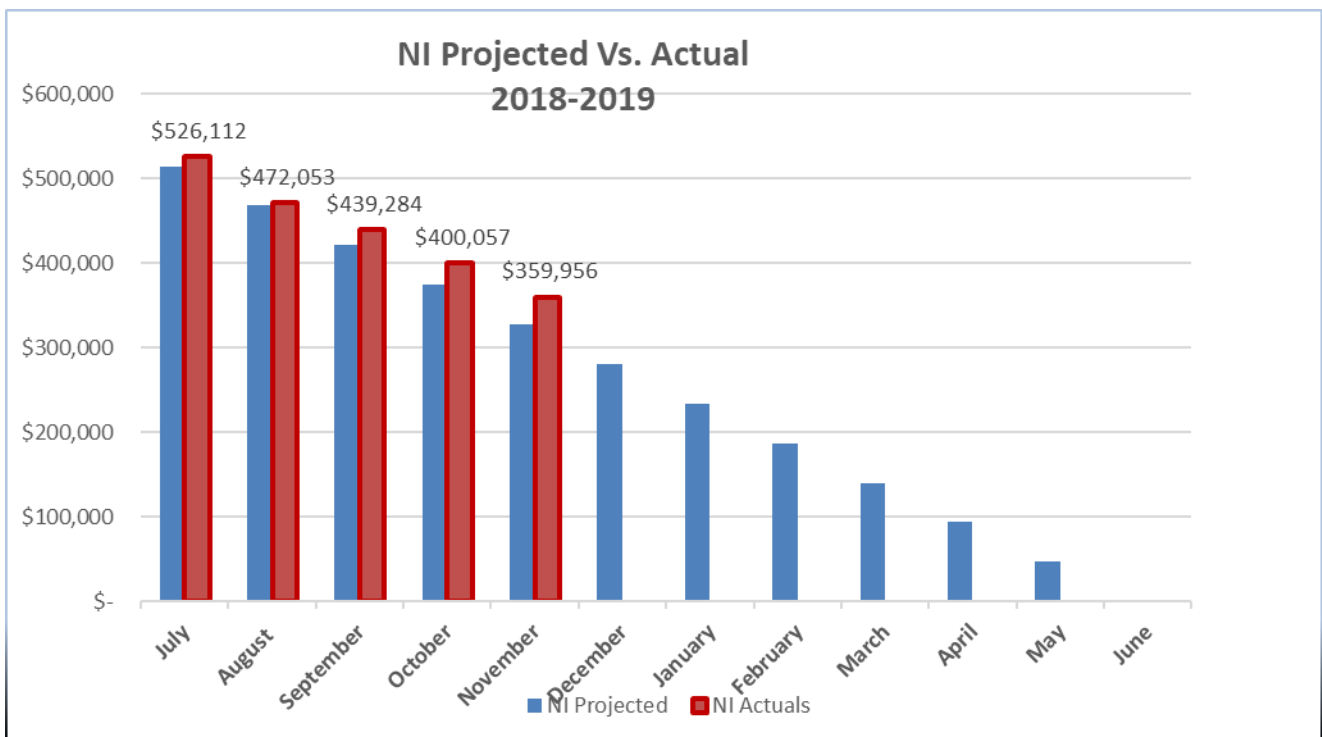
The financial activity for November is consistent with previous months and the Authority continues to remain within total budget in all funds as of November 30, 2018. The CVWMA has a combined Net Income of \$359,956 year to date. The net income continues to decrease as expenses are incurred throughout the fiscal year. The accounts receivable schedule is included and reflects the details of the total amounts due to the Authority, and all are current.

Recommended Action: Approval of November 2018 Financial Reports.

Attachments

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

Summary - All Funds			
	Total	Total	
	Revenues	Expenses	NI Totals
General Operating Fund	\$ 578,096	272,848	\$ 305,248
Curbside Project Fund	3,686,599	3,636,660	\$ 49,939
Drop-Off Project Fund	252,158	252,401	\$ (243)
Municipal Solid Waste Fund	1,302,411	1,297,399	\$ 5,012
CFC/HCFC	24,790	24,790	\$ -
Special Waste Collections	105,901	105,901	\$ -
Waste Tire Fund	22,017	22,017	\$ -
Appliance and Scrap Metal Hauling	278,333	278,333	\$ -
Yard Waste Projects	197,381	197,381	\$ -
Waste Transfer & Disposal	574,635	574,635	\$ -
	<u>574,635</u>	<u>574,635</u>	<u>\$ -</u>
Totals	<u>\$ 7,022,321</u>	<u>\$ 6,662,365</u>	<u>\$ 359,956</u>
	Month to date	Year to date	Budget
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,500</u>



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

	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	\$ -	\$ 561,661	\$ 561,660	\$ (1)	0.0%
Sponsorship and Grants	-	-	-	-	0.0%
Interest on Investments	<u>3,271</u>	<u>16,435</u>	<u>22,555</u>	<u>6,120</u>	<u>27.1%</u>
Total Revenues	<u>3,271</u>	<u>578,096</u>	<u>584,215</u>	<u>6,119</u>	<u>1.0%</u>
Expenses:					
Personnel services	32,999	163,700	406,660	242,960	59.7%
Fringe benefits	8,073	44,227	87,400	43,173	49.4%
Professional services	7,697	26,723	41,375	14,652	35.4%
Repairs and maintenance	67	1,297	3,375	2,078	61.6%
Advertising and promotions	64	1,405	1,250	(155)	-12.4%
Materials and supplies	272	1,537	4,700	3,163	67.3%
Other services and charges	859	9,852	14,950	5,098	34.1%
Leases	3,747	19,738	46,575	26,837	57.6%
Depreciation	874	4,369	11,125	6,756	60.7%
Contingencies	<u>-</u>	<u>-</u>	<u>2,135</u>	<u>2,135</u>	<u>100.0%</u>
Total Expenses	<u>54,652</u>	<u>272,848</u>	<u>619,545</u>	<u>346,697</u>	<u>56.0%</u>
Net Income	<u>\$ (54,652)</u>	<u>\$ 305,248</u>	<u>\$ (35,330)</u>	<u>\$ 340,578</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>100.0%</u>

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

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	\$ 693,128	\$ 3,402,285	\$ 7,250,000	\$ 3,847,715	53.1%
Public Relations Assessment	18,026	91,289	219,000	127,711	58.3%
Customer Service Assessment	19,148	96,925	232,000	135,075	58.2%
96-gal Cart Revenue	12,557	77,869	160,800	82,931	51.6%
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	-	-	700,000	700,000	100.0%
Interest on Investments	1,639	8,231	11,295	3,064	27.1%
Total Revenues	744,498	3,686,599	8,583,095	4,896,496	57.0%
Expenses:					
Personnel services	15,722	78,601	198,580	119,979	60.4%
Fringe benefits	3,397	23,209	56,000	32,791	58.6%
Professional services	764	11,786	27,780	15,994	57.6%
Repairs and maintenance	228	1,184	2,980	1,796	60.3%
Advertising and promotions	5,518	14,332	114,250	99,918	87.5%
Materials and supplies	336	1,326	4,075	2,749	67.5%
Other services and charges	3,165	8,464	64,830	56,366	86.9%
Leases	2,466	12,767	30,400	17,633	58.0%
Depreciation	967	4,837	12,700	7,863	61.9%
Contractual services	693,128	3,402,285	7,250,000	3,847,715	53.1%
96-gal Cart Expense	12,557	77,869	154,000	76,131	49.4%
Material Sales Rebate	-	-	700,000	700,000	100.0%
Total Expenses	738,248	3,636,660	8,615,595	4,978,935	57.8%
Net Income	\$ 6,250	\$ 49,939	\$ (32,500)	\$ 82,439	
Capital Outlay		\$ -	\$ 5,000	\$ 5,000	100.0%

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

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	\$ 56,283	\$ 215,995	\$ 547,000	\$ 331,005	60.5%
Contract Admin Costs	200	1,400	-	(1,400)	0.0%
Materials Sales Rebate	<u>5,734</u>	<u>34,763</u>	<u>300,000</u>	<u>265,237</u>	<u>88.4%</u>
Total Revenues	<u>62,217</u>	<u>252,158</u>	<u>847,000</u>	<u>594,842</u>	<u>70.2%</u>
Expenses:					
	0				
Personnel services	411	2,082	8,880	6,798	76.6%
Fringe benefits	219	1,099	2,400	1,301	54.2%
Professional services	67	947	1,780	833	46.8%
Repairs and maintenance	-	89	215	126	58.6%
Advertising and promotions	74	74	10,000	9,926	99.3%
Materials and supplies	18	77	250	173	69.2%
Other services and charges	42	188	470	282	60.0%
Leases	123	571	1,175	604	51.4%
Contractual services	56,283	215,995	547,000	331,005	60.5%
Materials sales rebate		<u>31,279</u>	<u>246,000</u>	<u>214,721</u>	<u>87.3%</u>
Total Expenses	<u>57,237</u>	<u>252,401</u>	<u>818,170</u>	<u>565,769</u>	<u>69.2%</u>
Net Income	<u>\$ 4,980</u>	<u>\$ (243)</u>	<u>\$ 28,830</u>	<u>\$ (29,073)</u>	

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

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	\$ 264,482	\$ 1,282,011	\$ 2,985,000	\$ 1,702,989	57.1%
Customer Service Assessment	3,569	13,790	33,200	19,410	58.5%
Contract Admin Costs	3,550	3,950	-	(3,950)	0.0%
Interest on Investments	<u>529</u>	<u>2,660</u>	<u>3,650</u>	<u>990</u>	<u>27.1%</u>
Total Revenues	<u>272,130</u>	<u>1,302,411</u>	<u>3,021,850</u>	<u>1,719,439</u>	<u>56.9%</u>
Expenses:					
	0				
Personnel services	1,298	6,584	17,180	10,596	61.7%
Fringe benefits	490	2,903	5,030	2,127	42.3%
Professional services	214	3,186	6,225	3,039	48.8%
Repairs and maintenance	41	358	930	572	61.5%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	64	257	975	718	73.6%
Other services and charges	150	675	1,650	975	59.1%
Leases	185	1,008	2,610	1,602	61.4%
Depreciation	83	417	1,250	833	66.6%
Contractual Services	<u>264,482</u>	<u>1,282,011</u>	<u>2,985,000</u>	<u>1,702,989</u>	<u>57.1%</u>
Total Expenses	<u>267,007</u>	<u>1,297,399</u>	<u>3,021,850</u>	<u>1,724,451</u>	<u>57.1%</u>
Net Income	<u>\$ 5,123</u>	<u>\$ 5,012</u>	<u>\$ -</u>	<u>\$ 5,012</u>	
Capital Outlay		<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>100.0%</u>

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

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	\$ 210,674	\$ 894,363	\$ 2,491,000	\$ 1,596,637	64.1%
Contract Admin Costs	-	-	-	-	0.0%
Materials Sales Rebate	<u>52,877</u>	<u>316,489</u>	<u>375,000</u>	<u>58,511</u>	<u>15.6%</u>
Total Revenues	<u>263,551</u>	<u>1,210,852</u>	<u>2,866,000</u>	<u>1,655,148</u>	<u>57.8%</u>
Expenses:					
Advertising and Promotions	-	-	1,000	1,000	0.0%
Contractual services	210,674	894,363	2,491,000	1,596,637	90.0%
Materials sales rebate	<u>52,877</u>	<u>316,489</u>	<u>375,000</u>	<u>58,511</u>	<u>15.6%</u>
Total Expenses	<u>263,551</u>	<u>1,210,852</u>	<u>2,867,000</u>	<u>1,656,148</u>	<u>57.8%</u>
Net Income	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,000)</u>	<u>\$ 1,000</u>	

**Central Virginia Waste Management Authority
Accounts Receivable
November 30, 2018**

Receivables 11/30/18	Total	Over 60 days	Current w/in 60 days
Department of General Services	\$2,349.13		\$2,349.13
Ashland	0.00	-	0.00
Charles City	0.00	-	0.00
Chesterfield	340,809.60	-	340,809.60
Colonial Heights	74,691.34	-	74,691.34
Goochland	6,380.58	-	6,380.58
Hanover	38,472.27	-	38,472.27
Henrico	248,353.14	-	248,353.14
Hopewell	95,905.99	-	95,905.99
New Kent	0.00	-	0.00
Petersburg	121,744.64	-	121,744.64
Powhatan	7,162.97	-	7,162.97
Prince George	0.00	-	0.00
Richmond	239,245.38	-	239,245.38
Totals	\$1,175,115.04		\$1,175,115.04