



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING AGENDA
FRIDAY, JUNE 16, 2017
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

CALL TO ORDER

9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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STAFF AGENDA

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7.	Residential Recycling Program	
8.	Municipal Solid Waste (MSW) Program	
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	16-17
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13. Financial Reports for May 2017

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14. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Curbside Education Advisory Committee – Friday, June 23, 2017 – 10:00 a.m.
Technical Advisory Committee Meeting – Thursday, July 6, 2017 – 9:00 a.m.
Executive Committee Meeting – Tuesday, July 11, 2017 – 2:00 p.m.
Board of Directors Meeting - Friday, July 21, 2017 – Canceled
Technical Advisory Committee Meeting – Thursday, August 3, 2017 – 9:00 a.m.
Executive Committee Meeting – Tuesday, August 8, 2017 – 2:00 p.m.
Board of Directors Meeting – Friday, August 18, 2017 – 9:00 a.m.

At any time during the meeting the Board may go into a closed session pursuant to Virginia Code Section 2.2-3712 for purposes of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice, as authorized under Virginia Code Section 2.2-3711 (A) (7).

MINUTES OF THE REGULAR MEETING OF MAY 19, 2017

The minutes of the regular Board of Directors meeting held May 19, 2017 are presented for your consideration and approval.

Recommended Action: Approval of minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MAY 19, 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)
Stephen Chidsey, (M-Hanover)
Scott Wyatt (M-Hanover)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
Patricia Paige (M-New Kent)
Daniel Harrison (M-Petersburg)
Johnny Melis (A-Powhatan)
David McNeel (M-Richmond)

Non-Voting:

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

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Reginald D. Thompson, Operations Technician
Nancy Drumheller, Public Affairs Manager
Erica Long, Part-time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Mark Kukoski (M-Richmond), Treasurer
Jennifer Schontag (A-Ashland)
Zach Trogdon (A-Charles City)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Michael Flagg (A-Hanover)
Randy Hardman (A-Hanover)
Robert C. Whiteman (M-Henrico)
Arthur D. Petrini (A-Henrico)
Monique Robertson (A-Hopewell)
James H. Burrell (A-New Kent)
William Rigglesman (A-Petersburg)
Elliot Danburg (M-Powhatan)
George Poulson (M-Prince George)
Rod M. Compton (A-Prince George)

Guests:

Valerie Brockett – County of Prince George

With a quorum in attendance Chairman J. Allen Lane (M-Henrico) called the meeting to order at 9:03 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 April 21, 2017

Chairman Lane opened the floor for a motion to accept the minutes of the regular meeting of April 21, 2017 as submitted. A motion was made by Mr. S. Wyatt (M-Hanover), seconded by Mr. R. Dunn (M-Chesterfield), and carried that the minutes of the April 21, 2017 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Item No. 4: Nominating Committee Report

Mr. L. Sloppy (M-Ashland) presented the slate of officers for the 2017-2018 fiscal year. It is the consensus recommendation of the Nominating Committee that nominations are as follows: Chairman, Mr. Allen Lane (M-Henrico); Vice-Chairman, Mrs. Marcia Phillips (M-Chesterfield); Treasurer, Mr. Mark Kukoski (M-Richmond); Secretary, Ms. Patricia Paige (New Kent); and Director, Mr. Ed Watson (M-Hopewell). The elections will be held during the June 2017 Board meeting, at which time nominations can also be made from the floor. The new officers will take office effective July 1, 2017.

STAFF AGENDA

Item No. 5: Residential Recycling Program Update

Mr. Rich Nolan, CVWMA Director of Operations, reported that the total tonnage collected year to date is 31,325 tons, 853 tons less than the same time period last year. He reported a decrease in Chesterfield County compared to last year of 1,455 tons. This is due to County Waste collecting material in Chesterfield County that is longer being collected in CVWMA's program. County Waste reported collecting 2,544 tons for the same time period in Chesterfield County. He added that the volume collected in City of Richmond is up by 500 tons compared to last year.

Mr. R. Nolan mentioned CVWMA has received \$584,789 in recycling rebate fiscal year to date. He added that the Authority received \$22.95/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 304 misses in April compared to 358 in April 2016.

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

Mr. Reggie Thompson, CVWMA Operations Technician, reported that the month of April was a good month for County Waste and CFS. Staff recorded 19 misses in Ashland and 15 misses for the

Chesterfield tax relief program for County Waste. He reported in Colonial Heights, 19 misses were recorded; 41 misses in Hopewell; and 53 misses in Petersburg Mr. R. Thompson reported that in the month of April, CFS rejected a few trash cans due to cans of wet paint in Colonial Heights. He mentioned that Staff notified the city, and is working with them to provide additional education on preparing trash for collection. Mr. R. Thompson mentioned that CFS has confirmed the delivery of one of the four new trucks required in the new Colonial Heights contract that starts July 1, 2017.

Mrs. K. Hynes reported on the City of Petersburg trash and recycling program. She mentioned that the city is current on their payments. Mrs. K. Hynes stated that the Staff informed the Board last month that the City of Petersburg requested to cancel their service agreement effective July 1, 2017. She added that Staff had a meeting with city officials immediately after the Board meeting and they stated that they are continuing to evaluate options and cost. She stated that after their discussion, the City of Petersburg rescinded their cancellation letter and the Authority is going to continue with the contract beyond July 1st until it expires.

Item No. 7: Consideration of Resolution 17-12: Awarding Contracts for Disaster Recovery Services

Mr. R. Nolan reported that a Request for Proposals (RFP) was issued February 10, 2017 for Disaster Recovery Services to include providing assistance for debris removal after emergency events to participating local jurisdictions. Nine proposals were received from Ceres Environmental, Bergeron, DRC, Graham County Land Company, Coxwell Disaster Services, Custom Tree Disaster Response, D&J Enterprises, Arbor Masters Tree Service and AshBritt. The proposals were opened and read March 24, 2017. CVWMA staff reviewed the proposals with a selection committee comprised of representatives from several member localities. The selection committee interviewed Ceres Environmental, Ashbritt, Coxwell Disaster Services, Bergeron, and DRC. The recommendation of the selection committee is the execution of two agreements for Disaster Recovery Services; one with Ceres Environmental and the other with DRC. The term of the contracts will be for an initial period of five years beginning on or about June 1, 2017 and ending May 31, 2022. The contract will also include an additional five-year renewal option.

Mr. W. Henley (A-Colonial Heights) asked if either vendor plan on hiring local contractors. Mr. R. Nolan stated that each vendor that was selected has a base number of workers that travel with them and then they reach out to the local contractors to have them ready before they arrive. Mr. W. Henley (A-Colonial Heights) asked if within the first 70 hours will the vendors rely on the local contractors. Mr. R. Nolan stated that it depends on the situation. If they are aware in advance of a storm hitting a certain area, the vendors will have a team in location waiting prior to the storm. Mr. R. Dunn (M-Chesterfield) asked where the main operation is located. Mr. R. Nolan stated that both vendors are based in Florida. Mr. J. Clary (A-Henrico) added that once the contracts are signed, both firms offered to build relationships by meeting with each jurisdiction to get as much data as possible before hand, such as GIS data, street information and any third party sub-contractors. Mr. S. Chidsey (M-Hanover) added that it would be great for everyone to establish temporary debris staging locations in advance to help in the planning process.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. S. Chidsey (M-Hanover), and carried that **Resolution 17-12** be approved, accepted, and filed as submitted.

Item No. 8: Consideration of Resolution 17-13: Awarding Contracts for Professional Debris Monitoring Services

Mr. R. Nolan reported that a Request for Proposals (RFP) was issued February 17, 2017 for Professional Debris Monitoring Services to include providing monitors, collecting data to assist participating local jurisdictions with audits of Disaster Recovery Services Contractor invoices and to facilitate FEMA reimbursements. Four proposals were received, opened and read March 24, 2017. CVWMA staff reviewed the proposals and conducted interviews with all the respondents. A selection committee comprised of representatives from several member localities evaluated the proposal and made recommendations. The recommendation of the selection committee is the execution of Contracts with Tetra Tech and Thompson Consulting for these services. The term of the Contracts will be for an initial period of five years beginning on or about June 1, 2017 and ending May 31, 2022. The contracts will also include an additional five-year renewal option. Two other proposals were received from Louis Berger and Witt Obrien's.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. S. Chidsey (M-Hanover), and carried that **Resolution 17-13** be approved, accepted, and filed as submitted.

Item No. 9: Consideration of Resolution 17-14: Awarding the Contract for Propane Tank Collection and Recycling Services

Mr. R. Nolan reported that Request for Proposals (RFP) was issued March 19, 2017 for Propane Tank Collection and Recycling Services to include collecting the commonly used 20-pound propane tanks from designated collection sites as well as used 1 pound to 100-pound propane tanks. One proposal from Massey, Wood and West was received, opened and read on April 28, 2017 at 2:00 p.m.

CVWMA staff reviewed the Massey, Wood and West proposal with the members of the Technical Advisory Committee (TAC). The recommendation of the TAC is the execution of an agreement with Massey, Wood and West to continue providing Propane Tank Collection and Recycling Services. The term of the contract will be for an initial period of five years beginning July 1, 2017 and ending June 30, 2022. The proposed contract will also include an additional five-year renewal option.

Mr. S. Chidsey (M-Hanover) commented that the 1 pound tanks have been a challenge, so it will be nice to be able to recycle them under this new contract.

A motion was made by Mr. J. Clary (A-Henrico), seconded by Mrs. M. Phillips (M-Chesterfield), and carried that **Resolution 17-14** be approved, accepted, and filed as submitted.

Item No. 10: Operations and Program Statistics

Mr. R. Nolan informed the Board that the Recycling Rate Report has been submitted to the DEQ. He added that the Recycling Rate submitted was 58.9% compared to 58.8% last year. Mr. R. Nolan stated that the April program statistics were available for the Board. He mentioned that the program revenue from the various drop-off programs is \$300,000 higher year over year. These monies went back to jurisdictions.

Mr. R. Nolan mentioned the electronics event in Powhatan on April 22nd with the collection of 4,337 lbs. by Securis. He also reported the event in Hanover on April 29th reached 14,720 lbs. and

62 hard drives were shredded. He added that for the first time Yuck Old Paint, collected 1 ton of latex paint at no charge to the Authority or the County at the Hanover County event. Mr. R. Nolan added on May 6th there were successful events in Richmond with 9,000 lbs. collected; Henrico with 3,800 lbs. collected, and on May 13th in Henrico had a record collection of 16,475 lbs.

He added the following e-cycling events are coming up: May 20th Chesterfield County at the County Fairgrounds with Securis including hard drive shredding, and June 10th in Henrico County at Twin Hickory Library.

Chairman Lane asked if there were any refusals due to the \$5.00 charge of latex paint collection. Mr. S. Chidsey (M-Hanover) stated that there were a couple of people who walked away, but other than that it was a successful event. Mr. S. Wyatt (M-Hanover) added the local media did a good job covering the event. Mrs. K. Hynes thanked Hanover County for piloting the first latex paint event, and she hopes it will spread to other jurisdictions.

Mrs. K. Hynes updated the Board on the eWaste programs. She mentioned that in late January the Authority learned that the contractor eWaste Tech had not properly handled the disposal of televisions and monitors by storing that material in a local warehouse. Since then the Authority has tried to work with eWaste Tech Systems to get the material removed. She stated that eWaste Tech did not respond to the default notice and with more events coming up the Authority could not risk any more material stock piled, so CVWMA found eWaste Tech in default and terminated the contract. 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 and it was never received.

Mrs. K. Hynes reported that the landlord of the warehouse has been pressuring the authority to remove the waste. She stated that eWaste tech gave CVWMA a \$25,000 cash bond instead of a performance bond, and Staff plans to use that to defray the cost of other vendors to take over the recycling events and use any remainder to help with removal of waste. Staff notified DEQ so that they are aware of the situation, and DEQ contacted eWaste Tech and the landlord of the warehouse. Mrs. K. Hynes stated that the title of the material in the warehouse transferred to eWaste Tech upon collection. Mrs. K. Hynes mentioned that she received an email from DEQ to eWaste Tech that stated that they are working with another company to clean up the warehouses.

Mrs. M. Kelley (M-Henrico) asked why eWaste Tech has not moved the material. Mrs. K. Hynes stated that it is likely due to money issues. The CVWMA has paid eWaste Tech in full for recycling the material.

Mr. Jon Clary (A-Henrico) stated that eWaste Tech presented to the Technical Advisory Committee a year ago that they needed more funds to process this type of material to the new downstream vendor. Mr. J. Clary (A-Henrico) asked where the location of the other warehouse was in Henrico. Mr. R. Nolan stated that it was located at Byrd Industrial Park off Laburnum Avenue.

Mr. J. Howard (A-Chesterfield) asked if the landlord indicated if he has contacted anyone for help. Mrs. K. Hynes stated that the landlord asked CVWMA to provide vendors for them, which we did. She added that a local ewaste company has acquired former eWaste Tech employees and they plan to pursue the clean-up of material in both warehouses. Mr. J. Melis (A-Powhatan) asked what the total number of pounds of material is being stored. Mrs. K. Hynes stated that there is an estimated amount of 250,000 lbs. stored in the one warehouse. Mr. S. Chidsey (M-Hanover) asked if Staff

has calculated how much each jurisdiction has collected. Mrs. K. Hynes stated that Staff has not but is in the process of calculating the amount of material collected through the contract. Mr. J. Clary (A-Henrico) asked if the landlord asked Staff to contact DEQ. Mrs. K. Hynes stated that CVWMA met with DEQ and they are investigating it, but at this point in time there is no concern for public health and safety. She added that the landlord wants immediate clean-up for upcoming remodeling and that DEQ will follow the regulations.

Mr. E. Watson (M-Hopewell) asked if the Authority needed action from the Board before discussing compensating the landlord. Mrs. K. Hynes asked the Board their opinion. Mr. S. Chidsey (M-Hanover) recommended that the Authority come back to the Board for further discussion. Mrs. M. Kelley (M-Henrico) asked why the Authority should compensate the landlord. Mr. R. Dunn (M-Chesterfield) added that the contract states CVWMA does not have ownership of the material. Mrs. K. Hynes stated that eWaste Tech did not perform under the contract. Mr. R. Dunn (M-Chesterfield) added that CVWMA does not have a contract with the warehouse, therefore the landlord is not entitled to compensation from CVWMA. Mrs. K. Hynes stated that it would be a question for legal counsel. She informed the Board that CVWMA counsel will be at the Executive Committee meeting in June to answer any other questions, and invited Board members to attend.

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

Mr. R. Nolan reported that the TAC discussed eWaste Tech issues, e-cycling RFP, and Yard Waste RFP. He stated that the next TAC meeting is scheduled for June 1, 2017.

Item No. 12: Earth Day Wrap Up

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, thanked the City of Colonial Heights and Mrs. Elke Gibbs, Executive Assistant to City Manager in Colonial Heights, for her collaborative effort with Staff creating the residential recycling and residential trash programs FAQ pamphlets for Colonial Heights residents.

Mrs. N. Drumheller shared a one page handout with each board member recapping outreach efforts for Earth Day 2017. She reported that Staff responded to 41 requests for the month of April, and of these requests 26 were for presentations and seven were for education materials. In addition, Staff received eight requests for events. Staff estimates impacting over 3,741 people compared to 3,244 last year, and distributed 33,528 educational materials compared to 28,157 last year.

Mrs. N. Drumheller shared highlights for the month's outreach which included; speaking during the Lunch and Learn Series at the Supreme Court of Virginia with an opportunity to speak again; and working with Pam Cooper (Chesterfield) and Clover Hill High School Administration, Michelle Huber and her Astronomy class, and several members of the Show Choir to educate over 1,800 students in two hours during four lunch periods. Mrs. N. Drumheller mentioned that she has never been part of a network to reach that many students in one day and it was wonderful to have full support from the School Principal. Mrs. N. Drumheller mentioned that Pam Cooper submitted the event as a Success Story to Clay Bowles (M- Chesterfield) for approval and was sent to the Chesterfield County Administrator.

In addition, Mrs. N. Drumheller reported that Staff worked in partnership with Pam Cooper (Chesterfield) and members of the Middle James Roundtable and created Recycling and Your Watershed Corn Hole Game which includes questions that addressed litter, recycling, MS4

education, and storm water. She added that the game was introduced to the public at the City of Richmond Earth Day at City Hall on Friday, April 21st and thanked Mr. David McNeel (M-Richmond) for coming to the event after the board meeting to show his support. Mrs. N. Drumheller mentioned that she took the educational game to the Virginia Recycling Association Annual Conference and shared the joint efforts as part of a statewide Education and Outreach session. She added that the comprehensive report does not reflect the educational efforts by locality staff or the calls processed by CVWMA's customer service team. Mrs. N. Drumheller stated that the month of April was quite busy as usual and added that if anyone has a contact for summer camps or other programs, please share with Mrs. N. Drumheller. She stated that CVWMA's Recycling Education and Outreach Specialist continues to make a lot of "cold calls" for programs as do other educators in other localities. Any information that makes the process easier to schedule locality wide programs, would be greatly appreciated.

Item No. 13: Public Information

Waste Reduction News

Mrs. N. Drumheller reported that the May 2017 Waste Reduction News electronic newsletter included: Special Recycling Collection Events Planned for May, Memorial Day Holiday to Delay CVWMA Collections, Composting Rain Barrels, and Did You Know? Mrs. N. Drumheller added that the e-newsletter was distributed to over 1,190 email subscribers. Top clicks include electronics and CVWMA event calendar.

Website Statistics, Social Media, and Curbside Email Reminder

Mrs. N. Drumheller mentioned the website statistical data for the month of March: 19,561 unique visitors made 20,023 visits to 217,001 pages. Mrs. N. Drumheller added that the top web pages viewed were: Homepage cvwma.com, Curbside Recycling –What to Recycle, Electronics, 2017 CVWMA Recycling Schedule (pdf). News feed had 4,315 items viewed.

Mrs. N. Drumheller reported that Staff continues to see a lot of social media activity promoting the new commodities, outreach events and locality events. Mrs. N. Drumheller reported a total of 292 new subscribers signed up for the email reminder in the month of April, with total subscribers now at 27,483 as of April 30, 2017.

Mrs. N. Drumheller and Staff encouraged members to take time to see the "Discarded: Recycled Items as Art" exhibit at City of Richmond Pine Camp and Community Center. The picture shown on the slide show was created by a local artist from junk mail. The exhibit is free and open until May 26.

Curbside Education Advisory Committee

Mrs. N. Drumheller reminded the Board that the Curbside Education Advisory Committee will meet on Friday, June 23 at 10 am. Staff will send out an Outlook invitation and email with the meeting agenda and draft of the Customer Service Survey.

Mrs. K. Hynes thanked Mrs. N. Drumheller for all her efforts. She informed the Board and presented Mrs. Drumheller with the esteemed Steward of the River Award, by the James River Advisory Council (JRAC). The Exceptional Service Award is presented to a long time JRAC member who exemplifies outstanding service and dedication to the James River Advisory Council as well as providing a voice for the river. Mrs. Drumheller has been a part of the JRAC since before she started with CVWMA and continues to be very involved with organizations. Some of the words in her recognition were: "Outstanding, hardworking energetic member at JRAC, supportive of the

initiative, she gets people involved and collaborates with others.” Mrs. K. Hynes congratulated and thanked Mrs. Drumheller for all her efforts and dedication to fostering CVWMA’s mission in the region.

Item No. 14: Financial Reports for April 2017

Mrs. K. Hynes reported that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30, 2017. The CVWMA has a combined Net Income of \$102,393 year to date. The Net Income will decrease, as we incur additional expenses in the last two months of the fiscal year. The accounts receivable schedule reflects that all jurisdictions are current on their payments.

Mrs. K. Hynes mentioned that Staff scheduled an audit committee meeting for May 24th at 1:00 with the audit firm Brown and Edwards to discuss preliminary audit planning for FY17 audit.

Mr. R. Dunn (M-Chesterfield) asked if Petersburg was current with their payments. Mrs. K. Hynes stated that Petersburg and all localities are current with their payments.

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

Item No. 15: 2017 Budgetary Transfers Report

Mrs. K. Hynes reported that Staff has reviewed revenues and expenses by line item and made projections through the end of the fiscal year. Each line item was compared to budget to identify any necessary transfers in excess of \$2,500 between categories in the 2017 budget. CVWMA has deemed no budgetary transfers are necessary for the 2017 fiscal year. Any transfers that do not meet the \$2,500 criteria will be presented and reviewed with the CVWMA Audit Committee at the completion of the 2017 audit.

Item No. 16: Consideration of Resolution 17-15: Reaffirming the Pay and Classification Plan for Fiscal Year 2017-2018

Mrs. K. Hynes reported the CVWMA Board approved the 2017-2018 Operating Budget presented by staff at the regular meeting on December 16, 2016. **Resolution 17-09** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and the 2018 Operating Budget reflect a 3% salary increase for all employees effective July 1, 2017 based on performance. This resolution calls for the Board to reaffirm the 3% salary increase at their regular meeting in May 2017. Staff has reviewed the upcoming budget and current and anticipated levels of activity. Revenue from the sale of paper in the drop off program is budgeted very conservatively and is expected to continue at above budgeted levels. In addition, CVWMA now receives a rebate of a minimum \$20/ton on the comingled material in the Drop-Off Recycling Program which has also increased net revenue in the Drop Off Fund. Therefore, the 3% wage increase budgeted for fiscal year 2017-18 is deemed sustainable.

Mr. Chidsey (M-Hanover) stated that there has been a decrease in paper revenue. Mrs. K. Hynes stated that it should not put the Authority in jeopardy of a loss in net income. Mr. W. Henley (A-

Colonial Heights) stated that the revenue in Colonial Heights has not recovered, and that their staff will only receive a 2% increase. He added that they will also incur higher health premiums. Mr. S. Chidsey (M-Hanover) and Mr. J. Howard (A-Chesterfield) both mentioned that their employees will also receive a 2% increase. Chairman Allen asked if 3% is the maximum increase. Mrs. K. Hynes stated that 3% is the maximum increase and it is merit based.

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

Item No. 17: Administrative

Mrs. K. Hynes reported that Mrs. N. Drumheller and Pam Cooper presented on the litter volunteer program at the VRA Conference. Mrs. K. Hynes added that she and Tad Phillips, TFC Recycling presented on contamination in Curbside Recycling Programs. She also moderated a session on the future of glass recycling.

Mrs. K. Hynes mentioned that she will attend the Maryland Recycling Conference with the Recycling Partnership Program on June 12th in Baltimore. DEQ asked her to join a workshop on June 28th with experts from DEQ, EPA and other industry experts on ewaste. She added that she has a meeting on Monday, May 22nd with the Henrico County Manager to discuss the CVWMA strategic plan and recycling carts.

Mrs. K. Hynes informed the Board of new members being added to the Board. She mentioned Mr. Doug Smith (M-Colonial Heights) was appointed last month from Colonial Heights. Dr. Emmanuel Adediran resigned as a member from the City of Richmond due to accepting a new position with the City of Petersburg. She added that the City of Richmond is currently looking for a new Board member.

Mrs. K. Hynes reminded the Board there is an Audit Committee Meeting on May 24th at 1:00pm, the TAC meets on June 1st at 9:00am and the Executive Committee Meeting is on June 6th at 2:00pm. Mrs. K. Hynes mentioned that the board will meet on June 16th for the June board meeting, and the Curbside Education Advisory Committee is on June 23rd at 10:00am.

Old/New Business

Mrs. Patricia Paige (M-New Kent) thanked Mrs. N. Drumheller and Staff for their recycling education. She stated that New Kent County's Clean Committee asked the County to practice recycling and offered employees new drinking cups as an appreciation gift to reduce waste.

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 10:20 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Clary (A-Henrico) and carried that the May 19, 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 May 19, 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., June 16, 2017. Given under my hand and seal of the CVWMA this 16th day of June 2017.

J. Allen Lane, Chairman

NOMINATING COMMITTEE REPORT

Election of Officers for Fiscal Year 2017-2018

The Nominating Committee presented the slate of officers at the Friday, May 19, 2017, Board meeting for the ensuing fiscal year. The following members have been nominated to serve as officers of the Central Virginia Waste Management Authority for fiscal year 2017-2018 by recommendation of Mr. Mark Kokoski (M-Richmond), Mr. Lee Sloppy (M-Ashland), and Mr. Robert Whiteman (M-Henrico):

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

The elections will be held at the Friday June 16, 2017, Board of Directors' meeting, at which time, any Board member may make additional nominations.

The terms of the elected officers will begin July 1, 2017, with the installation process scheduled for the first regular meeting in the new fiscal year.

AUDIT COMMITTEE REPORT

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. 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. Audit fieldwork is scheduled to begin July 31, 2017. 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). 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 a possible legal issue concerning the recycling program, the Strategic Plan was reviewed, and the Petersburg payment status was updated and is now current. Staff will prepare a Request for Proposal for procuring audit services in January 2018 and the committee will review the proposals.

Audit Committee Members:

Mark Kukoski (M-Richmond), Treasurer and Chair

Bob Dunn (M-Chesterfield)

Clay Bowles (A-Chesterfield)

CONSIDERATION OF RESOLUTION 17-15: EXTENDING THE DELIVERY OF MIXED PAPER AND OLD CORRUGATED COTAINERS (OCC) CONTRACTS AND THE COLLECTION OF BALED OCC CONTRACT

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. 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. Butler Paper Recycling, Inc. has also confirmed their desire to a two- extend the contract for a two-year period.

The CVWMA is receiving 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.

Attached is **Resolution 17-15** authorizing the Executive Director to execute an addendum to the Delivery of Mixed Paper and Old Corrugated Containers (OCC) and the Collection of Baled OCC Contracts and amendments to the Special Project Service Agreements with participating jurisdictions as requested.

Recommended Action: Approval of **Resolution 17-15**

RESOLUTION 17-15

A resolution authorizing an addendum to renew the Contracts for the Delivery of Mixed Paper and Old Corrugated Containers (OCC) and the Collection of Baled OCC and an amendment to the Special Project Service Agreements with participating local jurisdictions.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 9 of the May 2017 Board Agenda identified the mutual interest by the Central Virginia Waste Management Authority (CVWMA) and Sonoco Recycling, LLC, Four Season Recycling and Trading, LLC and National Paper Recycling to renew the terms of the contract for Delivery of Mixed Paper and Old Corrugated Containers (OCC); and

WHEREAS, the report included as Staff Agenda Item No. 9 of the May 2017 Board Agenda identified the mutual interest by the Central Virginia Waste Management Authority (CVWMA) and Butler Paper Recycling, Inc to renew the terms of the contract for Collection of Baled Old Corrugated Containers (OCC); and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an Addendum to the Contracts for Delivery of Mixed Paper and Old Corrugated Containers (OCC) and the Collection of Baled OCC; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an Amendment to the 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 19th day of May, 2017

ATTEST: _____
J. Allen Lane, Chairma

FINANCIAL REPORTS FOR MAY 2017

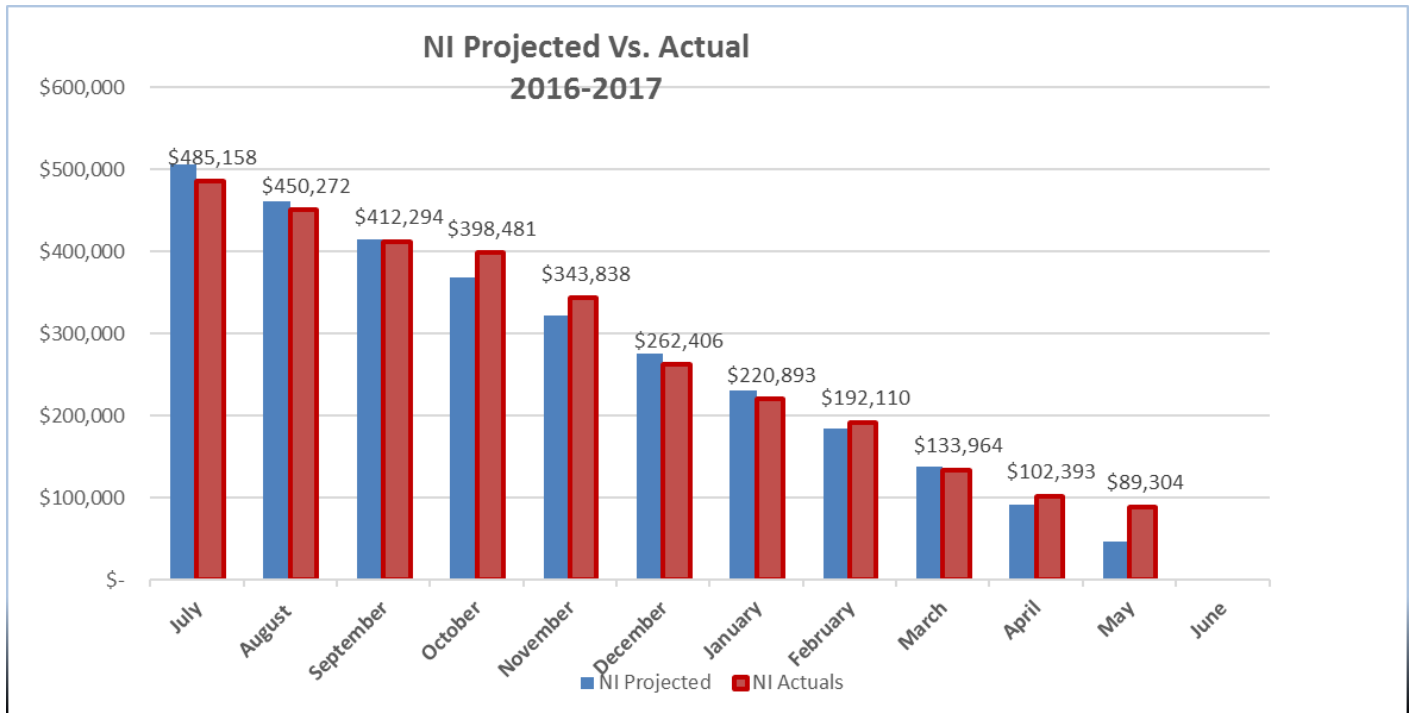
The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of May 31, 2016. The CVWMA has a combined Net Income of about \$89,304 year to date. The Net Income will decrease, as we incur additional expenses within the last month of the fiscal year. The Accounts Receivable schedule reflects that all jurisdictions are current on payments.

Recommended Action: Approval of the May 2017 Financial Report

Attachments.

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

Summary - All Funds			
	Total Revenues	Total Expenses	NI Totals
General Operating Fund	\$ 568,675	511,192	\$ 57,483
Curbside Project Fund	7,641,883	7,661,981	\$ (20,098)
Drop-Off Project Fund	825,661	793,024	\$ 32,637
Municipal Solid Waste Fund	2,745,579	2,726,503	\$ 19,076
CFC/HCFC	24,790	24,790	\$ -
Special Waste Collections	176,192	176,192	\$ -
Waste Tire Fund	49,293	49,293	\$ -
Appliance and Scrap Metal Hauling	339,367	339,367	\$ -
Yard Waste Projects	477,237	477,237	\$ -
Waste Transfer & Disposal	<u>1,335,839</u>	<u>1,335,633</u>	<u>\$ 206</u>
Totals	<u>\$ 14,184,516</u>	<u>\$ 14,095,212</u>	<u>\$ 89,304</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
Capital Outlay	<u>\$ 36,149</u>	<u>\$ 36,149</u>	<u>\$ 35,000</u>



Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - May 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	\$ -	\$ 552,522	\$ 552,520	\$ 2	0.0%
Miscellaneous/Other	-	-	-	-	0.0%
Interest on Investments	1,294	16,153	15,240	913	6.0%
Sponsorships and Grants	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Revenues	<u>1,294</u>	<u>568,675</u>	<u>567,760</u>	<u>915</u>	<u>0.2%</u>
Expenses:					
Personnel services	31,515	355,182	389,290	34,108	8.8%
Fringe benefits	3,322	75,531	82,415	6,884	8.4%
Professional services	1,389	26,328	31,700	5,372	16.9%
Repairs and maintenance	54	805	2,925	2,120	72.5%
Advertising and promotions	-	2,020	1,250	(770)	-61.6%
Materials and supplies	(7,335)	(4,444)	5,500	9,944	180.8%
Other services and charges	(667)	11,015	21,260	10,245	48.2%
Leases	3,458	37,917	43,970	6,053	13.8%
Depreciation	<u>(1,024)</u>	<u>6,838</u>	<u>7,500</u>	<u>662</u>	<u>8.8%</u>
Total Expenses	<u>30,712</u>	<u>511,192</u>	<u>585,810</u>	<u>74,618</u>	<u>12.7%</u>
Net Income	<u>\$ (29,418)</u>	<u>\$ 57,483</u>	<u>\$ (18,050)</u>	<u>\$ 75,533</u>	
Capital Outlay	<u>\$ 26,836</u>	<u>\$ 26,836</u>	<u>\$ 25,000</u>	<u>\$ (1,836)</u>	<u>-7.3%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - May 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	\$ 579,489	\$ 6,411,916	\$ 6,947,080	\$ 535,164	7.7%
Public Relations Assessment	17,468	193,068	214,000	20,932	9.8%
Customer Service Assessment	18,580	205,223	230,000	24,777	10.8%
96-gal Cart Revenue	15,007	146,736	96,480	(50,256)	-52.1%
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	62,188	667,711	700,000	32,289	4.6%
Interest on Investments	<u>579</u>	<u>7,229</u>	<u>6,820</u>	<u>(409)</u>	<u>-6.0%</u>
Total Revenues	<u>693,311</u>	<u>7,641,883</u>	<u>8,204,380</u>	<u>562,497</u>	<u>6.9%</u>
Expenses:					
Personnel services	15,489	168,298	193,645	25,347	13.1%
Fringe benefits	8,974	53,224	55,260	2,036	3.7%
Professional services	1,522	24,685	27,540	2,855	10.4%
Repairs and maintenance	39	2,051	2,830	779	27.5%
Advertising and promotions	3,558	89,835	106,650	16,815	15.8%
Materials and supplies	472	3,122	3,950	828	21.0%
Other services and charges	1,656	65,815	66,635	820	1.2%
Leases	2,470	29,317	30,345	1,028	3.4%
Depreciation	808	6,567	8,600	2,033	23.6%
Contractual services	579,489	6,411,916	6,947,080	535,164	7.7%
96-gal Cart Expense	10,555	139,438	91,845	(47,593)	-51.8%
Material Sales Rebate	<u>62,188</u>	<u>667,713</u>	<u>700,000</u>	<u>32,287</u>	<u>4.6%</u>
Total Expenses	<u>687,220</u>	<u>7,661,981</u>	<u>8,234,380</u>	<u>572,399</u>	<u>7.0%</u>
Net Income	<u>\$ 6,091</u>	<u>\$ (20,098)</u>	<u>\$ (30,000)</u>	<u>\$ 9,902</u>	
Capital Outlay	<u>\$ 9,313</u>	<u>\$ 9,313</u>	<u>\$ 10,000</u>	<u>\$ 688</u>	<u>6.9%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - May 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	\$ 42,751	\$ 452,536	\$ 530,000	\$ 77,464	14.6%
Contract Admin Costs	\$ -	\$ -	\$ -	\$ -	0.0%
Materials Sales Rebate	64,481	373,125	135,000	(238,125)	-176.4%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>107,232</u>	<u>825,661</u>	<u>665,000</u>	<u>(160,661)</u>	<u>-24.2%</u>
Expenses:					
Personnel services	400	4,390	5,110	720	14.1%
Fringe benefits	(50)	1,308	1,515	207	13.7%
Professional services	18	753	1,460	707	48.4%
Repairs and maintenance	2	17	180	163	90.6%
Advertising and promotions	730	18,959	25,000	6,041	24.2%
Materials and supplies	21	127	170	43	25.3%
Other services and charges	41	412	480	68	14.2%
Leases	59	655	785	130	16.6%
Contractual services	42,751	452,536	530,000	77,464	14.6%
Materials sales rebate	<u>53,979</u>	<u>313,867</u>	<u>101,250</u>	<u>(212,617)</u>	<u>-210.0%</u>
Total Expenses	<u>97,951</u>	<u>793,024</u>	<u>665,950</u>	<u>(127,074)</u>	<u>-19.1%</u>
Net Income	<u>\$ 9,281</u>	<u>\$ 32,637</u>	<u>\$ (950)</u>	<u>\$ 33,587</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - May 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	\$ 251,092	\$ 2,696,830	\$ 2,862,000	\$ 165,170	5.8%
Customer Service Assessment	2,640	29,055	33,000	\$ 3,945	12.0%
Contract Admin Costs	-	16,700	-	\$ (16,700)	0.0%
Interest on Investments	<u>240</u>	<u>2,994</u>	<u>2,825</u>	<u>\$ (169)</u>	<u>-6.0%</u>
Total Revenues	<u>253,972</u>	<u>2,745,579</u>	<u>2,897,825</u>	<u>152,246</u>	<u>5.3%</u>
Expenses:					
Personnel services	1,265	13,875	16,310	2,435	14.9%
Fringe benefits	(74)	4,739	4,920	181	3.7%
Professional services	160	5,069	6,150	1,081	17.6%
Repairs and maintenance	6	440	1,165	725	62.2%
Advertising and promotions	-	127	1,000	873	99.0%
Materials and supplies	104	714	880	166	18.9%
Other services and charges	144	1,474	1,720	246	14.3%
Leases	235	2,315	2,680	365	13.6%
Depreciation	84	917	1,000	83	8.3%
Contractual Services	<u>251,092</u>	<u>2,696,833</u>	<u>2,862,000</u>	<u>165,167</u>	<u>5.8%</u>
Total Expenses	<u>253,016</u>	<u>2,726,503</u>	<u>2,897,825</u>	<u>171,322</u>	<u>5.9%</u>
Net Income	<u>\$ 956</u>	<u>\$ 19,076</u>	<u>\$ -</u>	<u>\$ 19,076</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - May 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	\$ 213,490	\$ 2,038,769	\$ 1,884,000	\$ (154,769)	-8.2%
Contract Admin Costs	-	\$ 200	\$ -	(200)	0.0%
Materials Sales Rebate	53,212	403,234	390,000	(13,234)	-3.4%
Interest on Investments	-	-	-	-	0.0%
Total Revenues	<u>266,702</u>	<u>2,442,203</u>	<u>2,274,000</u>	<u>(168,203)</u>	-7.4%
Expenses:					
Personnel services	-	-	-	-	98.0%
Fringe benefits	-	-	-	-	98.0%
Professional services	-	-	-	-	100.0%
Repairs and maintenance	-	-	-	-	100.0%
Advertising and Promotions	-	-	1,000	1,000	0.0%
Materials and supplies	-	-	-	-	59.0%
Other services and charges	-	-	-	-	84.0%
Contractual services	213,490	2,038,763	1,884,000	(154,763)	90.0%
Materials sales rebate	53,212	403,234	390,000	(13,234)	-3.4%
Total Expenses	<u>266,702</u>	<u>2,441,997</u>	<u>2,275,000</u>	<u>(166,997)</u>	-7.3%
Net Income	<u>\$ -</u>	<u>\$ 206</u>	<u>\$ (1,000)</u>	<u>\$ 1,206</u>	

Central Virginia Waste Management Authority
Accounts and Receivables
July - May 2017

Receivables 5/31/17	Total	Over 60 days	Current w/in 60 days
Department of General Services	\$ 1,143.83	\$ -	\$ 1,143.83
Ashland	0.00	-	0.00
Charles City	0.00	-	0.00
Chesterfield	225,606.71	-	225,606.71
Colonial Heights	54,577.20	-	54,577.20
Goochland	23,384.77	-	23,384.77
Hanover	7,033.37	-	7,033.37
Henrico	183,691.98	-	183,691.98
Hopewell	1,314.60	-	1,314.60
New Kent	721.20	-	721.20
Petersburg	121,548.35	-	121,548.35
Powhatan	3,981.38	-	3,981.38
Prince George	0.00	-	0.00
Richmond	177,477.52	-	177,477.52
Totals	\$ 800,480.91	\$ -	\$ 800,480.91