



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
JUNE 21, 2019
2104 W. LABURNUM AVENUE,
RICHMOND, VA**

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

CERTIFICATION OF QUORUM

CHAIRMAN’S AGENDA

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STAFF AGENDA

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6. Residential Recycling Program	
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OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

DEQ Future of Recycling Meeting – Friday, June 28, 2019 – 10:00 a.m.

Executive Committee Meeting – Tuesday, July 9, 2019 – 2:00 p.m.

Technical Advisory Committee - Thursday, July 11, 2019 – 9:00 a.m.

Board of Directors Meeting – Friday, July 19, 2019 - **Cancelled**

Technical Advisory Committee - Thursday, August 1, 2019 – 9:00 a.m.

Executive Committee Meeting - Tuesday, August 6, 2019 – 2:00 p.m.

Board of Directors Meeting – Friday, August 16, 2019

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).

**CHAIRMAN'S AGENDA
ITEM NO. 2**

MINUTES:

Minutes of the Regular Meeting of April 19, 2019

Minutes of the April 19, 2019 CVWMA Board of Directors meeting are attached for review and consideration.

Recommended Action: Approval of April 19, 2019 minutes

Minutes of the Regular Meeting of May 17, 2019

Minutes of the May 17, 2019 CVWMA Board of Directors meeting are attached for review and consideration.

Recommended Action: Approval of May 17, 2019 minutes

Attachments.

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
APRIL 19, 2019
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 Rigglesman (A-Petersburg)
Darlene Jenkins (M-Richmond)
Miles Jones (M-Richmond)
Rod Compton (A-Prince George)

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 year's report noting that TFC, one of our major recycling processors, did not submit a commix number for the report this year because the majority what was considered commix previously is now distributed into the paper, plastic & glass categories after the residue.

Continuing, Mr. Thompson reported that the recycling rate including the base rate 53.7% plus the credit tonnage percentage 5% results in a total recycling rate for the region of 58.7%. He indicated that the 2018 recycling rate of 58.7% is less than the 2017 rate of 59.0%. The amount of material recycled since 2015 has increased by over 22,000 tons, and due to the increase in population within our region, the amount of MSW generated has increased almost 50,000 tons. He noted the increase to paper, plastic and glass. Continuing, Mr. Thompson noted that the commix number also included 18,536 tons of comix from outside of our region. That tonnage should not have been included in last year's report and will not be 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 we had an increase by 66 tons of cartons and 2,751 tons of plastics.

Referring to the final slide Mr. Thompson noted the differences in the average recycling rate since 2015 has averaged about the same noting the 2017 number included commix numbers from County Waste which came from outside of our region; 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 rates 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 numbers 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 might 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 16th 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 31st 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 31st 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 31st 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 25th 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 Eycling 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 Eycling 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 2nd 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 27th 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 25th.

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.

Marcia Phillips, Chairman

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MAY 17, 2019
2104 WEST LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia Phillips (M-Chesterfield), Chairman
Mark Kukoski (M-Richmond), Treasurer
Patricia Paige (M-New Kent), Secretary
Robert L. Dunn (M-Chesterfield), Director
J. Allen Lane (M-Henrico), Past Chair
Jennifer Schontag (M-Ashland)
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William E. Henley (A-Colonial Heights)
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Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Monique Robertson (M-Hopewell)
Johnny Melis (A-Powhatan)
Darlene Jenkins (M-Richmond)
Miles Jones (M-Richmond)

Non-Voting:

Lee Sloppy (A-Ashland)
Clay Bowles (A-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Nancy Drumheller, Public Affairs Manager
Kenna Shea, Accounting and Financial Manager
Reginald D. Thompson, Operations Analyst
Mary Beth Mains, Part-time Administrative Assistant
Stephanie Breaker, Sr. Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

Scott A. Wyatt (M-Hanover), Vice Chairman
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Leigh Dunn (M-Goochland)
Randy Hardman (A-Hanover)
Chip England (A-Henrico)
Bentley Chan (A-Henrico)
James H. Burrell (A-New Kent)
Tangela Innis (M-Petersburg)
William Riggleman (A-Petersburg)
Michael Purvis (M-Prince George)
Rod Compton (A-Prince George)
Serena Li (A-Richmond)

Guests:

With a quorum in attendance Chairman M. Phillips (M-Chesterfield) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Phillips (M-Chesterfield) 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 April 19, 2019

Chairman Phillips (M-Chesterfield) opened the floor for a motion to approve the minutes of the regular meeting of April 19, 2019, as submitted. Mrs. M. Kelley (M-Henrico) requested a verification to the Recycling Rate numbers for 2017 and 2018, starting on page 6, paragraph five of the April minutes. Mrs. K. Hynes, CVWMA Executive Director provided staff would clarify and the minutes would be brought back to the Board at next month's meeting.

Item No. 3: Chairman's Report

Chairman Phillips thanked Vice Chairman Wyatt (M-Hanover) for taking her place at the April Board Meeting.

Continuing, Chairman Phillips stated it has been her privilege to serve on the CVWMA Board for over 25 years and she wanted to take this time to talk about what Board Members do and what the Authority itself does. The Authority is a public agency and it operates under the same rules, laws and regulations as other public agencies. CVWMA is not part of the executive branch but like all of the jurisdictions Board Members serve, CVWMA is that kind of agency. We operate as a purchasing committee for the jurisdictions that are a part of the CVWMA Board. Jurisdictions outsource the function of requesting proposals; assessing those proposals when they come in; selecting the proposal that works best; and then making those proposals and the services under them available to member jurisdictions. As a member of the Board, it is your responsibility to know what you are voting on and when we approve the contracts, to know what the contracts are about. It is also your responsibility to make sure your jurisdiction understands what the CVWMA Board does and what you are doing. When you enter into a contract, it is a formal agreement bound by law. It cannot be changed if one person or one member wishes to change it. Everyone has to agree to the change. We are not in any way a monopoly, Chairman Phillips stated. She noted she had heard that term used about the organization several times in the past 2 months. That is not what we do. We look at all of the contracts, bids and proposals that come in and our Technical Advisory Committee (TAC) selects them and we vote on them. You will be voting later this morning on one of the contracts. That is what we do in this organization. Mrs. Phillips stated she has been happy to fulfill this role for the past 25 years.

Item No. 4: Nominating Committee Report

Mr. J. Lane (M-Henrico), past Chairman and Nominating Committee Chair, thanked committee members Mr. Lee Sloppy (A-Ashland) and Mr. William Henley (A-Colonial Heights) for their efforts and he introduced the recommended slate of officers for fiscal year 2019-2020: Mrs. Marcia Phillips (M-Chesterfield), Chairman; Mrs. Patricia Paige (M-New Kent), Vice Chairman; Mr. Miles Jones (M-Richmond), Secretary; Mr. Robert Dunn (M-Chesterfield), Director. Mr. Lane noted the Treasurer position is undetermined currently but there have been talks with a prospective candidate. The officers will be presented for voting at June's Board meeting for a vote. Chairman Phillips thanked those that are willing to serve.

STAFF AGENDA

Item No. 5: Residential Recycling Program

Mr. R. Nolan, CVWMA Director of Operations, reported the total tonnage of recyclables collected in the month of April in the residential recycling program was 2,996 tons, 54 tons more than last April. Fiscal year to date tonnages totaled 30,460 tons. For the same period last fiscal year, 30,731 tons were collected equating to a difference of 271 tons less year over year. Mr. Nolan noted that part of the decrease is due to the aggressive Oops! efforts in Petersburg. Mr. Nolan added that there was a total of 142 misses for the month in Petersburg compared to 82 last month. Mr. Nolan noted the issues appear to be some of the Petersburg residents that didn't see the Oops! Stickers on their carts and reported their carts had been missed.

Mr. Nolan shared that 8,244 Oops! Stickers have been issued year to date. The biggest contamination issues are plastic bags (38% of the total collected); food/Styrofoam (23%); and garbage (35%). The TFC Audit Team will continue to focus on plastic bag contamination.

Mrs. K. Hynes reminded the Board that we are transitioning contractors for the city of Hopewell and have been working on routing changes. Postcards will be sent closer to the transition date alerting customers of the changes.

Chesterfield Curbside Recycling Program

Mrs. Hynes gave an update on the Chesterfield Curbside Recycling Program noting there has been several meetings in the last several weeks with Chesterfield County leadership and that CVWMA is continuing the conversation and talking about the future of the program. Some of the meetings have included TFC and working on solutions that will benefit not only Chesterfield County but the regional program as well. Chesterfield is certainly at the table and she hoped that we can keep them at the table. It is important to remember through this whole process that providing a regional umbrella for all of our programs provides each of our localities a benefit of economies of scale. Working together and making our program look consistent across jurisdictional boundaries and at the same time recognizing the individuality of each locality has always been CVWMA's priority. CVWMA provides a menu of services that localities can pick and choose from, that fits individual needs.

CVWMA staff received a letter on May 16th from Chesterfield County and this letter is based on conversations with Dr. Casey and the leadership team and is also a follow up to the March 29th letter reserving the right to cancel the service agreement by July 1st. There is funding in the County budget through the end of December 2019. We are continuing those conversations and will be following up with a timeline of what we are working on and what we plan to do and if there is a decision to get out of the program, we will provide a deadline that we need to know by so that we can plan operationally. Mrs. Hynes stated we are continuing the conversation in a positive way and we will keep you posted along the way.

Continuing, Mrs. Hynes stated one of the things that came out of last week's conversation with TFC about the true cost of recycling. They had mentioned it costs them about \$70/ton to process single stream. That does not include collection, just processing of the material. The weighted average value of one ton of single stream is \$38 now. This time last year the value of one ton of single stream was \$98. We are paying a maximum of \$30/ton, therefore TFC is not quite breaking even on the processing. It is possible they may come back to us for additional costs for processing than our maximum \$30. I wanted to let you know that and certainly as Marcia said, please take that back to your localities.

Mrs. Hynes also noted she had copies of an article written by Republic Services, a trash and recycling company, for each Board member. The article explains before and after China's increased restrictions and

bans on recyclables and how it is affecting everyone across the country. The article discusses a new “normal” in contracting, including the true cost of recycling.

Mr. S. Chidsey (M-Hanover) asked when the time lines would be established, noting if Chesterfield pulls out there is rerouting and calendars for example that will need to be changed. Mrs. Hynes stated she had not come up with an exact date but what has been discussed is an August time frame. If the contractor has to do some rerouting, we need time to get that routing done and notify folks of changes. The timeline for designing the calendar will not change but getting the information out to the customer will change. Also, the number of calendars ordered and what is sent to the printer will change which will change the pricing. It would be best if we know as early in the fiscal year as possible.

Mrs. M. Kelley (M-Henrico) asked if CVWMA does not have a July Board Meeting how will members know what has been decided? Mrs. Hynes stated if there is something that needs Board action a special Board meeting could be called. The Chesterfield Board of Supervisors plan to meet in July to discuss this topic. Mrs. Hynes stated she did not think we would know anything by July or the timeframe of when we meet in July. Mrs. Hynes noted we will have more frequent meetings and discussions with the County. Mrs. Hynes verified with Chesterfield Board Members present at the meeting that it would not be brought up for discussion before the next County meeting. Mrs. Hynes stated we are working on providing solutions.

Item No. 6: Municipal Solid Waste (MSW) Program

In the month of April, Mr. R. Thompson, CVWMA Operations Analyst, reported 5 misses were recorded in Ashland and 13 misses in the Chesterfield tax relief program for County Waste; 141 misses were recorded in Colonial Heights, 236 misses in Hopewell; and 266 misses in Petersburg by CFS. Mr. Thompson noted that staff is in the process of writing a letter to CFS requesting a plan of action to correct and address the issue of increased misses.

Item No. 7: Consideration of Resolution 19-19 Amending the Contracts for Delivered Paper

Mr. R. Nolan reported 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 recycling 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. CVWMA receives a rebate under these contracts for accepting the recyclable material. There is no cost to the jurisdiction other than what cost occurs to get the material to the location. Mr. S. Chidsey (M-Hanover) asked Mr. Nolan to go over what the rebates are tied to. Mr. Nolan explained that the rebate is tied to what was formerly known as the Yellow Sheet and is now known as the RISI. The RISI issues a monthly commodity rate similar to other commodities. CVWMA receives 101% of the market price.

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

Item No. 8: Operations and Program Statistics

Mr. R. Nolan 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 busy sites in Henrico that are 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.

Mr. Nolan updated the Board on the Spring events that have been held the last couple of months. The following events are coming up: City of Richmond E-cycling Event – Thompson MS- Saturday, May 18 and Goochland County HHW & Document Shredding Event - Goochland Sports Complex/Skate Park Parking Lot, Saturday, June 8.

Continuing, Mr. Nolan 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 \$50 to \$40, and newsprint has stayed at \$25.

Plans are in the works for Chesterfield, Hanover, and other jurisdictions to meet with the new CVWMA waste oil contractor, UEC. The new contract begins July 1st.

Both Goochland and Powhatan schools will be joining Ashland and Hanover in our MSW FEL Program starting July 1, Mr. Nolan noted.

Item No. 9: Technical Advisory Committee

Mr. Nolan stated the TAC met on May 2nd and topics of discussion included contracts; updates to the 5 Year Solid Waste Management Plan; Disaster Relief Training on June 6th; and the next TAC meeting moving to June 13th.

The Solid Waste Management Plan is due to DEQ in August. Mr. Nolan noted the first 3 sections have been finalized. TAC is currently getting comments and finishing up section 4 which includes landfill permitted capacity.

The Disaster Relief training event will be held from 1:00 pm until 5:00 pm on June 6th at the Henrico Training Center, 7701 E Parham Rd., Henrico. The next TAC Meeting will be on June 13th at 9 a.m. and all are welcome to attend Mr. Nolan stated.

Mr. J. Clary (A-Henrico) noted that several localities received a letter from County Waste asking them if they would like to reserve capacity in the new Green Ridge landfill in Cumberland County. Mr. Clary asked if this should be something the CVWMA should address on behalf of the members. Mr. Nolan stated he thought this should be a TAC meeting discussion for response collectively. Mr. Nolan noted the letter sent by County Waste was a form letter from DEQ which is one of the first steps DEQ has suggested as a guideline for new landfills and lateral expansions. It is suggested in guidance documents that the letter go out to all municipalities in Virginia as a request to reserve airspace. It does talk about contracting with the landfill in the letter and Mrs. Hynes stated she does not believe we want to do that at this time. Mr. R. Dunn (M-Chesterfield), Director, asked if Cumberland County Landfill is in the Solid Waste Plan. Mr. Nolan responded that since the Green Ridge Landfill is in the early stages of permitting, it's capacity would not be included however it will be mentioned as potential future capacity. Mr. Nolan noted the former Republic landfill that did not open in Cumberland County is mentioned in the plan. Mr. S. Chidsey (M-Hanover) noted that the letter talks about a gate rate which is a little behind the times. Mrs. M. Phillips (M-Chesterfield), Chairman, stated DEQ wants to make sure there is a need for the landfill.

Item No. 10: Earth Day 2019

Earth Day 2019 Wrap Up

Mrs. N. Drumheller, Public Affairs Manager shared details of staff activity for the month of April. There were 75 requests for the month of April from all of the jurisdictions except Charles City compared to 60 for April 2018. There were 33 presentations; 13 requests for educational materials; 21 events; and 8 media events; 3,842 people were impacted compared to 2,546 last April, and 13,719 requests for educational materials compared to 11,353 last year. Some of the Earth Day events staff participated in included the Federal Reserve Bank; the Science Museum of Virginia (American Chemist Society was at their event); and Midlothian and Powhatan Libraries. Mrs. Drumheller noted this does not include jurisdiction events. 93 people signed the pledge to Reduce, Reuse, and Recycle and over 328 recycled paper Forget Me Not Seed Starters were given away. Mrs. Drumheller noted that nothing was given away without first having them answer a recycling related question for greater impact.

Item No. 11: Public Information

Reduce Contamination in Recycling Campaign

Mrs. N. Drumheller gave a year to date summary of activity for the Oops! Campaign and the Reduce Contamination in Recycling Campaign. She noted \$40,000 was appropriated to use towards the campaign. Staff developed art files with Recycling Partnership; staff distributed 802 original Oops! stickers; distributed 4,318 Recycle Right/Oops! rack cards; distributed 4,792 plastic bag keepers; Public Affairs Manager worked 31 Oops! specific educational tables; Call Center staff mailed out 3,386 Recycle Right, Oops! rack cards and plastic bag holders. Mrs. Drumheller stated getting rid of plastic bags in recycling a priority.

Mrs. Drumheller thanked Jon Clary (A-Henrico) and Marcia Kelley (M-Henrico) for the invite to the Henrico Town Hall Meeting. Jon showcased what he does, Mrs. K. Hynes talked about China, and Mrs. M. Kelley and Mrs. Drumheller showcased their Recycling Right presentation, highlighting the Wishful Recycler. Ms. M. Robertson (A-Hopewell) and Mrs. Drumheller were at the Treasurer's Office and the City Manager's Board of Supervisors Meeting talking about education and the impacts of Recycling Right. Mrs. Drumheller noted the additional program monies allowed her to recontact the 6,500 people who had taken the Recycling Right quiz and stated they wanted more information. Staff targeted specific educational messaging in areas with higher contamination. Jonathan Austin was invited to the Hopewell schools and he put an Oops! Sticker on his forehead and explained to the school children what the sticker was and how to recycle right. Mrs. Drumheller thanked Ms. Darlene Jenkins (M-Richmond) and noted they will be at City Hall on Monday, May 20th.

The Virginia Recycling Association Conference theme was to change behaviors Mrs. Drumheller noted. Mrs. K. Hynes was a session speaker with Recycling Partnership. Mrs. Drumheller is now part of a national group of city and county recycling coordinators spearheaded by Recycling Partnership to educate the "Wishful" Recyclers and how they are impacting contamination nationwide. Keeping up the momentum of this regional contamination education for curbside and drop-off is a priority.

Residential Recycling Changes in Hopewell

Staff has been busy with the design and printing of 4 versions of the existing 2019 CVWMA Recycling Collection Schedule to send out to over 6,000 residents that will have a collection day change starting in July when TFC begins collecting in Hopewell. The new calendars will include Oops! information Mrs. Drumheller stated.

CVWMA Waste Reduction News, Website, Social Media and Collection Day Email Reminder

Social Media summary: distributed the May WRN 2019 monthly electronic newsletter to 1,368 email subscribers; 15,738 unique visitors made 31,809 visits to over 76,441 pages on the CVWMA website; CVWMA Pinterest site added 8 new pins to existing boards (79.2% of Pinterest users are female); 371 emails were added to the Curbside Email Reminder bringing the total subscribers to 33,988 as of April 2019.

Curbside Education Advisory Committee Quarterly Meeting will be moved to next fiscal year.

Mrs. Drumheller noted Ms. K. Carney, Recycling Education & Outreach Specialist, has resigned effective the end of May because she is moving out of state. To avoid cancelling summer programs and to cover all of the existing programs scheduled by Ms. Carney, staff plans to hire contractors through Young Scientists LLC, who offer teachers with Masters of Education.

Item No. 12: Financial Reports for April 2019

Mrs. K. Shea, CVWMA Accounting and Financial Manager, relayed that 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, 2019. CVWMA has a combined Net Income of \$91,581 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 \$47,671 past due amount current.

Chairman M. Phillips (M-Chesterfield), opened the floor for a motion to accept the Financial Reports for April 2019. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the Financial Reports for April 30, 2019 be approved and filed as submitted.

Item No. 13: 2019 Budgetary Transfers

Mrs. K. Hynes noted as we approach the end of the fiscal year, staff has reviewed revenues and expenses by line item and compared actual to budget to determine any necessary transfers that need to come before the Board. In accordance with the budget, staff is to bring any transfers in excess of \$2,500 between the various categories in our budget to the Board. Mrs. Hynes stated staff has no budgetary transfers to bring before the Board.

Item No. 14: Consideration of Resolution 19-20: Reaffirming the Pay and Classification Plan for Fiscal Year 2019-2020

Mrs. Hynes noted this is the time of year we come back to the Board to reaffirm the salary increase for the next fiscal year. In December the Board adopted the 2020 Operating Budget. Mrs. Hynes noted staff has reviewed the upcoming budget, the current and anticipated levels of activity and even though there is still some uncertainty in the recycling markets, staff has budgeted very conservatively. CVWMA has made up for market shortfalls in investment income and a reduction in costs in other areas. Mrs. Hynes stated that staff believes the 3% increase that is budgeted is deemed sustainable.

Chairman Phillips opened the floor for a motion to approve **Resolution 19-20** as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. M. Kukoski (M-Richmond), Treasurer, and carried that **Resolution 19-20** Reaffirming the Pay and Classification Plan for Fiscal Year 2019-2020 be approved as submitted.

Item No. 15: Administrative

Mrs. K. Hynes introduced Mrs. J. Schontag (M-Ashland) who is the new Board Member for the Town of Ashland. She and Mr. L. Sloppy (A-Ashland) have switched places after the Town Council vote earlier this week. The new alternate for Mr. Kukoski (M- Richmond) will be Serena Li (A-Richmond).

Mrs. Hynes stated she presented at the Virginia Recycling Association (VRA) Conference in Henrico recently. The presentation was on the CVWMA Oops! campaign details that CVWMA has been working on all year to reduce contamination in recycling. Mrs. Hynes noted it was a good conference and that she was able to hear the national view of what others are doing around the country to reduce contamination and to increase the quality of recycled materials.

Mrs. Hynes reminded the Board of the Disaster Recovery Training event on Thursday, June 6, 2019, 1:00 pm – 5:00 pm at the Henrico Training Center. Mrs. Hynes noted this is a great opportunity for members from all 13 of our localities to get a refresher and learn new information. Representatives from all 4 of our disaster recovery and monitoring vendors, VDEM and DEQ will be participating in the event.

Mrs. Hynes stated she will be participating in the Recycling Partnership, Recycling Leadership Summit at the end of June. This is Recycling Partnership's first summit and they have invited 50 cities from across the country to participate, Mrs. Hynes stated. She will be attending with representatives from the City of Richmond and the discussion will be on urban communities and recycling. Mrs. Hynes stated she looks forward sharing information from the summit.

On June 28th DEQ will be talking with CVWMA Board Members, TAC and industry partners, County Waste and TFC about the future of curbside and drop off recycling from the states perspective. DEQ sent out a survey in the fall asking for challenges to recycling and providing suggestions for more state involvement. DEQ is visiting regions of the state to follow up on that survey. The meeting is scheduled for June 28th at 10:00 am, in the Large Conference Room at 2104 W. Laburnum Avenue. Mrs. Hynes noted DEQ would like to meet with as many folks as possible.

Mrs. Hynes stated she has been working with a former CVWMA Board Member, Matt Benka who works with the Virginia Israel Advisory Board (VIAB) and UBQ Materials. UBQ converts waste into a material similar to plastic and they are looking to locate a plant in the US. Working with our vendor, CVWMA will buy the first 2,000 recycling bins from UBQ material that are made out of this converted waste material. They will be arriving in the next month. They would also like to possibly attend the June 21st Board Meeting to talk to the Board about their process, how it works and what their plans are for the future. There will be a press event once the bins arrive. Mrs. Hynes noted that UBQ and this new technology will be very important as we are planning for solid waste management. Diverting waste from landfills should be a big part of our plan for future, Mrs. Hynes stated.

Mr. R. Dunn (M-Chesterfield), Director, asked for clarification between the slide showing the next Board Meeting as June 14th and the Board Agenda package showing the date as June 21st. Mrs. Hynes confirmed the next Board Meeting will be June 21st. Mrs. Hynes noted the Executive Committee meeting will be a week earlier than normal, on June 4th.

Old/New Business

Chairman Phillips asked if there was any old or new business to come before the Board.

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 10:06 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. W. Henley (A-Colonial Heights) and carried that the May 17, 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 May 17, 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., June 21, 2019. Given under my hand and seal of the CVWMA this 21st day of June 2019.

Marcia Phillips, Chairman



Resolution of Appreciation

Presented to

Stephanie Breaker

FOR TWENTY YEARS OF SERVICE WITH

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

WHEREAS, Stephanie Breaker joined the Central Virginia Waste Management Authority on June 21, 1999 as Customer Service Representative; promoted a year later to Customer Service Supervisor and currently serves as Senior Customer Service Supervisor; and

WHEREAS, Ms. Breaker has served for twenty years and continues to serve the Authority with enthusiasm, dedication, professionalism, initiative, and creativity; and

WHEREAS, Ms. Breaker promotes Authority programs, exhibiting best practices in the development of a comprehensive team approach to customer engagement and interaction in providing solutions to best meet the needs of localities, customers, partners, Authority Board and Staff; and

WHEREAS, Ms. Breaker by providing her knowledge and expertise in the area of customer service guides the creation and implementation of many timeless tools to ensure accountability and excellent service, and is instrumental in raising awareness about recycling opportunities throughout the entire region; and

WHEREAS, as a result of Ms. Breaker's energy, efforts and personal and professional commitment to the environment and customer engagement, she has created a positive image for the Authority and is a benefit to the purpose of the Authority; and therefore

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Stephanie Breaker for her outstanding service, efforts, and achievements as an invaluable leader to the Authority upon completion of 20 years of service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 21st day of June 2019

Attest:

Marcia Phillips, Chairman of the Board





Resolution of Appreciation

Presented to

Charles “Dick” Howe

FOR TWENTY YEARS OF SERVICE WITH

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

WHEREAS, Dick Howe joined the Central Virginia Waste Management Authority on May 26, 1999 as Part-Time Operations Assistant and currently serves as Operations Technician; and

WHEREAS, Mr. Howe has served for twenty years and continues to serve the Authority with enthusiasm, dedication, professionalism, initiative, and creativity; and

WHEREAS, Mr. Howe promotes Authority programs through research, development, implementation, and coordination of Authority recycling and solid waste programs and initiatives, and provides administrative and monitoring of contracts and programs through development of valuable relationships with member locality staff, contractors and the Authority Board and Staff; and

WHEREAS, Mr. Howe by providing his knowledge and expertise in the area of contracts and operations of Authority programs is instrumental in raising awareness about recycling opportunities and solid waste initiatives throughout the entire region; and

WHEREAS, as a result of Mr. Howe’s energy, efforts and personal and professional commitment to the environment, he has created a positive image for the Authority and is a benefit to the purpose of the Authority; and therefore

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Dick Howe for his outstanding service, efforts, and achievements as an invaluable leader to the Authority upon completion of 20 years of service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 21st day of June 2019

Attest:

Marcia Phillips, Chairman of the Board





Resolution of Appreciation

Presented to

Barbara Trimmer

FOR TWENTY YEARS OF SERVICE WITH

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

WHEREAS, Barbara Trimmer joined the Central Virginia Waste Management Authority on July 12, 1999 as Part Time Administrative Assistant and currently serves as Accounting Technician; and

WHEREAS, Ms. Trimmer has served for twenty years and continues to serve the Authority with enthusiasm, dedication, professionalism, initiative, and creativity; and

WHEREAS, Ms. Trimmer has demonstrated effective communications skills in developing relationships with 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, Ms. Trimmer by providing her knowledge and expertise in the areas accounting and office administration through the creation and implementation of many best practices and timeless resources, and is instrumental in raising awareness about recycling opportunities throughout the entire region; and

WHEREAS, as a result of Ms. Trimmer's energy, efforts and personal and professional commitment to the environment, she has created a positive image for the Authority and is a benefit to the purpose of the Authority; and therefore

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Barbara Trimmer for her outstanding service, efforts, and achievements as an invaluable leader to the Authority upon completion of 20 years of service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 21st day of June 2019

Attest:

Marcia Phillips, Chairman of the Board



NOMINATING COMMITTEE REPORT

Election of Officers for Fiscal Year 2019-2020

The Nominating Committee has developed a slate of officers for the ensuing fiscal year. It is the consensus recommendation of Mr. J. Lane (M-Henrico), past Chairman and Nominating Committee Chair, Mr. L. Sloppy (A-Ashland) and Mr. W. 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 Paige (New Kent County)
Treasurer	*Will be provided prior to the June 21 Board Meeting*
Secretary	Miles Jones (City of Richmond)
Director	Robert Dunn (Chesterfield County)

The term of the elected officers will begin July 1, 2019, with the installation process scheduled for the first regular meeting in the new fiscal year.

FINANCIAL REPORTS FOR MAY 2019

The financial activity for May is consistent with previous months and the Authority continues to remain within the overall budget as of May 31, 2019. CVWMA has a combined net income of \$17,633 year to date. As expected, net income has decreased as expenses are incurred in the last quarter of the fiscal year.

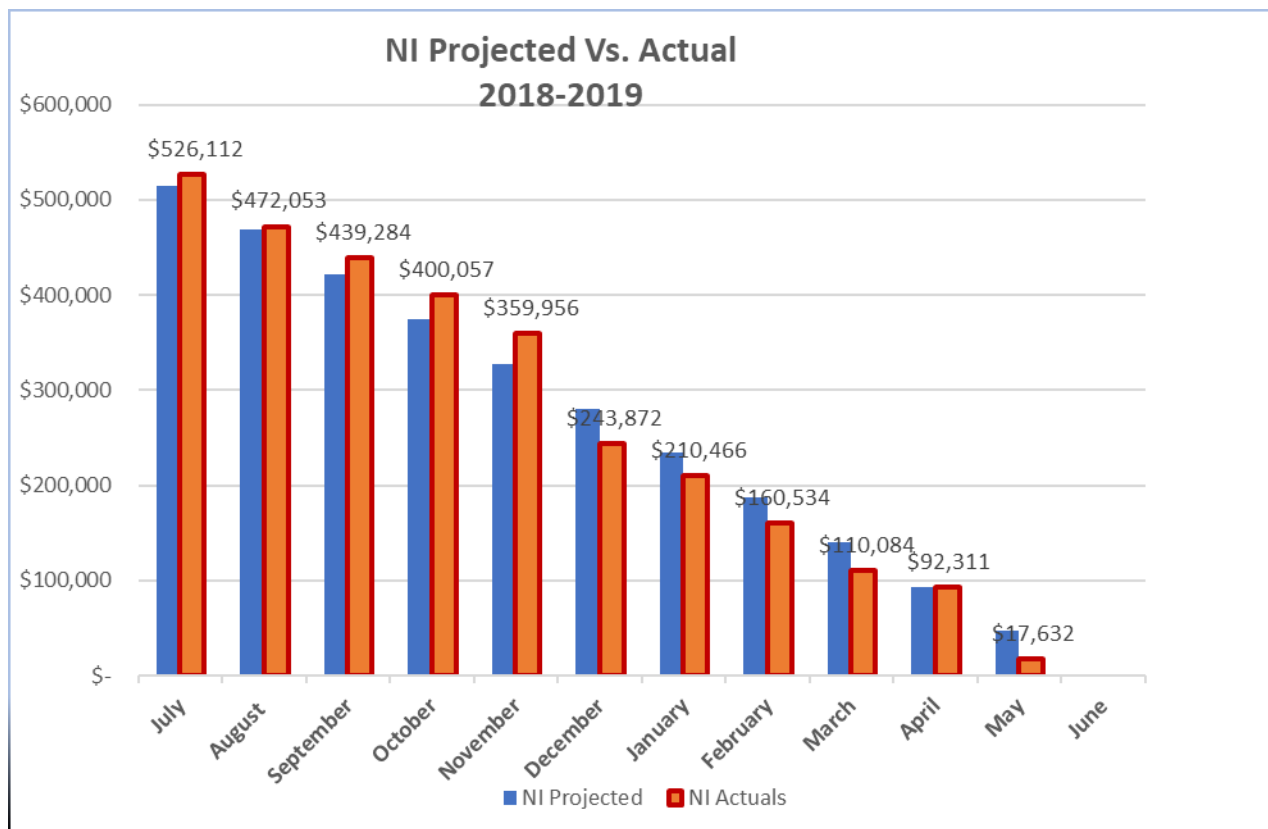
The Accounts Receivable schedule reflects amounts due to the Authority. Staff continues to work with the municipalities to bring the now \$70,774 past due amounts current before the end of the Fiscal Year.

Recommended Action: Approval of the May 2019 Financial Reports

Attachments

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

Summary - All Funds			
	Total	Total	
	<u>Revenues</u>	<u>Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 594,172	564,906	\$ 29,266
Curbside Project Fund	8,161,883	8,182,817	\$ (20,934)
Drop-Off Project Fund	625,948	622,379	\$ 3,569
Municipal Solid Waste Fund	2,905,260	2,899,532	\$ 5,728
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>\$ 4</u>
Totals	<u>\$ 14,666,829</u>	<u>\$ 14,649,196</u>	<u>\$ 17,633</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
Capital Outlay	<u>\$ -</u>	<u>\$ 15,040</u>	<u>\$ 12,500</u>



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

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 561,661	\$ 561,660	\$ (1)	0.0%
Interest on Investments	<u>2,301</u>	<u>32,511</u>	<u>22,555</u>	<u>(9,956)</u>	<u>-44.1%</u>
Total Revenues	<u>2,301</u>	<u>594,172</u>	<u>584,215</u>	<u>(9,957)</u>	<u>-1.7%</u>
Expenses:					
Personnel services	49,920	369,837	410,760	40,923	10.0%
Fringe benefits	8,068	79,256	87,400	8,144	9.3%
Professional services	1,111	37,639	40,410	2,771	6.9%
Repairs and maintenance	-	1,376	3,375	1,999	59.2%
Advertising and promotions	64	3,529	1,250	(2,279)	-182.3%
Materials and supplies	80	4,280	4,700	420	8.9%
Other services and charges	734	15,886	13,950	(1,936)	-13.9%
Leases	3,724	42,901	46,575	3,674	7.9%
Depreciation	972	10,202	11,125	923	8.3%
Contingencies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Total Expenses	<u>64,673</u>	<u>564,906</u>	<u>619,545</u>	<u>54,639</u>	<u>8.8%</u>
Net Income	<u>\$ (62,372)</u>	<u>\$ 29,266</u>	<u>\$ (35,330)</u>	<u>\$ 64,596</u>	
Capital Outlay	<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 – May 2019

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	\$ 687,357	\$ 7,555,689	\$ 7,250,000	\$ (305,689)	-4.2%
Public Relations Assessment	18,030	199,463	219,000	19,537	8.9%
Customer Service Assessment	19,148	211,789	232,000	20,211	8.7%
96-gal Cart Revenue	13,348	168,251	160,800	(7,451)	-4.6%
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	-	-	700,000	700,000	100.0%
Interest on Investments	<u>1,220</u>	<u>16,691</u>	<u>11,295</u>	<u>(5,396)</u>	<u>-47.8%</u>
Total Revenues	<u>739,103</u>	<u>8,161,883</u>	<u>8,583,095</u>	<u>421,212</u>	<u>4.9%</u>
Expenses:					
Personnel services	26,272	186,650	201,680	15,030	7.5%
Fringe benefits	7,164	60,377	56,000	(4,377)	-7.8%
Professional services	1,108	21,309	27,780	6,471	23.3%
Repairs and maintenance	-	1,200	2,980	1,780	59.7%
Advertising and promotions	4,621	86,769	114,250	27,481	24.1%
Materials and supplies	186	2,771	2,475	(296)	-12.0%
Other services and charges	2,057	63,765	63,330	(435)	-0.7%
Leases	2,491	28,167	30,400	2,233	7.3%
Depreciation	1,069	11,250	12,700	1,450	11.4%
Contractual services	690,226	7,558,571	7,250,000	(308,571)	-4.3%
96-gal Cart Expense	14,816	161,988	154,000	(7,988)	-5.2%
Material Sales Rebate	<u>-</u>	<u>-</u>	<u>700,000</u>	<u>700,000</u>	<u>100.0%</u>
Total Expenses	<u>750,010</u>	<u>8,182,817</u>	<u>8,615,595</u>	<u>432,778</u>	<u>5.0%</u>
Net Income	<u>\$ (10,907)</u>	<u>\$ (20,934)</u>	<u>\$ (32,500)</u>	<u>\$ 11,566</u>	
Capital Outlay	<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 – May 2019

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	\$ 61,119	\$ 538,323	\$ 547,000	\$ 8,677	1.6%
Contract Admin Costs	-	6,000	-	(6,000)	0.0%
Materials Sales Rebate	<u>4,369</u>	<u>81,625</u>	<u>300,000</u>	<u>218,375</u>	<u>72.8%</u>
Total Revenues	<u>65,488</u>	<u>625,948</u>	<u>847,000</u>	<u>221,052</u>	<u>26.1%</u>
Expenses:					
Personnel services	673	4,857	9,005	4,148	46.1%
Fringe benefits	271	2,311	2,400	89	3.7%
Professional services	53	1,568	1,780	212	11.9%
Repairs and maintenance	-	91	215	124	57.7%
Advertising and promotions	-	74	10,000	9,926	99.3%
Materials and supplies	20	227	125	(102)	-81.6%
Other services and charges	25	379	470	91	19.4%
Leases	123	1,311	1,175	(136)	-11.6%
Contractual services	61,018	537,716	547,000	9,284	1.7%
Materials sales rebate	<u>3,374</u>	<u>73,845</u>	<u>246,000</u>	<u>172,155</u>	<u>70.0%</u>
Total Expenses	<u>65,557</u>	<u>622,379</u>	<u>818,170</u>	<u>195,791</u>	<u>23.9%</u>
Net Income	<u>\$ (69)</u>	<u>\$ 3,569</u>	<u>\$ 28,830</u>	<u>\$ (25,261)</u>	

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

Municipal Solid Waste Fund					
	Month to Date	Year to Date	Total		% Budget
	Actual	Actual	Budget	Variance	Remaining
Revenues:					
Project Service Fees	\$ 268,311	\$ 2,865,523	\$2,985,000	\$ 119,477	4.0%
Customer Service Assessment	2,764	30,394	33,200	2,806	8.5%
Contract Admin Costs	-	3,950	-	(3,950)	0.0%
Interest on Investments	<u>394</u>	<u>5,393</u>	<u>3,650</u>	<u>(1,743)</u>	<u>-47.8%</u>
Total Revenues	<u>271,469</u>	<u>2,905,260</u>	<u>3,021,850</u>	<u>116,590</u>	<u>3.9%</u>
Expenses:					
Personnel services	2,191	15,587	17,580	1,993	11.3%
Fringe benefits	625	7,254	5,030	(2,224)	-44.2%
Professional services	196	5,184	6,225	1,041	16.7%
Repairs and maintenance	-	363	930	567	61.0%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	2	518	575	57	9.9%
Other services and charges	101	1,413	1,650	237	14.4%
Leases	143	2,102	2,610	508	19.5%
Depreciation	134	1,221	1,250	29	2.3%
Contractual Services	<u>268,678</u>	<u>2,865,890</u>	<u>2,985,000</u>	<u>119,110</u>	<u>4.0%</u>
Total Expenses	<u>272,070</u>	<u>2,899,532</u>	<u>3,021,850</u>	<u>122,318</u>	<u>4.0%</u>
Net Income	<u>\$ (601)</u>	<u>\$ 5,728</u>	<u>\$ -</u>	<u>\$ 5,728</u>	
Capital Outlay	<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 – May 2019

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	\$ 234,538	\$ 1,988,856	\$2,491,000	\$ 502,144	20.2%
Contract Admin Costs	-	-	-	-	0.0%
Materials Sales Rebate	<u>55,750</u>	<u>680,998</u>	<u>375,000</u>	<u>(305,998)</u>	<u>-81.6%</u>
Total Revenues	<u>290,288</u>	<u>2,669,854</u>	<u>2,866,000</u>	<u>196,146</u>	<u>6.8%</u>
Expenses:					
Advertising and Promotions	-	-	1,000	1,000	0.0%
Contractual services	234,361	1,988,676	2,491,000	502,324	90.0%
Materials sales rebate	<u>55,926</u>	<u>681,174</u>	<u>375,000</u>	<u>(306,174)</u>	<u>-81.6%</u>
Total Expenses	<u>290,287</u>	<u>2,669,850</u>	<u>2,867,000</u>	<u>197,150</u>	<u>6.9%</u>
Net Income	<u>\$ 1</u>	<u>\$ 4</u>	<u>\$ (1,000)</u>	<u>\$ 1,004</u>	

Central Virginia Waste Management Authority
Accounts Receivable
July – May 2019

Accounts Receivable 5/31/201	Total	Over 60 days	Current w/in 60 days
Department of General Services	10,141	3,756	6,386
Ashland	-	-	-
Charles City	-	-	-
Chesterfield	364,965	-	364,965
Colonial Heights	74,118	-	74,118
Goochland	8,440	-	8,440
Hanover	24,618		24,618
Henrico	558,136	67,018	491,118
Hopewell	-	-	-
New Kent	21,451	-	21,451
Petersburg	120,915	-	120,915
Powhatan	8,282	-	8,282
Prince George	-	-	-
Richmond	446,794	-	446,794
Totals	\$1,637,862	\$ 70,774	\$1,567,088