



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING AGENDA
FRIDAY, AUGUST 18, 2017
2104 WEST LABURNUM AVENUE
RICHMOND, VIRGINIA**

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

ITEM NO.	Page(s)
1. Public Comment Period	
2. Minutes of the Regular Meeting of June 16, 2017	3-12
3. Installation of Officers	
4. Chairman's Report	

STAFF AGENDA

ITEM NO.	
5. 2017 Education and Outreach and Program Statistics Presentation	
6. Residential Recycling	
7. Municipal Solid Waste (MSW) Program	
8. Consideration of Resolution 18-01: Awarding the Contract for Collecting, Transporting, and Processing Used Electronic Equipment	13-14
9. Operations and Program Statistics	
10. Technical Advisory Committee Report	
11. Curbside Education Advisory Committee and Education Workgroup	



12. Public Information

13. Financial Reports for July 2017

15-22

14. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Audit Committee – Thursday, August 31, 2017 – 2:00pm

Executive Committee - Tuesday, September 5, 2017 – 2:00pm

Technical Advisory Committee (TAC) - Thursday, September 7, 2017 – 9:00am

Board of Directors (Petersburg) - Friday, September 15, 2017 – 9:00am

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 OF THE REGULAR MEETING OF JUNE 16, 2017

The minutes of the regular Board of Directors meeting held June 16, 2017 are presented for your consideration and approval.

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
JUNE 16, 2017
2104 WEST LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

J. Allen Lane (M-Henrico), Chairman
Marcia R. Phillips (M-Chesterfield), Vice-Chair
Edward Watson (M-Hopewell), Director
Lee Slöppy (M-Ashland)
Robert L. Dunn (M-Chesterfield)
Scott Zaremba (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Randy Hardman (A-Hanover)
Michael Flagg (A-Hanover)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
James H. Burrell (A-New Kent)
Johnny Melis (A-Powhatan)
Rod M. Compton (A-Prince George)
David McNeel (M-Richmond)

Non-Voting:

Jeffrey T. Howard (A-Chesterfield)
Clay Bowles (A-Chesterfield)
Al Pace (A-Chesterfield)
Bentley P. Chan (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Terry Eckhout, Accounting and Financial Manager
Reginald D. Thompson, Operations Technician
Nancy Drumheller, Public Affairs Manager
Erica Long, Part-time Administrative Assistant
Stephanie Breaker, Customer Service Supervisor

MEMBERS/ALTERNATES NOT PRESENT

Mark Kukoski (M-Richmond), Treasurer
Jennifer Schontag (A-Ashland)
Zach Trogdon (A-Charles City)
Doug Smith (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Stephen Chidsey, (M-Hanover)
Scott Wyatt (M-Hanover)
Robert C. Whiteman (M-Henrico)
Monique Robertson (A-Hopewell)
Patricia Paige (M-New Kent)
Daniel Harrison (M-Petersburg)
William Riggelman (A-Petersburg)
Elliot Danburg (M-Powhatan)
George Poulson (M-Prince George)

Guests:

Chip England, Henrico Director of Public Utilities
John Gregory, Fountainhead Properties, LLC

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

CHAIRMAN’S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of May 19, 2017

Chairman Lane opened the floor for a motion to accept the minutes of the regular meeting of May 19, 2017 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by, Mrs. M. Phillips (M-Chesterfield) and carried that the minutes of the May 19, 2017 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman’s Report

Chairman Lane welcomed and introduced Mr. Al Pace, new alternate representing Chesterfield County.

Item No. 4: Nominating Committee Report

Election of Officers for Fiscal Year 2017-2018

Mr. Lee Sloppy (M-Ashland), presented the slate of officers for the ensuing fiscal year as recommended by the Nominating Committee in May. The recommended slate is as follows:

Chair Mr. J. Allen Lane (M-Henrico)
Vice-Chair Mrs. Marcia Phillips (M-Chesterfield)
Treasurer Mr. Mark Kukoski (M-Richmond)
Secretary Ms. Patricia Paige (M-New Kent)
Director Mr. Ed Watson (M-Hopewell)

With no further nominations from the floor, a motion was made by Mr. R. Dunn (M-Chesterfield) seconded by Mrs. M. Kelley (M-Henrico), and carried to close the nominations. A motion was made by Mr. J. Burrell (A-New Kent) seconded by Mrs. M. Kelley (M-Henrico), and carried to approve the slate as presented.

Item No. 5: Audit Committee Report

Mrs. Kim Hynes, CVWMA Executive Director, reported to the Board that the Audit Committee met with representatives of Brown & Edwards, CVWMA’s audit firm on May 24, 2017 to plan for the upcoming audit of the CVWMA’s financial statements. She added that the auditors discussed their approach, testing and timeline for the 2017 audit as well as new rules and risks that could

impact the financial statements and audit. Mrs. K. Hynes stated that the audit fieldwork is scheduled to begin July 31, 2017, and once fieldwork is complete the auditors will meet with Staff and the Audit Committee to present any findings and discuss the overall audit and Comprehensive Annual Financial Report (CAFR). She mentioned that the 2017 CAFR will be presented to the Board at the September meeting for consideration and approval before submitting to the Virginia Auditor of Public Accounts by the deadline of September 30.

In addition, the committee discussed the recycling program, the Strategic Plan was reviewed, and the Petersburg payment status, which the City is now current. Staff will prepare a Request for Proposal for procuring audit services in January 2018 and the committee will review the proposals.

Mr. R. Dunn (M-Chesterfield) reported a great start on the Audit Committee's work, and suggested the Board members review the financial reports to determine if there is anything missing that should be presented to the Board.

Item No. 6: Strategic Plan Update

Mrs. K. Hynes presented the annual Strategic Plan Implementation report. She went over the Strategic Plan dashboard which included the four goals: Protection of Environmental Resources, Customer Focus, Educational Resources and Financial Stewardship Through a Well-run Organization. She then provided details on each goal, objective and initiative and the progress being made toward each. Mrs. K. Hynes also mentioned that each goal defines which committee has the lead to ensure that it happens.

STAFF AGENDA

Item No. 7: Residential Recycling Program

Mr. Rich Nolan, CVWMA Director of Operations, reported that the total tonnage of recyclables collected year to date in the residential program is 34,578 tons, 825 tons less than last year. He also reported County Waste collected 2,829 tons of material from the curb in Chesterfield County. He added that Chesterfield's volume has decreased by 1400 tons in our program, because of County Waste collection. He mentioned the City of Richmond is up by 518 tons, Henrico has increased by 45 tons and the remaining jurisdictions are flat.

Mr. R. Nolan mentioned CVWMA has received \$21.03/ton in rebate money last month, compared to the minimum amount required of \$20.00/ton. An increase in commodity pricing provided the increase in rebate revenue. Mr. R. Nolan also added that there was a total of 498 misses in May compared to 423 in May 2016. He mentioned that Goochland County will be adding two new subdivisions to the Recycling program effective July 1, 2017.

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

Mr. Reggie Thompson, CVWMA Operations Technician, reported that the month of May was a good month for County Waste and CFS. Staff recorded 14 misses in Ashland and 9 misses for the Chesterfield tax relief program for County Waste. He reported in Colonial Heights, 26 misses were recorded; 80 misses in Hopewell; and 35 misses in Petersburg Mr. R. Thompson reported a sharp increase in misses the week of Memorial Day slide at the end of the month. Mr. R. Thompson

mentioned that CFS has confirmed the delivery of the fourth new truck required in the new Colonial Heights contract that starts July 1, 2017.

Item No. 9: Consideration of Resolution 17-15: Extending the Delivery of Mixed Paper and Old Corrugated Containers (OCC) Contracts and the Collection of Baled OCC Contract

Mr. R. Nolan reported that the Contracts for the Delivery of Mixed Paper and Old Corrugated Containers (OCC) and the Collection of Baled OCC were executed for the period beginning July 1, 2014 and ending June 30, 2017. He mentioned that Sonoco Recycling, LLC, Four Season Recycling and Trading, LLC and National Paper Recycling have confirmed their desire to extend the contracts for a two-year period beginning July 1, 2017 and ending June 30, 2019 for the Delivery of Mixed Paper and OCC. Mr. R. Nolan added that Butler Paper Recycling, Inc. has also confirmed their desire to extend the contract for a two-year period. Mr. R. Nolan stated that CVWMA has received revenue for the mixed paper, cardboard and baled cardboard based on the RISI (Yellow Sheet) which is published monthly. National Paper is requesting a reduction in the mixed paper rebate from 121% of monthly RISI high to 101% of monthly RISI high. All the other vendor rebates will remain the same.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Clary (A-Henrico), and carried that **Resolution 17-15** be approved, accepted, and filed as submitted.

Item No. 10: Operations and Program Statistics

Mr. R. Nolan stated that the May program statistics were available for the Board. He mentioned that \$300,000 more year over year has gone back to jurisdictions from the drop-off programs. He mentioned that more detailed information will be covered during the annual review in August.

Mr. R. Nolan reported that the e-cycling Request for Proposals (RFP) has been issued and proposals are due by 2:00pm on Friday, June 30, 2017. He mentioned that a mandatory pre-proposal meeting was held on Wednesday, June 14, 2017. He stated that it was required for those that were interested in submitting a proposal. Seven companies attended including two of the companies helping with the emergency events.

Mr. R. Nolan mentioned Securis collected 6,425 pounds at the electronics event in Chesterfield County on May 20th. He also reported the event in Henrico on June 10th filled up two box trucks of electronic material. He added the next e-cycling event will be on August 12th in New Kent County at New Kent Middle School, which will be the last event by the emergency vendor.

Mrs. K. Hynes further updated the Board on the eWaste Tech situation. She reminded the Board that CVWMA found eWaste Tech in default and terminated the contract for not handling and recycling the TVs/monitors timely. Mrs. K. Hynes explained to the Board that the Authority tried working with Mr. Felipe Wright, President and CEO, to provide the Authority with manifests from downstream vendors to have as documentation, however it was never received and to date eWaste Tech Systems has not removed the material from the warehouse owned by Fountainhead Properties. She mentioned that CVWMA received an extensive Freedom of Information Act (FOIA) request from Fountainhead Properties, owner of one of the warehouses in South Richmond. She added that Staff has complied and requested an extension under FOIA due to the amount of information requested. She mentioned that DEQ has been in contact with Felipe Wright, owner of eWaste Tech,

to clean up the material and he has responded. She added that Mr. Wright stated he is still in business and is currently working with a new downstream vendor to remove the material.

Mrs. K. Hynes informed the Board on the email she forwarded from Fountainhead Properties, indicating that Fountainhead will be contacting the media on the issue, and had a discussion with the Richmond City Council as well. Mrs. K. Hynes informed the Board that CVWMA counsel was unable to attend this meeting to have a legal discussion. Mr. D. McNeel (M-Richmond) asked who has ownership of materials when collected at an event. Mrs. K. Hynes stated that in the contract with eWaste Tech, once the material is collected, it becomes eWaste Tech's property. Mrs. M. Kelley (M-Henrico) asked why the Authority has anything to do with Fountainhead Properties if its written in the contract with eWaste Tech, which is responsible for picking up and disposing of the material. Mrs. K. Hynes stated that Fountainhead Properties believes that all the material came from our programs and that CVWMA owns the material.

Mrs. M. Kelley (M-Henrico) asked how many companies were interested in the RFP for ewaste. Mr. R. Nolan stated that there are seven companies interested. Mrs. M. Kelley (M-Henrico) asked if Staff can make a reasonable assumption that there are companies out there with the capability to accept these materials, handle them responsibly and push them downstream while meeting the proper manifest regulations to get them where they need to be. Mr. R. Nolan stated that when the company eWaste Tech was using to recycle TVs/Monitors went out of business, Staff worked with eWaste Tech to use a new downstream vendor. He stated that eWaste Tech provided one bill of lading to prove that a shipment was made to the new company, however, afterwards eWaste Tech shipping discontinued. Mrs. K. Hynes stated that there is an outlet for responsibly recycling CRT material. Mrs. M. Phillips (M-Chesterfield) asked if any of the seven companies interested in the ewaste RFP are working with Staff under an emergency contract. Mr. R. Nolan responded affirmatively. He also stated that Staff is adding additional safeguards to future contracts such as proof of destruction at the final downstream and no proof will result in the contract being canceled immediately. Mrs. K. Hynes added that the ewaste contract will be a one year term agreement.

Mr. E. Watson (M-Hopewell) asked when recycling through other contracts, what kind of monitoring is done with the processing as far as tracking where material is being sent. Mrs. K. Hynes stated that the Authority collaborates with the vendors on beneficial use, asks questions on where the material is being sent and Staff is aware from the markets that there is revenue being made on those commodities.

Mr. J. Clary (A-Henrico) clarified that eWaste Tech met with the TAC to seek a price increase due to the closing of the downstream vendor, not as a raise. Mrs. K. Hynes stated that eWaste Tech petitioned CVWMA under the contract because Closed Loop, the downstream vendor recycling the CRTs, went out of business and eWaste Tech had to secure with another vendor that cost more. Mr. J. Clary (A-Henrico) stated which is why the Authority granted the price increase. Mrs. M. Kelley (M-Henrico) asked staff to clarify the contract with eWaste Tech and other vendors. Mrs. K. Hynes stated that there is a clause in each contract that has explicit language about the title of the material, when it transfers, and the title of the material transfers once it is collected by the contractor. Furthermore, CVWMA does not take possession of any material, for example at a local convenience center the title transfers as soon as it is collected and placed on the truck. Mrs. M. Kelley (M-Henrico) asked if CVWMA's legal counsel is working with the current matter. Mrs. K. Hynes stated that legal counsel is working on the matter and is responding when necessary.

Mr. J. Clary (A-Henrico) asked if eWaste Tech has a public drop off site. Mrs. K. Hynes stated that they did have one however it is no longer open. Mr. J. Clary (A-Henrico) asked if some of the material that is in the warehouse could have possibly come from anywhere. Mrs. K. Hynes stated that it is definitely possible. When eWaste Tech was in the Michael and Sons Building, they accepted material from the public daily. In addition, eWaste Tech had other customers.

Item No. 11: Technical Advisory Committee (TAC) Report

Mr. R. Nolan reported that the TAC met June 1, 2017 with Safety-Kleen to discuss the household hazardous waste collected at the various convenience centers. He stated that lately there have been some issues with material solidifying in the drum, which causes problems handling the material. He added that TAC also discussed ewaste. The next TAC meeting is scheduled for July 6, 2017.

Mrs. M. Kelley (M-Henrico) asked if it is a public use issue or process issue. Mr. R. Nolan stated that during the collection process, the downstream vendor has not been charging extra for the solid material. He added that it is happening so often that the vendor has started charging CVWMA extra for the drums to process. Mrs. M. Kelley (M-Henrico) asked if the Authority can reeducate the public to stop the material from solidifying. Mr. R. Nolan stated that Staff is going to ask the jurisdictions to not hold the drums for a long time, to help prevent the material from solidifying.

Item No. 12: Public Information

Waste Reduction News

Mrs. N. Drumheller reported that the June 2017 Waste Reduction News electronic newsletter included: Buy Fresh. Buy Local. Virginia Green Travel Program, CVWMA and Summer Programs, Food and Beverage Carton Recycling. Mrs. N. Drumheller added that the e-newsletter was distributed to over 1,191 email subscribers. She mentioned monthly statistics show that the open click rate of 29.9% continues to be over industry standard of 20.9%, with the top links clicked: Richmond.com/farmermarkets, recyclecartons.com, cvwma.com/what to recycle and pinterest.com/cvwma/reuse-for-cartons.

Promotion and Outreach

Mrs. N. Drumheller reported that Staff responded to 37 requests for the month of May, and of these requests, 31 were for presentations and 4 were for educational materials. In addition, she mentioned that Staff received two requests for events. She stated that CVWMA estimates impacting over 1,570 people and distributing 5,105 educational materials. Mrs. Drumheller thanked Angela Burley, CVWMA's Customer Service Representative, and her twin daughters for helping to promote recycling at Eastern Henrico Recreation Center on Saturday, May 20. In addition, she mentioned that Denise Ritchie, CVWMA Recycling Education and Outreach Specialist, was one of several guest speakers at Charles City County Elementary School's Environmental Awareness Day on May 22. She spoke with students in grades K- 2 and educational materials were provided for the entire school. She added that the school guidance counselor created a video and posted it to the County's Facebook page which CVWMA staff shared.

Mrs. N. Drumheller thanked Luck Stone Corporate Office Staff for providing recycling education at four stations set up at their corporate office in Goochland County on May 19, 2017. She mentioned that CVWMA staff provided resources to use at their stations, the Journey To The MRF DVD, and print materials for kids to take home. Mrs. N. Drumheller added that 55 students from

Goochland Elementary School attended this special recycling education provided by the Luck Stone staff.

Memorial Day Holiday Messaging

Mrs. N. Drumheller reported that Staff sent a Press Release, and recorded holiday and other phone queue messages for the Memorial Day holiday schedule. She also mentioned setting the Red ticker tape scrolling on the website, social media updates every day and holiday visuals were created. She added Locality staff used website messaging format to help get the delay information out to the public as well. Mrs. N. Drumheller reported that CVWMA's Customer Service Supervisor and two Customer Service Representatives responded to 4,425 inbound calls and the holiday delay message in the phone queues provided messaging for 3,639 callers. She added that 4% of general calls were about electronics after Henrico County sent out email blasts to all county employees about the June 10th collection and to contact CVWMA for more information.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. N. Drumheller mentioned the website statistical data for the month of May: 19,701 unique visitors made 37,187 visits to over 198,350 pages. Mrs. N. Drumheller added that the top web pages viewed were: Homepage cvwma.com, 2017 CVWMA Recycling Schedule (pdf), Curbside Recycling –What to Recycle, Electronics, 1,664 Newsfeed views and 1,108 Event calendar views.

Mrs. N. Drumheller reported that Staff continues to see a lot of social media activity promoting the new commodities, outreach events and locality events. She mentioned that Staff continues to make daily ongoing posts and tweets with pictures and factoids on new commodities as well as locality specific programs and event information. CVWMA has 460 followers on Instagram and in addition, added 37 new “pins” (resources) to existing “boards” during the month of May. She noted Pinterest analytics report 682 monthly viewers for the month of May. Top “pin impressions” include: Celebrate Earth Day (219), Recycled Classroom (193), Recycling is Easy with CVWMA (180), Recycled Summer Camps (122), Reuse for Cartons (121). 1,839 impressions for the month.

Mrs. N. Drumheller reported a total of 398 new subscribers signed up for the email reminder in the month of May, with total subscribers now at 27,881 as of May 31, 2017.

Utility Bill Insert

Mrs. N. Drumheller reported that the Authority worked with Henrico County staff on the utility bill inserts to be included in one of the Henrico utility billing cycles after July 1st and Staff thanked Mr. Jon Clary (A-Henrico) for assistance with this insert project. She also mentioned that Staff provided Mr. Bill Riggleman (A-Petersburg) and Janelle Sinclair, City of Petersburg Utility Billing Supervisor, with calendars, inserts and magnets to be shared with Petersburg residents that came into the utility billing office for assistance.

Mrs. N. Drumheller reported that Staff worked with Gay Stokes, City of Richmond Department of Public Utilities Stormwater Educator and Vivian Robles, City of Richmond Department of Multicultural Affairs, to have the Recycling drop off decal translated into Spanish and printed.

Goochland Curbside Additions

Mrs. N. Drumheller mentioned Staff sent out welcome letter packets to two Goochland subdivisions coming back into Goochland's Curbside Recycling Program effective July 1, 2017 and thanked Mrs. Leigh Dunn (M-Goochland) for her assistance.

Mrs. N. Drumheller reminded the Board that the Curbside Education Advisory Committee Meeting will be on June 23, 2017 and she has sent members the draft survey to be discussed.

Item No. 13: Financial Reports for May 2017

Mrs. Terry Eckhout, CVWMA Accounting and Financial Manager, reported that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of May 31, 2017. The CVWMA has a combined Net Income of \$89,304 year to date. The accounts receivable schedule reflects that all jurisdictions are current on their payments.

Chairman Lane then opened the floor for a motion to accept and file the Financial Reports for May 2017 as submitted. A motion was made by Mrs. M. Phillips (M-Chesterfield), seconded by, Mr. R. Dunn (M-Chesterfield) and carried that the Financial Reports for May 2017 be approved, accepted, and filed as submitted.

Item No. 14: Administrative

Mrs. K. Hynes informed the Board on the passing of Mr. Skalsky, Prince George County Board of Supervisor member, and asked the Board to keep his family and the County in their thoughts and prayers.

Mrs. K. Hynes mentioned that the City of Petersburg hired a new City Manager from Texas, and Staff is looking forward to meeting her soon. She stated Hopewell city manager Mark Haley will be retiring soon and the Powhatan County Administrator retired and they have hired a new administrator. Also, Mr. Zach Trogdon (A-Charles City) is leaving Charles City County and has accepted a position at the Williamsburg City Transit Authority. Mrs. K. Hynes added that Mr. George Poulson (M-Prince George) is retiring, Mr. Art Petrini (A-Henrico) is retiring and Mr. Chip England (A-Henrico) is his replacement as Director of Utilities in Henrico. She welcomed him back to the Board.

Mrs. K. Hynes mentioned that she attended a presentation on Monday at the Maryland Recycling Conference with the Recycling Partnership in Baltimore. She talked about the Richmond grant and the benefits of public-private partnerships. She reminded the Board that the DEQ asked her to join a workshop on June 28th with experts from DEQ, EPA and other industry experts on ewaste. She added that Staff is in the process of working with the Disaster Recovery and Debris Monitoring firms to provide another workshop for the localities.

Mrs. K. Hynes reminded the Board the Curbside Education Advisory Committee is meeting on June 23rd at 10:00am, the TAC is scheduled to meet on July 6th at 9:00am, the Executive Committee Meeting is on July 11th at 2:00pm and the July Board meeting is cancelled.

Old/New Business

With no further business to come before the Board, Chairman Lane opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:19 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Burrell (A-New Kent) and carried that the June 16, 2017 Board of Directors' meeting be adjourned.



CERTIFICATE

I, J. Allen Lane, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the June 16, 2017 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., August 18, 2017. Given under my hand and seal of the CVWMA this 18th day of August 2017.

J. Allen Lane, Chairman

CONSIDERATION OF RESOLUTION 18-01: AWARDING THE CONTRACT FOR COLLECTING, TRANSPORTING, AND PROCESSING USED ELECTRONIC EQUIPMENT

A Request for Proposals (RFP 17-07) was issued May 26, 2017 for Collecting, Transporting, and Processing Used Electronic Equipment. The proposals were opened on June 30, 2017 at 2:00 p.m. CVWMA staff reviewed the proposals with a Selection Committee comprised of representatives from several member localities. The recommendation of the Selection Committee is the execution of agreements with Securis of Hampton Roads and Global Electric Electronic Processing, Incorporated (GEEP). The terms of the contracts will be for an initial period of one year beginning on or about September 1, 2017 and ending August 31, 2017. The contract will also include four additional one-year renewal options.

Proposals were also received from ERI and Cycle Point. Currently the CVWMA does not have an active contract for the Collecting, Transporting, and Processing Used Electronic Equipment as the previous Contractor (E-waste Tech Systems) was found in default for failure to provide services in accordance with the Contract.

Securis and GEEP were chosen by the Selection Committee for their ability to provide the various services required by the RFP at a price that is fair for the current e-cycling market. Securis will be the primary provider at Collection Events and will also serve as a back-up for Scheduled Pick-Ups. GEEP will be the primary vendor for Scheduled Pick-ups.

Both firms are R2 Certified and their certifications are current. In addition, each firm will provide a copy of their most recent R2 certification audit. Both firms' proposed current downstream vendor for CRTs has been vetted and inspected by the CVWMA Technical Advisory Committee members. Provisions in the Contract will require extensive documentation from the collection point to final deposition. A Certificate of Destruction will be provided for all the material collected by the contractors. Participating Jurisdictions will be provided documentation for the collected material from the point of origin to final destruction.

Resolution 18-01 is presented for your consideration. It will authorize the Executive Director to execute contracts for Collecting, Transporting, and Processing Used Electronic Equipment. Special Project Agreements will be developed between CVWMA and the local participating jurisdictions interested in these services.

Recommended Action: Approval of **Resolution 18-01**

Attachment

RESOLUTION 18-01

A resolution awarding contracts for Collecting, Transporting, and Processing Used Electronic Equipment Services between the Central Virginia Waste Management Authority and Securis of Hampton Roads and Global Electric Electronic Processing, Incorporated (GEEP) and Special Project Service Agreements with participating local jurisdictions for a one (1) year period commencing on September 1, 2017.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 8 of the August 2017 Board Agenda outlined the proposed Collecting, Transporting, and Processing Used Electronic Equipment services between the Central Virginia Waste Management Authority and Securis of Hampton Roads and GEEP, Incorporated; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a contract for the Collecting, Transporting, and Processing Used Electronic Equipment between the Central Virginia Waste Management Authority and Securis of Hampton Roads and GEEP, Incorporated; 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 18th of August, 2017

ATTEST: _____
J. Allen Lane, Chairman

FINANCIAL REPORTS FOR JULY 2017

July is the first month of the new fiscal year and financial activity is consistent. The Authority has a combined Net Income of over \$536,000. The annual operating assessment is billed annually at the beginning of the year; therefore, you will see net income decrease monthly as operating expenses are incurred.

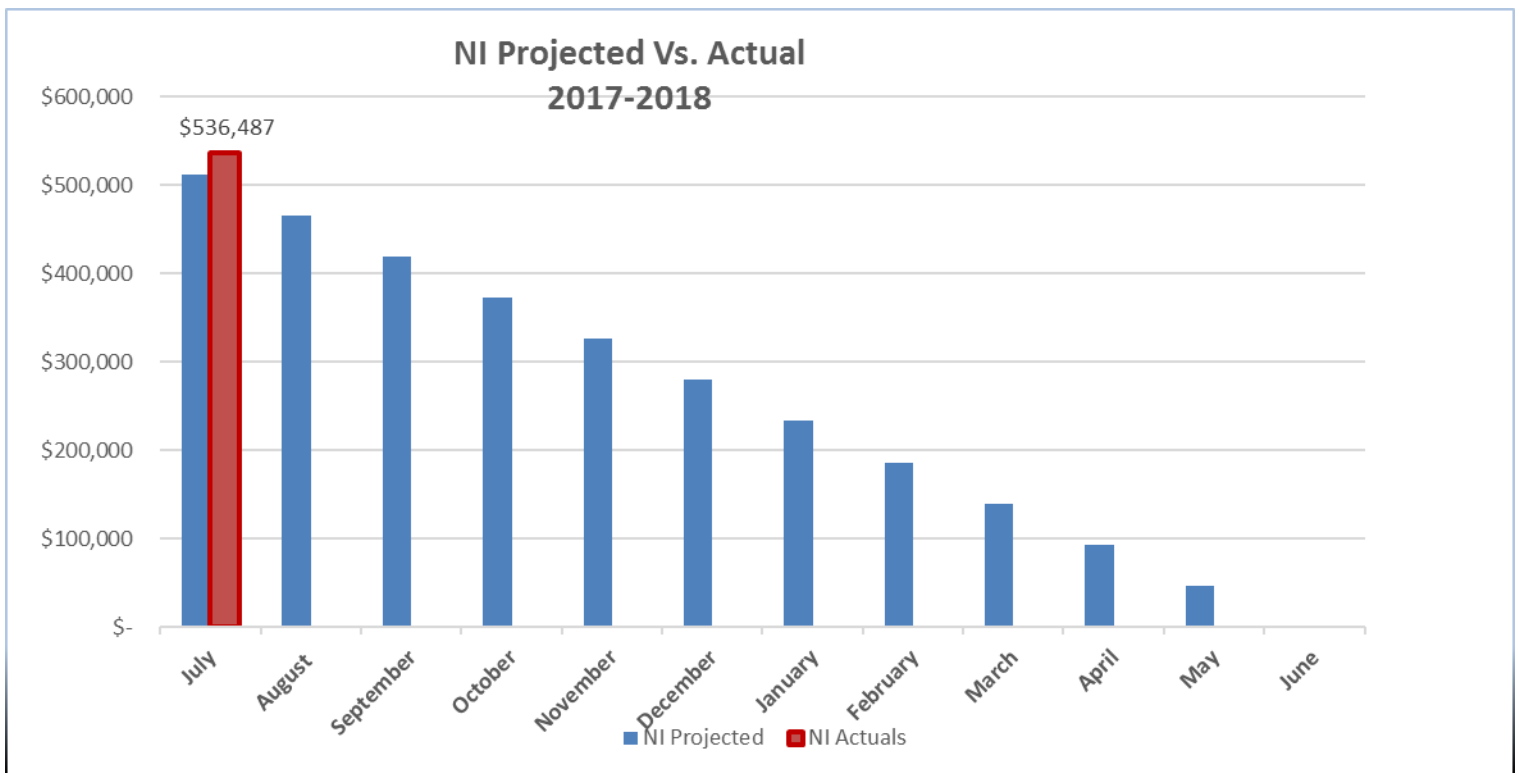
2017 Annual Audit

CVWMA audit firm Brown and Edwards conducted their fieldwork the week of July 31. Staff is working on completing the 2017 Comprehensive Annual Financial Report (CAFR) and will be discussing the results of the audit and draft CAFR with the Audit Committee on August 31. The CAFR is to be presented at the September Board of Directors meeting for approval.

Recommended Action: Approval of the Financial Reports for July 2017

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 2017**

Summary - All Funds			
	Total <u>Revenues</u>	Total <u>Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 560,320	37,382	\$ 522,938
Curbside Project Fund	727,140	713,017	\$ 14,123
Drop-Off Project Fund	12,121	12,811	\$ (690)
Municipal Solid Waste Fund	249,345	249,086	\$ 259
CFC/HCFC	4,960	4,960	\$ -
Special Waste Collections	8,556	8,699	\$ (143)
Waste Tire Fund	8,029	8,029	\$ -
Appliance and Scrap Metal Hauling	30,383	30,383	\$ -
Yard Waste Projects	22,203	22,203	\$ -
Waste Transfer & Disposal	<u>110,720</u>	<u>110,720</u>	<u>\$ -</u>
Totals	<u>\$ 1,733,777</u>	<u>\$ 1,197,290</u>	<u>\$ 536,487</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,500</u>



Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017

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	\$ 558,825	\$ 558,825	\$ 558,825	\$ -	0.0%
Interest on Investments	<u>1,495</u>	<u>1,495</u>	<u>12,295</u>	<u>(10,800)</u>	<u>-87.8%</u>
Total Revenues	<u>560,320</u>	<u>560,320</u>	<u>571,120</u>	<u>(10,800)</u>	<u>-1.9%</u>
Expenses:					
Personnel services	18,953	18,953	399,150	380,197	95.3%
Fringe benefits	10,638	10,638	82,645	72,007	87.1%
Professional services	2,551	2,551	32,800	30,249	92.2%
Repairs and maintenance	268	268	3,625	3,357	92.6%
Advertising and promotions	(145)	(145)	1,250	1,395	111.6%
Materials and supplies	135	135	4,700	4,565	97.1%
Other services and charges	658	658	19,865	19,207	96.7%
Leases	3,577	3,577	45,270	41,693	92.1%
Depreciation	<u>747</u>	<u>747</u>	<u>11,000</u>	<u>10,253</u>	<u>93.2%</u>
Total Expenses	<u>37,382</u>	<u>37,382</u>	<u>600,305</u>	<u>562,923</u>	<u>93.8%</u>
Net Income	<u>\$ 522,938</u>	<u>\$ 522,938</u>	<u>\$ (29,185)</u>	<u>\$ 552,123</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>100.0%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017

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	\$ 609,445	\$ 609,445	\$ 7,080,500	\$ 6,471,055	91.4%
Public Relations Assessment	18,776	18,776	215,000	196,224	91.3%
Customer Service Assessment	19,932	19,932	228,000	208,068	91.3%
96-gal Cart Revenue	15,104	15,104	96,480	81,376	84.3%
Sponsorship and Grants	-	-	10,000	10,000	0.0%
Material Sales Rebate	62,149	62,149	700,000	637,851	91.1%
Interest on Investments	<u>1,734</u>	<u>1,734</u>	<u>14,260</u>	<u>12,526</u>	<u>87.8%</u>
Total Revenues	<u>727,140</u>	<u>727,140</u>	<u>8,344,240</u>	<u>7,617,100</u>	<u>91.3%</u>
Expenses:					
Personnel services	11,757	11,757	193,700	181,943	93.9%
Fringe benefits	6,199	6,199	54,580	48,381	88.6%
Professional services	2,277	2,277	28,850	26,573	92.1%
Repairs and maintenance	184	184	3,030	2,846	93.9%
Advertising and promotions	-	-	79,650	79,650	100.0%
Materials and supplies	194	194	4,175	3,981	95.4%
Other services and charges	2,983	2,983	66,410	63,427	95.5%
Leases	2,561	2,561	31,400	28,839	91.8%
Depreciation	809	809	10,100	9,291	92.0%
Contractual services	609,445	609,445	7,080,500	6,471,055	91.4%
96-gal Cart Expense	14,459	14,459	91,845	77,386	84.3%
Material Sales Rebate	<u>62,149</u>	<u>62,149</u>	<u>700,000</u>	<u>637,851</u>	<u>91.1%</u>
Total Expenses	<u>713,017</u>	<u>713,017</u>	<u>8,344,240</u>	<u>7,631,223</u>	<u>91.5%</u>
Net Income	<u>\$ 14,123</u>	<u>\$ 14,123</u>	<u>\$ -</u>	<u>\$ 14,123</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>	<u>100.0%</u>

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017**

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	\$ -	\$ -	\$ 550,000	\$ 550,000	100.0%
Materials Sales Rebate	<u>12,121</u>	<u>12,121</u>	<u>230,000</u>	<u>217,879</u>	<u>94.7%</u>
Total Revenues	<u>12,121</u>	<u>12,121</u>	<u>780,000</u>	<u>767,879</u>	<u>98.4%</u>
Expenses:					
Personnel services	291	291	8,230	7,939	96.5%
Fringe benefits	169	169	1,835	1,666	90.8%
Professional services	110	110	1,550	1,440	92.9%
Repairs and maintenance	16	16	215	199	92.6%
Advertising and promotions	-	-	2,500	2,500	100.0%
Materials and supplies	5	5	190	185	97.4%
Other services and charges	38	38	480	442	92.1%
Leases	61	61	815	754	92.5%
Contractual services	-	-	550,000	550,000	100.0%
Materials sales rebate	<u>12,121</u>	<u>12,121</u>	<u>184,000</u>	<u>171,879</u>	<u>93.4%</u>
Total Expenses	<u>12,811</u>	<u>12,811</u>	<u>749,815</u>	<u>737,004</u>	<u>98.3%</u>
Net Income	<u>\$ (690)</u>	<u>\$ (690)</u>	<u>\$ 30,185</u>	<u>\$ (30,875)</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017**

Municipal Solid Waste Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 246,226	\$ 246,226	\$ 3,048,000	\$ 2,801,774	91.9%
Customer Service Assessment	2,700	2,700	33,000	\$ 30,300	91.8%
Interest on Investments	419	419	3,445	\$ 3,026	87.8%
Total Revenues	249,345	249,345	3,084,445	2,835,100	91.9%
Expenses:					
Personnel services	949	949	16,670	15,721	94.3%
Fringe benefits	813	813	4,955	4,142	83.6%
Professional services	531	531	6,400	5,869	91.7%
Repairs and maintenance	69	69	880	811	92.2%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	30	30	935	905	96.8%
Other services and charges	146	146	1,845	1,699	92.1%
Leases	239	239	2,760	2,521	91.3%
Depreciation	83	83	1,000	917	91.7%
Contractual Services	246,226	246,226	3,048,000	2,801,774	91.9%
Total Expenses	249,086	249,086	3,084,445	2,835,359	91.9%
Net Income	\$ 259	\$ 259	\$ -	\$ 259	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2017**

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	\$ 154,004	\$ 154,004	\$ 2,105,000	\$ 1,950,996	92.7%
Materials Sales Rebate	<u>30,847</u>	<u>30,847</u>	<u>400,000</u>	<u>369,153</u>	<u>92.3%</u>
Total Revenues	<u>184,851</u>	<u>184,851</u>	<u>2,505,000</u>	<u>2,320,149</u>	<u>92.6%</u>
Expenses:					
Advertising and Promotions	143	143	1,000	857	0.0%
Contractual services	154,004	154,004	2,105,000	1,950,996	90.0%
Materials sales rebate	<u>30,847</u>	<u>30,847</u>	<u>400,000</u>	<u>369,153</u>	<u>92.3%</u>
Total Expenses	<u>184,994</u>	<u>184,994</u>	<u>2,506,000</u>	<u>2,321,006</u>	<u>92.6%</u>
Net Income	<u>\$ (143)</u>	<u>\$ (143)</u>	<u>\$ (1,000)</u>	<u>\$ 857</u>	

**Central Virginia Waste Management Authority
Accounts and Receivables
July 2017**

Receivables 7/31/17	Total	Over 60 days	Current w/in 60 days
Department of General Services	\$ 1,371.94	\$ -	\$ 1,371.94
Ashland	(12.76)	-	(12.76)
Charles City	0.00	-	0.00
Chesterfield	22,410.60	-	22,410.60
Colonial Heights	21.67	-	21.67
Goochland	3,511.88	-	3,511.88
Hanover	25,380.84	-	25,380.84
Henrico	23,799.38	-	23,799.38
Hopewell	1,289.81	-	1,289.81
New Kent	5,396.66	-	5,396.66
Petersburg	138,751.27	-	138,751.27
Powhatan	4,072.75	-	4,072.75
Prince George	0.00	-	0.00
Richmond	4,983.79	-	4,983.79
Totals	\$ 230,977.83	\$ -	\$ 230,977.83