



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
MAY 17, 2019  
2104 W. LABURNUM AVENUE  
RICHMOND, VIRGINIA**

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

**CHAIRMAN'S AGEND**

**CERTIFICATION OF QUORUM**

**ITEM NO.** **Page(s)**

- |   |             |
|---|-------------|
| 1. Public Comment Period                        |             |
| 2. Minutes of Regular Meeting of April 19, 2019 | <b>3-12</b> |
| 3. Chairman's Report                            |             |
| 4. Nominating Committee Report                  | <b>13</b>   |

**STAFF AGENDA**

**ITEM NO.**

- |  |              |
|--|--------------|
| 5. Residential Recycling Program   |              |
| 6. Municipal Solid Waste (MSW) Program   |              |
| 7. Consideration of <b>Resolution 19:19</b> : Amending the Contracts for Delivered Paper | <b>14-15</b> |
| 8. Operations and Program Statistics   |              |
| 9. Technical Advisory Committee (TAC) Report   |              |
| 10. Earth Day 2019 Wrap Up   |              |
| 11. Public Information   |              |

<b>12. Financial Reports for April 2019</b>	<b>16-22</b>
<b>13. 2019 Budgetary Transfers</b>	<b>23</b>
<b>14. Consideration of <b>Resolution 19-20</b>: Reaffirming the Pay and Classification Plan for Fiscal Year 2019-2020</b>	<b>24-25</b>
<b>15. Administrative</b>	

**OLD/NEW BUSINESS**

**ADJOURNMENT**

**Upcoming Meetings:**

Executive Committee Meeting – Wednesday June 4, 2019 -2:00 p.m.

Technical Advisory Committee – Thursday, June 13, 2019 – 9:00 a.m.

Board of Directors Meeting (Richmond) – Friday, June 14, 2019 – 9:00 a.m.

DEQ Recycling Meeting (Richmond) – Friday, June 28, 2019 -10:00 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 MARCH 15, 2019**

Minutes of the April 19, 2019 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 19, 2019  
PRINCE GEORGE COUNTY LIBRARY  
6605 COURTS DRIVE  
PRINCE GEORGE, VIRGINIA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Scott A. Wyatt (M-Hanover), Vice Chairman  
Mark Kukoski (M-Richmond), Treasurer  
Robert L. Dunn (M-Chesterfield), Director  
J. Allen Lane (M-Henrico), Past Chair  
Lee Sloppy (M-Ashland)  
Scott Zaremba (M-Chesterfield)  
Leigh Dunn (M-Goochland)  
Stephen Chidsey (M-Hanover)  
Marcia E. Kelley (M-Henrico)  
    Robert C. Whiteman (M-Henrico)  
Monique Robertson (M-Hopewell)  
Tangela Innis (M-Petersburg)  
Johnny Melis (A-Powhatan)  
Michael Purvis (M-Prince George)

**Non-Voting:**

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

**Staff:**

Kimberly A. Hynes, Executive Director  
Nancy Drumheller, Public Affairs Manager  
Kenna Shea, Accounting and Financial Manager  
Reginald Thompson, Operations Technician  
Mary Beth Mains, Part-time Administrative Assistant

**MEMBERS/ALTERNATES NOT PRESENT**

Marcia Phillips (M-Chesterfield), Chairman  
Patricia Paige (M-New Kent), Secretary  
Jennifer Schontag (A-Ashland)  
Ricky Hicks (M-Charles City)  
Michelle Johnson (A-Charles City)  
Clay Bowles (A-Chesterfield)  
Al Pace (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
William E. Henley (A-Colonial Heights)  
Dwayne Jones (A-Goochland)  
Randy Hardman (A-Hanover)  
Michael Flagg (A-Hanover)  
Chip England (A-Henrico)  
Bentley Chan (A-Henrico)  
James H. Burrell (A-New Kent)  
William Riggleman (A-Petersburg)  
Rod Compton (A-Prince George)  
Darlene Jenkins (M-Richmond)  
Miles Jones (M-Richmond)

**Guests:**

Valerie Brockett, Prince George County

With a quorum in attendance Vice Chairman Scott Wyatt (M-Hanover), called the meeting to order at 9:00 a.m.

Vice Chairman Wyatt welcomed everyone and noted that Chairman Phillips was not be able to attend the meeting. He wished her a speedy recovery and looked forward to seeing her next month. Vice Chairman Wyatt thanked Mr. Purvis (M-Prince George) and Mrs. V. Brockett for their hospitality and refreshments. Speaking on behalf of the County Administrator, Mr. Ashcraft, and the Board of Supervisors, Mr. Purvis (M-Prince George) welcomed all attendees to Prince George County and invited all to share in the refreshments and he wished everyone safe travels home.

## **CHAIRMAN'S AGENDA**

### **Item No. 1: Public Comment Period**

Vice Chairman Wyatt (M-Hanover) 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 15, 2019**

Vice Chairman Wyatt (M-Hanover) opened the floor for a motion to approve the minutes of the regular meeting of March 15, 2019, as submitted. Mrs. M. Kelley (M-Henrico) requested a correction to page 7, second paragraph, noting that she is from Henrico and not Chesterfield County. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. R. Whiteman (M-Henrico) and carried that the minutes of the March 15, 2019, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as amended.

### **Item No. 3: Chairman's Report**

Vice Chairman Wyatt (M-Hanover) stated there was no Chairman's Report. He moved into the appointment of the Nominating Committee noting that Chairman Phillips has appointed the Nominating Committee to present a slate of officers for the next fiscal year. Vice Chairman Wyatt (M-Hanover) thanked former Chairman J. Lane (M-Henrico) for chairing the Nominating Committee and Mr. L. Sloppy (M-Ashland) and Mr. W. Henley (A-Colonial Heights) for serving on the Nominating Committee. The committee will present a slate of officers at the May CVWMA Board meeting. The election will take place at the June 21st Board Meeting and the term for the new Officers will begin July 1, 2019.

### **Item No. 4: Treasurer Reports**

#### ***Treasurer's Report***

Mr. M. Kukoski (M-Richmond), Treasurer deferred to Mrs. K. Shea, CVWMA Accounting and Financial Manager to provide the monthly report. Mrs. Shea 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, 2019. CVWMA has a combined Net Income of \$110,084 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 and staff is working with the municipality to bring the \$23,000 past due amounts current.

Vice Chairman S. Wyatt (M-Hanover), opened the floor for a motion to accept the Financial Report for March 2019. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the Financial Report for March 31, 2019 be approved and filed as submitted.

## **STAFF AGENDA**

## Item No. 5: 2018 Regional Recycling Report

Mr. R. Thompson, CVWMA Operations Technician, presented the calculation of the regional 2018 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 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 years. 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 EPA waste generation estimate is 4.48 pounds per person per day and using the calculations staff estimates MSW in the CVWMA Region is 980,378 tons.

Mr. Thompson reported that Staff surveyed several recycling processors to determine the amount by weight of material recycled in the region in 2018. CVWMA surveyed 38 recycling processors and received responses from 27 for about a 70% response rate.

Mr. Thompson noted the large drop in commix numbers from last years report noting that TFC, one of our major recycling processors, did not submit a commix number for the report this year because the majority that was considered commix previously is now distributed into the paper, plastic & glass categories after taking out the residue.

Continuing, Mr. Thompson reported that the recycling rate including the base rate 53.65% plus the credit tonnage percentage 5% results in a total recycling rate for the region of 58.9%. He indicated that the 2018 recycling rate of 59.3% is less than the 2017 rate of 58.9%. The amount of material recycled since 2015 has increased by over 22,000 tons, however due to the increase in population within our region, the amount of MSW generated has increased almost 50,000 tons. He noted the increase in paper, plastic and glass. Continuing, Mr. Thompson noted that the commix number also included 18,536 tons of comix from outside of our region last year. That tonnage should not have been included in last year's calculation and is not included in this year's numbers. Mr. Thompson also stated that CY2018 is the first full year of having #1 through #7 plastics and cartons in our curbside and drop off programs and an estimated 66 tons of cartons and 2,751 tons of plastics were recycled in 2018.

Mr. Thompson compared the 2018 rate to previous years: 2015- 58.8%, 2016 - 58.9%, 2017 - 59.0%, and 2018 – 58.7%.

Mr. R. Whiteman (M-Henrico) asked how this area compares to other regions in the Commonwealth and Mr. Thompson responded that he believes Northern Virginia is probably the top region, but we are one of the top. Mrs. K. Hynes, CVWMA Executive Director, stated that CVWMA has the highest rate of any region at least in the 2017 report. There are some individual localities that are solid waste planning units that have recorded high rates. Mr. R. Whiteman (M-Henrico) asked if this number was compared to the 25% and Mr. Thompson affirmed yes.

## **Item No. 6: Residential Recycling Program**

Mrs. K. Hynes filling in for Mr. R. Nolan, CVWMA Director of Operations, reported the total tonnage of recyclables collected in the month of March in the residential recycling program was 2,748 tons, 204 tons less than last March. Mrs. Hynes noted there was one less collection day which accounts for the majority of the difference in tons. Year to date through March, 27,468 tons were collected versus 27,789 for the same period last fiscal year, a difference of 321 tons. Mrs. Hynes added that there was a total of 448 misses for the month compared to 471 last month.

Mrs. Hynes shared the Oops! reporting for the month of March noting that the audit team for TFC was now focusing on the suburbs of Chesterfield and Henrico. A total of 87 Oops! Stickers were issued by TFC and the majority were issued for plastic bags and Mrs. Hynes noted staff is continuing to do plastic bag education.

### ***Chesterfield Curbside Recycling Program***

Mrs. Hynes gave an update on the Chesterfield Curbside Recycling Program noting that nothing had been resolved at this time but all are still working through options and alternatives. The Chesterfield Chairman of the Board of Supervisors did say when they approved the budget, no changes will be made before the end of the calendar year so there is a little more time to work through it. Staff has met and talked several times with the Technical Advisory Committee (TAC), County staff and TFC Recycling to determine solutions within the parameters of existing contract and procurement. Staff has also reached out to legal counsel to make sure they are aware of potential amendments to the contract. After meeting earlier this week, the County is going to provide information for TFC to be able to provide a response on what they may be able to do. Staff also has a meeting today with Mr. Scott Zaremba (M-Chesterfield), Mr. Clay Bowles (A-Chesterfield) and Mr. Jeff Howard (A-Chesterfield) to talk about a time line for decisions and to discuss direction going forward. Mrs. Hynes stated she has a meeting with Dr. Casey, Chesterfield County Administrator, on May 16<sup>th</sup>. and staff hopes to have more information to offer at the CVWMA May Board Meeting. Mrs. Hynes noted the TAC has been extremely involved in helping CVWMA and the County in evaluating some of the options and alternatives. TAC provided a letter summarizing their evaluations, recommendations, and thoughts, a copy of which is at each seat for review. Staff is working with the County to address the budget concerns in hopes of continuing through the end of the contract term.

Mrs. M. Kelley (M-Henrico) stated that the Richmond Times Dispatch newspaper article mentioned Chesterfield County is funding the program through December 31<sup>st</sup> and she feels that is unacceptable. The Executive Committee and TAC have spent many hours in the last 2 months on this issue and she feels this matter needs to be resolved. Mrs. Kelley stated she does not see the advantage of waiting through another half of a fiscal year when everyone has done their budget and they know where they stand. Mrs. M. Kelley (M-Henrico) stated again that the matter needs to be resolved and not dragged on until December 31<sup>st</sup> when it is holiday season and having to go through this agony all over again. CVWMA has spent hours and a lot of attention on this and it needs to get resolved now. CVWMA cannot commit to people going out to do education programs and our call center needs to be ready to provide information. We do not know what the future is, Mrs. Kelley stated. Mrs. Hynes stated that hopefully in the next month we will have a better idea of where we are going and where the County is going.

Mr. R. Whiteman (M-Henrico) stated that, similarly with what Mrs. M. Kelley (M-Henrico) noted, CVWMA received a 90-day notice that Chesterfield County was going to curtail their participation in the program. Mr. R. Whiteman (M-Henrico) asked where that stands with respect to the end of December. Mrs. Hynes stated the 90-day notice was to reserve the right, under the contract, to get out of the program in the next fiscal year. Mr. R. Whiteman (M-Henrico) asked the Chesterfield County Board Members to speak to the 90-day notice and if it was open ended. Mr. S. Zaremba (M-Chesterfield) confirmed it was open ended and stated they are giving it until December 31<sup>st</sup> because they hope to work something out. Continuing, Mr.

Zaremba stated he does not see how it is better for the organization for Chesterfield to tell CVWMA today we are out July 1. It is absolutely not better for this organization, Mr. Zaremba (M-Chesterfield) stated. We are extending the time because we want to work it out and be a part of this Mr. Zaremba (M-Chesterfield) continued. We are in a tough spot when the Board tells County Staff they are not going to fund something. This could happen to any locality. The County is looking to make this work. Mrs. M. Kelley stated it is not CVWMA's responsibility to make this work for the County. Continuing, she stated CVWMA puts contracts out and we administer the contracts. Localities figure out how to pay for the contracts they participate in. Mrs. M. Kelley (M-Henrico) continued, it seems to me we floated several options here in terms of what could be done. So why is nothing being resolved at this point? Why drag it out until December 31st? What is going to change? You have your budget and you know what your next fiscal year looks like, so if it is a fiscal matter, what are we talking about? It is your matter to decide. Mr. Zaremba stated yes, it is the Board of Supervisor's decision. Mrs. M. Kelley stated they are holding up the other localities in this program and our contractor, who has been more than cooperative in terms of any items we have needed, in terms of increasing efficiency and putting out educational information. Everything is on hold and it is not CVWMA's responsibility to resolve it Mrs. M. Kelley (M-Henrico) stated. Mr. S. Zaremba (M-Chesterfield) directing his comment to Vice Chairman Wyatt (M-Hanover), stated CVWMA is not being asked to balance Chesterfield's budget. Mr. S. Zaremba asked Mrs. Hynes to please step up and confirm that County staff is working side by side with CVWMA and in many cases doing analysis for TFC that the County would have expected TFC to do. Continuing, Mr. Zaremba stated his staff is working as hard as we can to make sure this comes out in a good way. He indicated he will not debate the issue in public; the County Staff has our marching orders from the Board and we are doing what we have to.

Vice Chairman Wyatt stated he has spoken to Hanover's County Administrator. He is certain that all of the County Administrators and the Mayor of Richmond, all want to resolve this. Hopefully by the end of the year, by working collaboratively with the other localities, Chesterfield County will find that money to remain a partner and continue as a part of the contract. Mr. Wyatt relayed, it's a whole lot easier to give them an opportunity to come to the table as opposed to beating on them and telling them they need to step up and do this. Mr. Wyatt indicated, in his opinion, the CVWMA should give Chesterfield County a chance and hopefully they will work through their budget shortfalls and towards the end of the year, they will continue as a partner. Continuing Vice Chairman Wyatt explained the Board of Supervisors does not want to cut off recycling and they do want to be a partner. They just need to work through their budget. Mrs. Hynes stated all are working positively together, Chesterfield County, TFC and TAC. Everyone has been involved and supportive and trying to help where we can by brainstorming, etc. Hopefully we can come through this collaboratively.

Mrs. M. Kelley (M-Henrico) stated she is not a budget or monetary person but she wonders if this is not a philosophical commitment to recycling. She is wondering if it is a disinterest in recycling, that it is the reason this is not moving forward.

Mr. S. Chidsey (M-Hanover) noted we have to follow the Virginia Procurement Act guidelines to ensure that whatever we do meets the intent of the original procurement and the contract.

Vice Chairman Wyatt added that Dr. Casey, the Chesterfield County Administrator came from Hanover County and he is a budget guy and he will do everything he can to make his budget. Vice Chairman Wyatt stated he feels that it is strictly a budgetary issue based on his knowledge of Dr. Casey's background. Chesterfield County had roads they could have gone down a few years ago and they chose not to, whether because of political pressure, to go after additional revenue.

Mr. J. Clary (A-Henrico) addressing the Board stated to Mrs. M. Kelley's standpoint, TAC is giving the Board information based on what is presented to us and the technical means of how we can best move forward. Starting next week, TAC is meeting on Thursday, April 25<sup>th</sup> to look at the curbside recycling



program for the rest of the region if Chesterfield does not participate. TAC feels we need to do our due diligence and look at the other side of it and see what that means for the Authority and the other localities if Chesterfield leaves in July, August, or September. We cannot wait until that point to put a plan in place, although we are limited on what we can decide at this point. He hopes that Board Members feel comfortable that TAC is starting those conversations next week instead of staying stagnant and hoping things work out. Mr. S. Chidsey stated we have to do our due diligence to be fair. We have a lot of work coming up, including new contracts, contract renewals and the update to the solid waste management plan. Mrs. Hynes closed by asking if there were more questions. Vice Chairman Wyatt thanked Mrs. Hynes and all others for the information, comments, and concerns.

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

In the month of March, Mr. R. Thompson, CVWMA Operations Technician, reported 5 misses were recorded in Ashland and 6 misses in the Chesterfield tax relief program for County Waste; 96 misses were recorded in Colonial Heights, 160 misses in Hopewell; and 140 misses in Petersburg by CFS. Mr. Thompson noted that it appears that the major increase in misses is due to CFS traveling to the Lunenburg Landfill.

#### **Item No. 8: Consideration of Resolution 19-18 to Award the Contract for Waste Tire Collection, Storage, and Processing Services**

Mrs. K. Hynes stated that **Resolution 19-18** is a request to award to Virginia Recycling Corporation (VRC) the contract for Waste Tire Collection, Storage, and Processing Services. The current Waste Tire contract expires June 30, 2019 with no extensions. Because the current Contract for this service is on the last renewal, the CVWMA issued a Request for Proposals (RFP).

In accordance with the Virginia Public Procurement Act RFP 19-03 was issued February 1, 2019 for Waste Tire Collection, Storage, and Processing Services. VRC, the current vendor, was the one company to respond to this RFP. Review of the proposal was completed by an Evaluation Committee for further consideration and VRC was brought in to be interviewed.

The Evaluation Committee was comprised of Johnny Melis (Powhatan), Jon Clary (Henrico), Steve Chidsey (Hanover), Reggie Thompson (CVWMA) and Rich Nolan (CVWMA). The Evaluation Committee and the Technical Advisory Committee recommends awarding the contract for Waste Tire Collection, Storage, and Processing Services to VRC.

Mr. S. Chidsey (M-Hanover) stated this contract is significantly different than the current contract. VRC has added surcharges associated with rims, oversized tires, and restrictions on tamping loads so that in the end the cost will go up significantly by cubic yard. Mr. Chidsey noted there are a lot of restrictions on the contract and the price increased.

**Resolution 19-18** authorizes the Executive Director to execute a Contract for Waste Tire Collection, Storage, and Processing Services with VRC and the associated Special Project Service Agreements, with member jurisdictions as requested.

Vice Chairman Wyatt opened the floor for a motion to approve **Resolution 19-18** as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond), Treasurer, and carried that **Resolution 19-18** be approved as submitted.

## **Item No. 9: Operations and Program Statistics**

Mrs. K. Hynes informed the Board that staff is working on transitioning the Drop Off Hauling program from CFS to TFC, both for hauling of roll off containers and the emptying of the FEL containers at various sites around the region. TFC has started the transition by taking on the 2 busiest sights in Henrico located at Shane Road and Church Road. A meeting is scheduled for next week to set up a schedule for transition at all the sites.

Mrs. Hynes updated the Board on the Spring events, past and future:

**March 30, New Kent Clean Community Day Shredding & Recycling Event** – Recycling tires and electronics, paper shredding and education booths were very successful; 9,000 plus pounds of e-cycling and 10 tons of waste tires collected.

**April 6, Chesterfield County E-cycling Event** - Virginia State University campus; there was a small turnout and 975 pounds of e-cycling collected.

**Hanover County Special Collection Event** – Earth Day Celebration and hazardous waste (HHW) collection at the Mechanicsville Solid Waste Convenience Center - Saturday, **April 20** @ 8:00 am - 12:00 pm.

**Prince George County Clean Community Day & Collection Event** – Recycling collection and Earth Day Celebration. Two locations - Police Department Parking Lot and Prince George Convenience Center - Saturday, **April 20** @ 8:30 am - 1:00 pm.

**Powhatan County Recycling Event** - Waste tire collection at the Powhatan County Fairgrounds - Saturday, **April 20**.

**Henrico County Energy and Earth Day Event** –Collecting small electronics for Tech for Troops and shoes and textiles for Soles for Souls. Located at 1440 S. Laburnum Avenue. Monday, **April 22** @ 3:00 pm - 5:00 pm.

**Hanover County Electronics Recycling Event** – Electronics recycling collection at Mechanicsville Solid Waste Convenience Center -Saturday, **April 27** @ 8:00 am - 12:00 pm.

**Chesterfield Tire Amnesty Day** - Chesterfield County Department of Community Enhancement is hosting a Tire Amnesty Day. Located at the Chesterfield County Fairgrounds - Saturday, **May 4** @ 9:00 am – 1:00 pm.

**Henrico County Special Collection Event** - Electronics recycling and document shredding. Located at Best Products Plaza on E. Parham Road. Saturday, **May 4** @ 10:00 am - 1:00 pm.

**City of Richmond E-cycling Event** – Electronics Recycling; Located at Elkhardt-Thompson Middle School, 7825 Forest Hill Avenue - Saturday, **May 18**

Continuing, Mrs. Hynes noted the commodity markets for fiber fell again this month. April commodity pricing for Mixed Paper is still at \$0; Old Corrugated Cardboard (OCC) went from \$75 to \$50, and newsprint dropped from \$30 to \$25. Mrs. Hynes noted that the markets have not improved although staff is hearing positive activity for the future. The program statistics will be posted on the website next week.

## **Item No. 10: Technical Advisory Committee**

Mr. Hynes stated the TAC met on April 4th and topics of discussion included curbside recycling; contract status for renewals, new contracts and transitioning vendors; and the update to the Solid Waste Plan for the next rolling 20 years. Mrs. Hynes noted sections 1, 2, and 3 are introductory, trends, goals and objectives. Staff is waiting on a few localities for information and we will be bringing the update to the Board at the August meeting. The Disaster Relief training event was also discussed at the TAC meeting. It will be held from 1:00 until 5:00 on June 6. The next TAC Meeting will be on May 2<sup>nd</sup> at 9 a.m. and all are welcome to attend.

Mr. J. Clary (A-Henrico) noted that a meeting is scheduled for Thursday to discuss curbside recycling post Chesterfield, and the procurement for the curbside recycling program which expires in 2023. The plan is to have a draft by 2020 and issue the procurement in 2021, Mr. Clary noted. Mrs. Hynes confirmed the draft will have to go out in the next 18 to 24 months noting if we were to award to a new vendor there would have to be time for changes.

### **Item No. 11: Earth Day 2019**

Mrs. N. Drumheller, Public Affairs Manager stated her goal for next year is to make every day Earth Day. Staff is out everywhere in the region and are currently servicing all jurisdictions and promoting locality events. The annual recap of activity will be presented at the May Board Meeting. Social Media has been very busy with program and Earth Day information. CVWMA has run advertisements and let people know about the National Prescription Drug Take Back Day held on Saturday, April 27<sup>th</sup> from 10 a.m. until 2 p.m.

Mrs. Drumheller noted Ms. K. Carney, Recycling Education & Outreach Specialist will be kicking off Earth Day at the Midlothian Library in Chesterfield and Mrs. Drumheller invited Chesterfield Board Members to stop by to answer questions about their programs and to participate in the events of the day. Continuing, Mrs. Drumheller stated she would have an education booth at the North Courthouse Road Library on April 25<sup>th</sup>.

### **Item No. 12: Public Information**

#### ***Education and Outreach***

Mrs. Drumheller thanked Mr. J. Melis (A-Powhatan) for introducing Ms. K. Carney to the STEM teacher for Powhatan schools. Ms. Carney had educational programs through March in Powhatan County schools due to the introduction of Mr. Melis (A-Powhatan). Mrs. Drumheller noted she visited several Powhatan libraries to do group education and last week she attended their Earth Day event. This led to CVWMA staff involvement in the upcoming Powhatan Teacher's Professional Development Workshop Day in August. Mrs. Drumheller stated staff has also been invited to write educational articles for the Powhatan Today.

Continuing Mrs. Drumheller stated she has been very busy with Oops! sticker education by visiting the New Kent County Administration Building; the Appomattox Regional Library multiple times; Prince George County Library today, after the meeting; and the City of Richmond Library 8 times in April. Drop off signs and banners are available for every locality to deter plastic bags in the drop-off containers. Mrs. Drumheller stated Henrico County's Recycle Right insert will be going out soon. Mrs. Drumheller noted her education has expanded to church supper's as she was filling in for Mr. S. Chidsey (M-Hanover). She thanked Mr. S. Chidsey (M-Hanover) for the opportunity and Mr. Chidsey (M-Hanover) thanked her for filling in.

The next Curbside Education Advisory Meeting will be in June and she noted the main topic of discussion will be the calendar mailing and education if Chesterfield is not a part of the program. Mr. J. Clary (A-Henrico) asked when she would need to know for the calendar order and Mrs. Drumheller responded early September.

### **Item No. 13: Administrative**

Mrs. K. Hynes gave an update on the Tri-cities Landfill in Petersburg noting the Department of Environmental Quality (DEQ) will hold a 2 day hearing on June 19-20 to discuss revoking CFS' Solid Waste permit. It will be located in the DEQ's Piedmont office in Glen Allen. Mrs. Hynes noted CFS is still hauling to the Lunenburg Landfill and not using the Petersburg landfill. Staff is following up with DEQ to verify compliance with both landfills.

The quarterly Strategic Plan update normally provided in April will be provided in conjunction with the annual update at the June Board Meeting. The Technical Advisory Committee Meeting will be held on Thursday, May 2, 2019 at 9 a.m.; the Executive Committee Meeting on Wednesday, May 8, 2019 at 2:00 p.m.; and the Board of Directors Meeting will be in Richmond on Friday, May 17, 2019 at 9:00 a.m. Mrs. Hynes thanked Prince George County for hosting the April Board meeting and for providing refreshments and donuts.

### **Old/New Business**

Vice Chairman Wyatt asked if there was any old or new business to come before the Board. Mr. J. Clary (A-Henrico) thanked the members of the TAC, Mr. C. Bowles (A-Chesterfield), and Mr. S. Chidsey (M-Hanover) for taking part in the recent TAC meetings. He noted that everyone has a lot going on and everyone is working hard and he appreciates it.

With no further business to come before the Board, Vice Chairman Wyatt 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. L. Sloppy (M-Ashland), and carried that the April 19, 2019 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 April 19, 2019 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 17, 2019. Given under my hand and seal of the CVWMA this 17th day of May 2019.

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**Marcia Phillips, 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. Allen Lane (M-Henrico), Chair, Mr. Lee Sloppy (M-Ashland), and Mr. Chuck Henley (A-Colonial Heights) that the following be nominated for the officers of the Central Virginia Waste Management Authority for fiscal year 2019-2020:

Chairman            Marcia Phillips (Chesterfield County)

Vice-Chairman    Patricia Page (City of New Kent)

Treasurer            To Be Determined

Secretary            Miles Jones (City of Richmond)

Director             Robert Dunn (Chesterfield County)

The elections will be held at the June 21, 2019, Board of Directors meeting, at which time, any Board member may make additional nominations.

The term of the elected officers will begin July 1, 2019.

**CONSIDERATION OF RESOLUTION 19-19: AMENDING THE CONTRACTS FOR DELIVERED PAPER**

The terms of the contracts between CVWMA and Sonoco Recycling, LLC, RMR and Butler Paper Recycling for Delivery of OCC and Mixed Paper Services and Collection of Baled OCC expire June 30, 2019. The original contracts were for two years with two 2-year renewal options. This request is to renew the contracts for the last of the two 2-year renewals.

Both Sonoco and RMR have been accepting OCC and Mixed Paper from participating member jurisdictions for the past 4 years. Butler Paper has provided the collection and transportation of baled OCC from Powhatan and Hanover counties for the same period. All three vendors have provided good service and desire to renew their respective contracts for the same terms for another 2-year period.

Attached is **Resolution 19-19** authorizing the Executive Director to execute an Addendum to the Contracts for Delivery of Old Corrugated Cardboard (OCC) and Mixed Paper Services and Collection of Baled OCC and an Amendment to the associated Special Project Service Agreements.

**Recommended Action:** Approval of **Resolution 19-19**

Attachment

## **RESOLUTION 19-19**

A resolution authorizing an addendum to the Delivery of Mixed Paper and Old Corrugated Containers (OCC) Contracts between the Central Virginia Waste Management Authority and Sonoco Recycling, LLC and Recycling Management Resources (RMR), and an addendum to the Collection of Baled Old Corrugated Containers (OCC) Contract between Central Virginia Waste Management Authority and Butler Paper Recycling. This resolution will also authorize an amendment to the Special Project Service Agreements with participating local jurisdictions for a two (2) year period commencing on July 1, 2019.

### **THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:**

**WHEREAS**, the report included as Staff Agenda Item No. 7 of the May 2019 Board Agenda identified the mutual interest by the Central Virginia Waste Management Authority and Sonoco Recycling LLC and RMR to amend and renew the Delivery of Mixed Paper and Old Corrugated Containers (OCC) Contracts and Butler Paper Recycling to amend and renew the Collection of Baled Old Corrugated Containers (OCC) Contract for a two-year term commencing July 1, 2019; and

**WHEREAS**, the Executive Director is authorized, subject to General Counsel's review and approval, to execute contract addendums to the Contracts for Delivery of Mixed Paper and Old Corrugated Containers (OCC) between the Central Virginia Waste Management Authority and Sonoco Recycling, LLC and RMR; and

**WHEREAS**, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a contract addendum to the Contract for Collection of Baled Old Corrugated Containers (OCC) between the Central Virginia Waste Management Authority and Butler Paper Recycling; and

**WHEREAS**, the Executive Director is authorized, subject to General Counsel's review and approval, to execute Special Project Service Agreements between the Central Virginia Waste Management Authority and member localities as requested; and

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

**Adopted this 17th of May 2019**

**ATTEST:** \_\_\_\_\_  
**Marcia R. Phillips, Chair**

**FINANCIAL REPORTS FOR APRIL 2019**

The financial activity for April is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30. CVWMA has a combined net income of \$91,581 year to date with only two months left in the fiscal year.

The accounts receivable schedule is included and reflects the details of the amounts due to the Authority. There are outstanding invoices that are more than 60 days past due on April 30 totaling \$47,671 that Staff is working to recover.

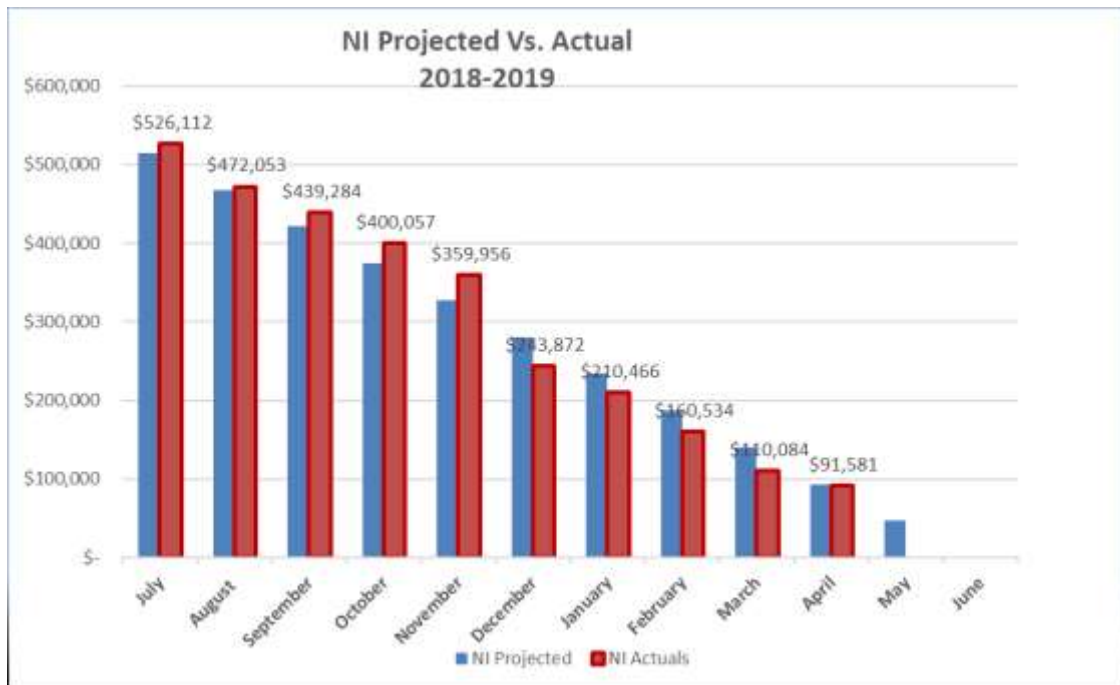
**Recommended Action:** Approval of the April 2019 Financial Reports

Attachments



**Central Virginia Waste Management Authority  
Summary Statement of Actual Revenues and Expenses By Fund  
July – April 2019**

<b>Summary - All Funds</b>			
	<b>Total</b>	<b>Total</b>	
	<b><u>Revenues</u></b>	<b><u>Expenses</u></b>	<b><u>NI Totals</u></b>
General Operating Fund	\$ 591,871	500,233	\$ 91,638
Curbside Project Fund	7,422,780	7,432,807	\$ (10,027)
Drop-Off Project Fund	560,460	556,822	\$ 3,638
Municipal Solid Waste Fund	2,633,791	2,627,462	\$ 6,329
CFC/HCFC	53,140	53,140	\$ -
Special Waste Collections	230,869	230,869	\$ -
Waste Tire Fund	51,235	51,235	\$ -
Appliance and Scrap Metal Hauling	549,972	549,972	\$ -
Yard Waste Projects	378,489	378,489	\$ -
Waste Transfer & Disposal	<u>1,115,861</u>	<u>1,115,857</u>	<u>\$ 3</u>
<b>Totals</b>	<b><u>\$ 13,588,468</u></b>	<b><u>\$ 13,496,887</u></b>	<b><u>\$ 91,581</u></b>
	<b><u>Month to date</u></b>	<b><u>Year to date</u></b>	<b><u>Budget</u></b>
<b>Capital Outlay</b>	<b><u>\$ -</u></b>	<b><u>\$ 15,040</u></b>	<b><u>\$ 12,500</u></b>



**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July – April 2019**

<b>General Operating Fund</b>					
	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total</b>		<b>% Budget</b>
	<u><b>Actual</b></u>	<u><b>Actual</b></u>	<u><b>Budget</b></u>	<u><b>Variance</b></u>	<u><b>Remaining</b></u>
<b>Revenues:</b>					
Annual Gov't Assessments	\$ -	\$ 561,661	\$ 561,660	\$ (1)	0.0%
Interest on Investments	<u>2,417</u>	<u>30,210</u>	<u>22,555</u>	<u>(7,655)</u>	<u>-33.9%</u>
<b>Total Revenues</b>	<u>2,417</u>	<u>591,871</u>	<u>584,215</u>	<u>(7,656)</u>	<u>-1.3%</u>
<b>Expenses:</b>					
Personnel services	24,796	319,917	410,760	90,843	22.1%
Fringe benefits	3,866	71,188	87,400	16,212	18.5%
Professional services	879	36,528	40,410	3,882	9.6%
Repairs and maintenance	55	1,376	3,375	1,999	59.2%
Advertising and promotions	116	3,465	1,250	(2,215)	-177.2%
Materials and supplies	136	4,200	4,700	500	10.6%
Other services and charges	1,302	15,152	13,950	(1,202)	-8.6%
Leases	4,093	39,177	46,575	7,398	15.9%
Depreciation	973	9,230	11,125	1,895	17.0%
Contingencies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Total Expenses</b>	<u>36,216</u>	<u>500,233</u>	<u>619,545</u>	<u>119,312</u>	<u>19.3%</u>
<b>Net Income</b>	<u>\$ (33,799)</u>	<u>\$ 91,638</u>	<u>\$ (35,330)</u>	<u>\$ 126,968</u>	
<b>Capital Outlay</b>	<u>\$ -</u>	<u>\$ 5,908</u>	<u>\$ 5,000</u>	<u>\$ (908)</u>	<u>-18.2%</u>

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July – April 2019**

<b>Curbside Project Fund</b>					
	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total</b>		<b>% Budget</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Variance</u></b>	<b><u>Remaining</u></b>
<b>Revenues:</b>					
Project Service Fees	\$ 682,426	\$ 6,868,332	\$ 7,250,000	\$ 381,668	5.3%
Public Relations Assessment	18,029	181,433	219,000	37,567	17.2%
Customer Service Assessment	19,145	192,641	232,000	39,359	17.0%
96-gal Cart Revenue	12,246	154,903	160,800	5,897	3.7%
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	-	-	700,000	700,000	100.0%
Interest on Investments	<u>1,274</u>	<u>15,471</u>	<u>11,295</u>	<u>(4,176)</u>	<u>-37.0%</u>
<b>Total Revenues</b>	<u>733,120</u>	<u>7,422,780</u>	<u>8,583,095</u>	<u>1,160,315</u>	<u>13.5%</u>
<b>Expenses:</b>					
Personnel services	13,362	160,378	201,680	41,302	20.5%
Fringe benefits	5,872	53,213	56,000	2,787	5.0%
Professional services	635	20,201	27,780	7,579	27.3%
Repairs and maintenance	-	1,200	2,980	1,780	59.7%
Advertising and promotions	2,129	82,148	114,250	32,102	28.1%
Materials and supplies	141	2,585	2,475	(110)	-4.4%
Other services and charges	3,115	61,708	63,330	1,622	2.6%
Leases	2,758	25,676	30,400	4,724	15.5%
Depreciation	1,069	10,181	12,700	2,519	19.8%
Contractual services	682,439	6,868,345	7,250,000	381,655	5.3%
96-gal Cart Expense	6,512	147,172	154,000	6,828	4.4%
Material Sales Rebate	<u>-</u>	<u>-</u>	<u>700,000</u>	<u>700,000</u>	<u>100.0%</u>
<b>Total Expenses</b>	<u>718,032</u>	<u>7,432,807</u>	<u>8,615,595</u>	<u>1,182,788</u>	<u>13.7%</u>
<b>Net Income</b>	<b><u>\$ 15,088</u></b>	<b><u>\$ (10,027)</u></b>	<b><u>\$ (32,500)</u></b>	<b><u>\$ 22,473</u></b>	
<b>Capital Outlay</b>	<u>-</u>	<u>\$ 6,088</u>	<u>\$ 5,000</u>	<u>\$ (1,088)</u>	<u>-21.8%</u>

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July – April 2019**

<b>Drop Off Project Fund</b>					
	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total</b>		<b>% Budget</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Variance</u></b>	<b><u>Remaining</u></b>
<b>Revenues:</b>					
Project Service Fees	\$ 52,128	\$ 477,204	\$ 547,000	\$ 69,796	12.8%
Contract Admin Costs	-	6,000	-	(6,000)	0.0%
Materials Sales Rebate	<u>4,427</u>	<u>77,256</u>	<u>300,000</u>	<u>222,744</u>	<u>74.2%</u>
<b>Total Revenues</b>	<u>56,555</u>	<u>560,460</u>	<u>847,000</u>	<u>286,540</u>	<u>33.8%</u>
<b>Expenses:</b>					
Personnel services	342	4,184	9,005	4,821	53.5%
Fringe benefits	242	2,040	2,400	360	15.0%
Professional services	56	1,515	1,780	265	14.9%
Repairs and maintenance	-	91	215	124	57.7%
Advertising and promotions	-	74	10,000	9,926	99.3%
Materials and supplies	16	207	125	(82)	-65.6%
Other services and charges	24	354	470	116	24.7%
Leases	136	1,188	1,175	(13)	-1.1%
Contractual services	51,985	476,698	547,000	70,302	12.9%
Materials sales rebate	<u>4,509</u>	<u>70,471</u>	<u>246,000</u>	<u>175,529</u>	<u>71.4%</u>
<b>Total Expenses</b>	<u>57,310</u>	<u>556,822</u>	<u>818,170</u>	<u>261,348</u>	<u>31.9%</u>
<b>Net Income</b>	<u>\$ (755)</u>	<u>\$ 3,638</u>	<u>\$ 28,830</u>	<u>\$ (25,192)</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July – April 2019**

<b>Municipal Solid Waste Fund</b>					
	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total</b>		<b>% Budget</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Variance</u></b>	<b><u>Remaining</u></b>
<b>Revenues:</b>					
Project Service Fees	\$ 263,633	\$ 2,597,212	\$ 2,985,000	\$ 387,788	13.0%
Customer Service Assessment	2,765	27,630	33,200	5,570	16.8%
Contract Admin Costs	-	3,950	-	(3,950)	0.0%
Interest on Investments	<u>411</u>	<u>4,999</u>	<u>3,650</u>	<u>(1,349)</u>	<u>-37.0%</u>
<b>Total Revenues</b>	<u>266,809</u>	<u>2,633,791</u>	<u>3,021,850</u>	<u>388,059</u>	<u>12.8%</u>
<b>Expenses:</b>					
Personnel services	1,108	13,396	17,580	4,184	23.8%
Fringe benefits	536	6,629	5,030	(1,599)	-31.8%
Professional services	178	4,988	6,225	1,237	19.9%
Repairs and maintenance	-	363	930	567	61.0%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	2	516	575	59	10.3%
Other services and charges	95	1,312	1,650	338	20.5%
Leases	162	1,959	2,610	651	24.9%
Depreciation	134	1,087	1,250	163	13.0%
Contractual Services	<u>263,633</u>	<u>2,597,212</u>	<u>2,985,000</u>	<u>387,788</u>	<u>13.0%</u>
<b>Total Expenses</b>	<u>265,848</u>	<u>2,627,462</u>	<u>3,021,850</u>	<u>394,388</u>	<u>13.1%</u>
<b>Net Income</b>	<b><u>\$ 961</u></b>	<b><u>\$ 6,329</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 6,329</u></b>	
<b>Capital Outlay</b>	<u>-</u>	<u>\$ 3,044</u>	<u>\$ 2,500</u>	<u>\$ (544)</u>	<u>-21.8%</u>

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July – April 2019**

<b>Other Special Projects</b>					
	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total</b>		<b>% Budget</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Variance</u></b>	<b><u>Remaining</u></b>
<b>Revenues:</b>					
Project Service Fees	\$ 254,191	\$ 1,754,318	\$ 2,491,000	\$ 736,682	29.6%
Contract Admin Costs	-	-	-	-	0.0%
Materials Sales Rebate	<u>92,387</u>	<u>625,248</u>	<u>375,000</u>	<u>(250,248)</u>	<u>-66.7%</u>
<b>Total Revenues</b>	<u>346,578</u>	<u>2,379,566</u>	<u>2,866,000</u>	<u>486,434</u>	<u>17.0%</u>
<b>Expenses:</b>					
Advertising and Promotions	-	-	1,000	1,000	0.0%
Contractual services	254,190	1,754,315	2,491,000	736,685	90.0%
Materials sales rebate	<u>92,386</u>	<u>625,248</u>	<u>375,000</u>	<u>(250,248)</u>	<u>-66.7%</u>
<b>Total Expenses</b>	<u>346,576</u>	<u>2,379,563</u>	<u>2,867,000</u>	<u>487,437</u>	<u>17.0%</u>
<b>Net Income</b>	<u>\$ 2</u>	<u>\$ 3</u>	<u>\$ (1,000)</u>	<u>\$ 1,003</u>	

**Central Virginia Waste Management Authority**  
**Accounts Receivable**  
**April 30, 2019**

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	<b>Total</b>	<b>Over 60 days</b>	<b>Current w/in 60 days</b>
Department of General Services	\$ 7,473	\$ 1,568	\$ 5,905
Ashland	-	-	-
Charles City	-	-	-
Chesterfield	259,151	-	259,151
Colonial Heights	85,126	-	85,126
Goochland	4,712	-	4,712
Hanover	34,999	-	34,999
Henrico	354,530	46,103	308,427
Hopewell	90,316	-	90,316
New Kent	18,851	-	18,851
Petersburg	121,438	-	121,438
Powhatan	27,013	-	27,013
Prince George	10,094	-	10,094
Richmond	225,816	-	225,816
Totals	<u>\$ 1,239,520</u>	<u>\$ 47,671</u>	<u>\$ 1,191,849</u>

**2019 BUDGETARY TRANSFERS**

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 2019 budget. CVWMA has deemed no budgetary transfers are necessary for the 2019 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 2019 audit.



**CONSIDERATION OF RESOLUTION 19-20: REAFFIRMING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2019-2020**

The CVWMA Board approved the 2019-2020 Operating Budget presented by staff at the regular meeting on December 14, 2018. **Resolution 19-13** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2019 and ending June 30, 2020 and the 2020 Operating Budget reflects a 3% salary increase for all employees effective July 1, 2019, based on merit. This resolution calls for the Board to reaffirm the 3% salary increase at their regular meeting in May 2019. Staff has reviewed the upcoming budget and current and anticipated levels of activity. Although, there remains uncertainty in the recycling markets, from which CVWMA keeps a portion of revenue received from the sale of recycled commodities, the 2020 adopted Operating Budget places less reliance on those markets. This loss in revenue is made up in other areas such as investment income and reduction in costs. Thus, the 3% wage increase budgeted for fiscal year 2019-2020 is deemed sustainable.

**Resolution 19-20**, attached for consideration, will reaffirm and adopt the 3% salary increase as presented and approved in December 2018.

**Recommended Action:** Approval of **Resolution: 19-20**

Attachment.

# RESOLUTION 19-20

A resolution reaffirming and adopting the 3% salary increase included in the Pay and Classification Plan of the 2020 Operating Budget 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, included as part of the 2019-2020 Operating Budget approved by the Board of Directors at the regular meeting on December 14, 2018, is hereby affirmed 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, as amended by Resolution 19-17 adopted by the Board of Directors at its regular meeting of February 15, 2019 implementing the results and recommendations of the 2018 Pay and Classification Study; 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 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 17th day of May 2019**

**Attest:** \_\_\_\_\_  
**Marcia Phillips, Chairma**

