



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
OCTOBER 19, 2018
CHESTERFIELD CENTRAL LIBRARY
7051 LUCY CORR BOULEVARD
CHESTERFIELD, VIRGINIA**

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

CHAIRMAN’S AGENDA

CERTIFICATION OF QUORUM

ITEM NO.		Page(s)
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STAFF AGENDA

ITEM NO.		
6.	Residential Recycling Program	
7.	Municipal Solid Waste (MSW) Program	
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10.	Operations and Program Statistics	
11.	America Recycles Day – November 15 th	

12. Public Information

13. **Consideration of Resolution 19-06:** Appropriating Funds for an Education Campaign to Reduce Contamination in Recycling

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14. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Curbside Education Advisory Committee – Tuesday, October 23, 2018 – 10:00am – (Appomattox Regional Library, Nelson Worley Board Room, 2nd floor, 209 E. Cawson St, Hopewell)

Technical Advisory Committee Meeting – Thursday, November 1, 2018 – 9:00 a.m.

Executive Committee Meeting – Tuesday, November 6, 2018 – 2:00 p.m.

Board of Directors Meeting – Richmond – Friday, November 16, 2018 – 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 SEPTEMBER 21, 2018

The minutes of the regular Board of Directors meeting held September 21, 2018 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 21, 2018
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia Phillips (M-Chesterfield), Chairman
Scott A. Wyatt (M-Hanover), Vice Chairman
Patricia Paige (M-New Kent), Secretary
Mark Kukoski (M-Richmond), Treasurer
Robert L. Dunn (M-Chesterfield), Director
J. Allen Lane (M-Henrico), Past Chair
Jennifer Schontag (A-Ashland)
Ricky Hicks (M-Charles City)
William E. Henley (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Stephen Chidsey (M-Hanover)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (M-Hopewell)
Tangela Innis (M-Petersburg)
Johnny Melis (A-Powhatan)
Michael Purvis (M-Prince George)
Miles Jones (M-Richmond)

Non-Voting:

Jeffrey Howard (A-Chesterfield)
Al Pace (A-Chesterfield)

Staff:

Kimberly A. Hynes, Executive Director
Richard M. Nolan, Director of Operations
Teresa L. Eckhout, Accounting and Financial Manager
Nancy W. Drumheller, Public Affairs Manager
Reginald D. Thompson, Operations Technician
Mary Beth Mains, Part-time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Lee Sloppy (M-Ashland)
Michelle Johnson (A-Charles City)
Scott Zaremba (M-Chesterfield)
Clay Bowles (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Leigh Dunn (M-Goochland)
Randy Hardman (A-Hanover)
Michael Flagg (A-Hanover)
Robert C. Whiteman (M-Henrico)
Chip England (A-Henrico)
Bentley P. Chan (A-Henrico)
James H. Burrell (A-New Kent)
William Riggelman (A-Petersburg)
Cindy Odum Harris (M-Powhatan)
Rod Compton (A-Prince George)

Guests:

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

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of August 17, 2018

Chairman Phillips opened the floor for a motion to approve the minutes of the regular meeting of August 17, 2018 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. M. Kukoski (M-Richmond), Treasurer, and carried that the minutes of the August 17, 2018 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Consideration of Resolution of Appreciation for Mr. Allen Lane

Past Chairman J. Allen Lane (M-Henrico), was awarded a **Resolution of Appreciation** for his service as Chairman from July 2016 to June 2018. Chairman Phillips asked Mrs. Teresa Eckhout, CVWMA Accounting and Financial Manager, to read the resolution. Past Chairman Lane stated it had been a privilege to serve as chairman and thanked the Board and staff for their dedication. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mrs. P. Paige (M-New Kent), Secretary, and carried that the **Resolution of Appreciation** for Mr. J. Allen Lane be approved as presented. Mrs. K. Hynes, CVWMA Executive Director, thanked Past Chairman Lane for his ongoing support to the staff and his dedication to the Board over the past few years.

Item No. 4: Audit Committee Report

2018 Comprehensive Annual Financial Report (CAFR)

Mrs. K. Hynes stated that staff would defer the presentation of the CAFR until the October Board meeting because staff is waiting on the Other Post-Employment Benefits (OPEB) information from the Virginia Retirement System (VRS). She noted the State Auditors of Public Accounts would be notified that the report will not be sent in by the September 30th deadline since we are waiting on information from another state department.

STAFF AGENDA

Item No. 5: Residential Recycling Program

Mr. R. Nolan, CVWMA Director of Operations, reported that the total tonnage of recyclables collected in the month of August in the residential program was 3,225 tons, 90 tons less than last August. Mr. R. Nolan also added that there was a total of 626 misses for the month compared to 632 in 2017.

Mrs. K. Hynes spoke about the recycling contamination program and what staff is doing to work with contractors to get the word out. She referred the Board to the Oops! Stickers on their table. Mrs. Hynes mentioned that CFS is using the stickers in Petersburg and County Waste is using stickers sporadically in Hopewell. County Waste trucks have an automated arm which allows the driver to stay in the cab while servicing customers but makes it difficult to see what is in the carts and so they are not as effective in spotting contamination. Mrs. Hynes noted that staff has been working with TFC to implement and manage the Oops! Sticker program. TFC has initially identified one route per day to audit and they have hired a team to inspect the recycling material that is in the bins and carts before the

truck collects the material. During the initial collection, TFC will pick up the recycling in all containers and leave Oops! Stickers on containers that have contamination. During the next collection cycle, carts that were tagged will be inspected a second time and if the material is still contaminated, another sticker will be left and the material will not be collected. CVWMA staff will measure the number of households on the streets in the area where TFC is auditing and compare that to the number of addresses where Oops! Stickers were left. With this information, CVWMA will determine the percentage of homes where stickers were left in each cycle. Mrs. Hynes noted that the plan is to start small so that we can identify issues as they come up and to measure the results. TFC will use the same driver and audit team in a 10 day period. Mr. W. Henley (A-Colonial Heights) asked if the audit team will be entering the date of the rejection as well as the address. Mrs. Hynes stated TFC will be using tablets which will capture the data in real time and the address will be matched in our system. The audit teams will also be recording what type of items are being rejected. Richmond will be the focus because contamination is more prevalent in the carts. The routes have been sent to the Counties of Chesterfield, Henrico, and the City of Richmond so they are aware of the locations where the project will start. Mrs. Hynes noted the Executive Committee has been discussing putting forth a campaign with TFC to reach some of the worst offenders. Mrs. Hynes noted that any additional ideas or suggestions are welcome.

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

Mr. R. Thompson, CVWMA Operations Technician, stated that CFS is cracking down on the contamination issue in Petersburg's Curbside Recycling program. They rejected 323 cans due to contamination in August and removed 32 recycling carts since the crackdown started in June. Mr. Thompson noted there was no delay in trash or recycling service due to Hurricane Florence although some carts were tied down which caused a delay.

In the month of August, 25 misses were recorded in Ashland and 46 misses in the Chesterfield tax relief program for County Waste. For the month of August, 87 misses were recorded in Colonial Heights, 110 misses in Hopewell; and 158 misses in Petersburg.

Item No. 7: Consideration of Resolution 19-01: Awarding Contracts for Household Hazardous Waste Collection, Hauling and Disposal and Used Oil Recycling

Mr. Nolan and the Evaluation Committee consisting of Todd Flippen (Colonial Heights), Mr. S. Chidsey (M-Hanover), and Mr. J. Clary (A-Henrico County), recommended that Safety Kleen and Universal Environmental be awarded the Household Hazardous Waste and Used Oil Recycling Contracts respectively. Mr. Nolan stated both companies have very good environmental histories. Mr. R. Dunn, (M-Chesterfield), Director, asked where the company's headquarters are located. Mr. Nolan stated Heritage Crystal Clean's (current vendor for Used Oil Recycling) corporate office is in Chicago, Illinois and they have a local operation in the Montpelier, Virginia area. Universal Environmental is located in the Ashland Air Park and their corporate office is in the Atlanta, Georgia area. Universal will be transporting the used oil to Atlanta.

Chairman Phillips opened the floor for a motion to approve **Resolution 19-01** as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. S. Chidsey (M-Hanover) and carried that **Resolution 19-01** be approved as submitted.

Item No. 8: Consideration of Resolution 19-02: Amending the Contract for Petersburg MSW and Curbside Recycling Collection Services

Mr. Nolan introduced **Resolution 19-02: Amending the Contract for Petersburg MSW and Curbside Recycling Collection Services**. Petersburg officials have agreed to renew the contract for 5 years effective July 1, 2019. CFS has requested a 5% increase in price and Mr. Nolan stated he thought this was reasonable since they have not had a CPI increase since the inception of the contract.

Chairman Phillips opened the floor for a motion to approve **Resolution 19-02** as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mrs. M. Kelley (M-Henrico) and carried that **Resolution 19-02** be approved as submitted.

Item No. 9: Consideration of Resolution 19-03: Amending the Contracts for Hopewell MSW and Curbside Recycling Services

Mr. Nolan introduced **Resolution 19-03**: Amending the Contracts for Hopewell MSW and Curbside Recycling Services. The initial term of the contracts for MSW collection in Hopewell by CFS and for Curbside Recycling in Hopewell by County Waste will expire June 30, 2019. Renewal pricing was approved for both contractors by the City of Hopewell Council Members.

Chairman Phillips opened the floor for a motion to approve **Resolution 19-03** 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 19-03** be approved as submitted.

Item No. 10: Operations and Program Statistics

Mr. R. Thompson reported that CFS was penalized \$700 for the Drop Off Roll Off Recycling program in Henrico and \$200 in penalties for the MSW FEL program in Hanover.

Mr. Nolan noted the Program Statistics will be updated and available online in the next few days. He also stated that he is adding a new line in the Program Statistics report to report recycling processing fees.

The City of Richmond's recycling event scheduled for September 15, 2018 was cancelled due to potential hurricane issues and a new date has not been decided. On October 6, 2018, Henrico County will hold an eCycling event at the Best Products site. On November 17, 2018, there will be several recycling events in the area; Chesterfield County will be holding an eCycle event with paper shredding at Westchester Commons; Goochland County will have a Tire Amnesty Day with paper shredding; and Hanover County will hold an HHW event with paper shredding at the Verdi Lane location.

Our evaluation committee is considering several proposals for multiple programs administered by the CVWMA. They include the Town of Ashland Municipal Solid Waste Collection, FEL MSW program, FEL Recycling program and the Roll Off Recycling Hauling program. All are under consideration and Mr. Nolan stated he hoped to come before the Board in October with proposals for consideration.

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

Mr. Nolan reported that the TAC met on September 6, 2018 and curbside recycling contamination issues were discussed. Mr. Nolan stated the Solid Waste Management Plan surveys have gone out to the jurisdictions and we are waiting on a few to be returned. The next TAC meeting is scheduled for October 4, 2018, and the renewal of eCycling contracts will be one topic of discussion.

Item No. 12: Public Information

Contamination, Oops! Sticker

Mrs. N. Drumheller, Public Affairs Manager, shared with the Board that staff continues to work with member localities and our community partners to increase our educational reach to residents to Recycle Right. Mrs. Drumheller stated staff is pleased to report that Kim Hynes' contamination article is the Home Space feature in the September 2018 Richmond Family Magazine publication. Included with Ms. Hynes article is a picture of one of our

Customer Service Representatives and the Oops! Sticker. Mrs. Drumheller stated this family focused magazine serves areas from Ashland to Petersburg with over 38,000 copies given away for free each month at 850 different locations. The article is available online too. Mrs. Drumheller thanked a few of the jurisdictions for their help this month - Tangela Innis (M-Petersburg) and her team for messaging on the City of Petersburg website, Mark Kukoski (M-Richmond), Treasurer, for the flyer he is developing to share with his neighbors, and Marcia Phillips (M-Chesterfield) for writing an article for her Civic Association. Mrs. Drumheller stated having this help with regional contamination education is greatly appreciated.

Mrs. Drumheller shared Ms. K. Carney, Recycling Education and Outreach Specialist, is including regional contamination communication in the Regional Waste Line - Fall 2018 publication. This publication is distributed to elected officials and leaders in the region as well as locality department heads, and many more and is an excellent visual snapshot of all that CVWMA has provided for member localities through contacts, programs, outreach, education, customer service and revenue back to member localities. The Fall 2018 publication will have a frontpage feature from Kim Hynes and a whole page is devoted to contamination.

Staff has included the Oops! Sticker contamination rollout as an agenda item for the Curbside Education Advisory Committee meeting in October, Mrs. Drumheller stated. Members will be updated on the initial routes, top contaminants, the tonnage before and after the rollout, feedback from the contractors and member localities, impacts to call volume, as well as additional education and outreach.

Finally, the visual Recycle Right as well as the Oops! Sticker art designed by the Recycling Partnership will be featured as key education areas on the 2019 CVWMA Recycling Collection Schedule which is distributed annually to all eligible households within the nine participating member localities. Mrs. Drumheller stated these educational messages will be a visual reminder to recycle right.

Education and Outreach August

Staff responded to 35 requests for the month of August and of these requests, 12 were for presentations, 19 were for educational materials, 3 were grassroot events, and 1 media story (WTVR CBS 6). These requests impacted 800 people as well as the distribution of over 4,700 educational materials in nine of our 13 member localities. The education focus areas for the month of August included summer camps, delivering Back to School kits, Chesterfield Science Teachers Professional Development Workshops, Reduce, Reuse, Recycle and regional contamination.

Call Center/Customer Service (August)

Mrs. Drumheller shared that during the month of August, the Call Center phone lines received over 11,000 calls. Of these, over 6,000 callers listened to the queue message and then hung up. Our three customer service representatives processed over 5,100 calls, responded to over 900 emails, in addition to mailings, cart management, database additions, and credit card purchases for carts and bins. Finally, Customer Service Representatives continue to educate an estimated 1,000 callers a month on contamination and accepted items.

CVWMA Website/Social Media/and Collection Day Email Reminders

Mrs. Drumheller shared the CVWMA Pinterest boards are like having a table top display with different topics and the “pins” are resources the public can view and use. Mrs. Drumheller referred the Board to the slide showing the picture “pin” from the CVWMA Recycled Classroom Board on Pinterest of a pencil holder made from old cassette tapes. This one recycling project alone had 171 views for the month of August. Staff reports 379 new email subscribers signed up for the Curbside Recycling Collection Day email reminder in the month of August, with total subscribers now at 31,974 as of August 31, 2018. Staff added contamination information several months ago and plan to add the Oops! Sticker graphic.

September 2018 Waste Reduction News and Regional Waste Line

Mrs. Drumheller shared that the monthly electronic newsletter included holiday delay information, upcoming special collection events, recycling correctly articles and CVWMA's Reduce, Reuse, Recycle Scout patch information. Staff thanks Scott Wyatt (M-Hanover), Vice-Chairman, for sharing CVWMA's special Scout Patch rack cards with his scout contacts. Mrs. Drumheller invited other member localities to let her know if they have contacts they would like to share this information with. The patch is appropriate for other groups such as 4H too.

Curbside Education Advisory Committee

The next quarterly meeting of the Curbside Education Advisory Committee will be held on Tuesday, October 23, 2018, at the Appomattox Regional Library in Hopewell, Virginia and the City of Hopewell will be the member focus. Mrs. Drumheller thanked Monique Robertson (M-Hopewell) for hosting the meeting which will include presentations on the City of Hopewell programs, Plastic Bag Recycling and Stormwater, and Rethink Waste!

America Recycles Day

Staff has updated CVWMA's America Recycles Day webpage and locality special collections have been included.

Item No. 13: Financial Reports for August 2018

Mrs. T. Eckhout, Accounting and Financial Manager, reported that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of August 31, 2018. The Authority has a combined Net Income of \$472,053 and the net income will decrease as we continue to incur expenses throughout the fiscal year. The accounts receivable schedule is included and reflects the details of the amounts due to the Authority. All accounts are current.

Chairman Phillips opened the floor for a motion to accept and file the Financial Reports for August 2018 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mrs. P. Paige (M-New Kent), Secretary, and carried that the Financial Reports for August 2018 be approved and filed as submitted.

Item No. 14: Administrative

Mrs. K. Hynes reminded the Board that funds were included in the budget for a pay and classification study which is well on its way. CVWMA staff is working with a consultant to help with the fine tuning of job descriptions. A survey has been sent to all 13 member jurisdictions, other solid waste authorities around the state, other authorities, regional bodies like the planning district commissions, nonprofits, and private sector groups to determine comparability to various CVWMA positions. Another part of the study is benefits and upon return of the results we plan to have the consultant meet with the Executive Committee to provide recommendations.

Staff is working on a budget draft for FY20 which is usually presented at the November Board meeting and is required to be adopted by December 31st for the ensuing fiscal year according to the bylaws. Mrs. Hynes stated that staff can help with providing information on CVWMA programs to the member localities for budgeting purposes. Staff will gladly send estimates if needed.

Old/New Business

Chairman Phillips asked if there was any old or new business to come before the Board and with no further business to come before the Board, Chairman Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:46 a.m. The motion was made by Mr. R. Dunn (M- Chesterfield), Director, seconded by Mr. J. Clary (A-Henrico) and carried that the September 21, 2018 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Marcia Phillips, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the September 21, 2018 regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., October 19, 2018. Given under my hand and seal of the CVWMA this 19th day of October 2018.

Marcia Phillips, Chairman

TREASURER'S AND AUDIT COMMITTEE REPORT

2018 Comprehensive Annual Financial Report (CAFR)

The CVWMA Audit Committee met on Tuesday, August 28, 2018 with the CVWMA staff and representatives of Brown Edwards, CVWMA's audit firm to discuss the results of the annual audit.

A draft copy of the CAFR was reviewed with the committee and staff will be presenting the CAFR and auditor's comments to the Board at this meeting, October 19, 2018, for approval before submitting to the Virginia Auditor of Public Accounts. This item was deferred until this meeting in order to finalize the report with all required information from VRS. The Virginia Auditor of Public Accounts was notified of the late submission.

Audit Committee Members:

Mr. Mark Kukoski (M-Richmond), Treasurer

Mr. Robert Dunn (M-Chesterfield)

Mr. Clay Bowles (A-Chesterfield)

Recommended Action: Approval of the 2018 Comprehensive Annual Financial Report

Financial Reports for September 2018

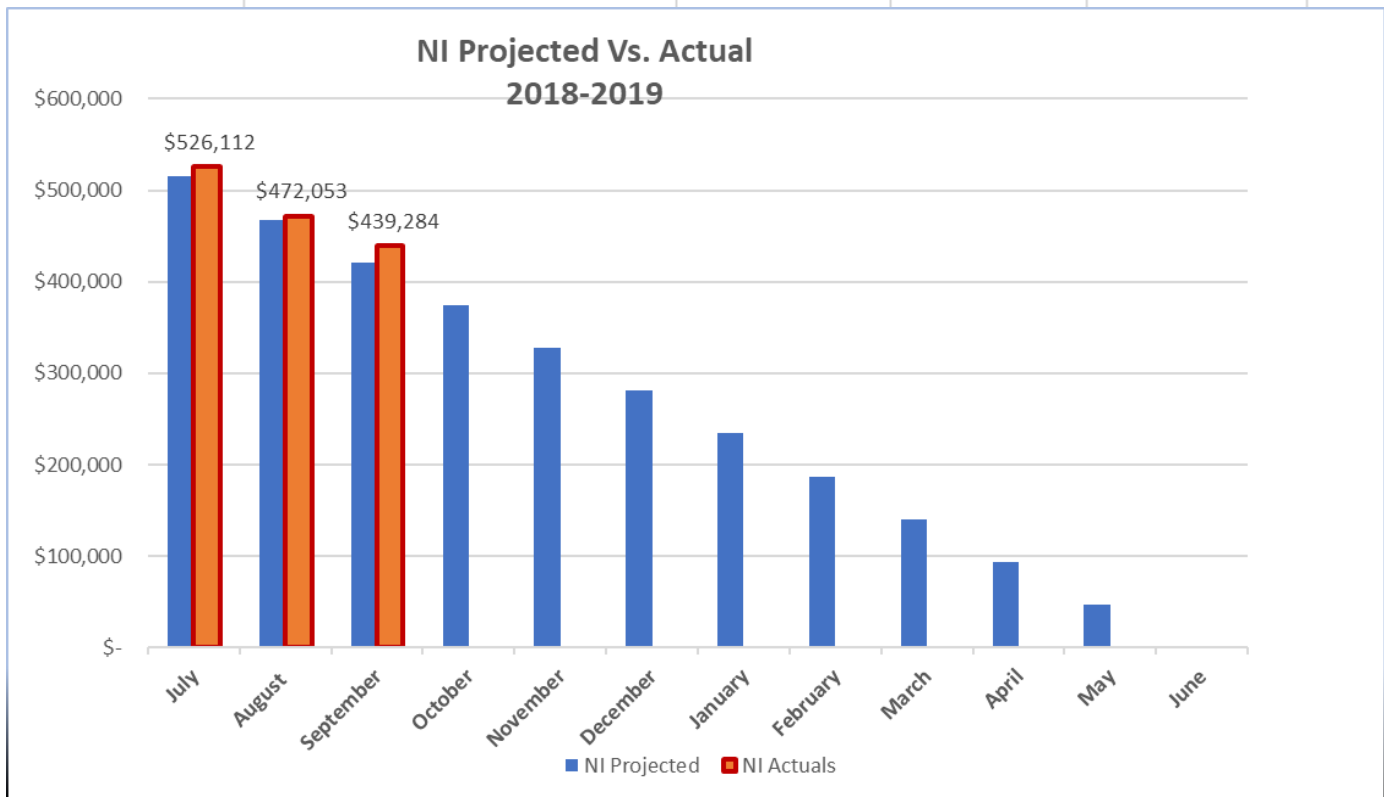
The financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of September 30, 2018. CVWMA has a combined Net Income of \$439,284 year to date and note that net income will decrease as we continue to incur expenses throughout the fiscal year. The accounts receivable schedule is included and reflects the details of the amounts due to the Authority. All accounts are current.

Recommended Action: Approval of the September 2018 Financial Reports

Attachments

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

Summary - All Funds			
	Total	Total	
	Revenues	Expenses	NI Totals
General Operating Fund	\$ 571,103	167,044	\$ 404,059
Curbside Project Fund	2,200,699	2,164,925	\$ 35,774
Drop-Off Project Fund	128,610	128,792	\$ (182)
Municipal Solid Waste Fund	764,003	764,370	\$ (367)
CFC/HCFC	14,510	14,510	\$ -
Special Waste Collections	61,160	61,160	\$ -
Waste Tire Fund	8,020	8,020	\$ -
Appliance and Scrap Metal Hauling	186,319	186,319	\$ -
Yard Waste Projects	99,754	99,754	\$ -
Waste Transfer & Disposal	<u>345,224</u>	<u>345,224</u>	<u>\$ -</u>
Totals	<u>\$ 4,379,402</u>	<u>\$ 3,940,118</u>	<u>\$ 439,284</u>
	Month to date	Year to date	Budget
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,500</u>



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

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	Actual	Actual	Budget	Variance	Remaining
Revenues:					
Annual Gov't Assessments	\$ -	\$ 561,661	\$ 561,660	\$ (1)	0.0%
Sponsorship and Grants	-	-	-	-	0.0%
Interest on Investments	<u>3,413</u>	<u>9,442</u>	<u>22,555</u>	<u>13,113</u>	<u>58.1%</u>
Total Revenues	<u>3,413</u>	<u>571,103</u>	<u>584,215</u>	<u>13,112</u>	<u>2.2%</u>
Expenses:					
Personnel services	31,678	97,723	406,660	308,937	76.0%
Fringe benefits	7,939	27,621	87,400	59,779	68.4%
Professional services	5,581	16,976	41,375	24,399	59.0%
Repairs and maintenance	12	1,198	3,375	2,177	64.5%
Advertising and promotions	63	191	1,250	1,059	84.7%
Materials and supplies	229	1,114	4,700	3,586	76.3%
Other services and charges	5,942	7,746	14,950	7,204	48.2%
Leases	4,362	11,855	46,575	34,720	74.5%
Depreciation	873	2,620	11,125	8,505	76.4%
Contingencies	<u>-</u>	<u>-</u>	<u>2,135</u>	<u>2,135</u>	<u>100.0%</u>
Total Expenses	<u>56,679</u>	<u>167,044</u>	<u>619,545</u>	<u>452,501</u>	<u>73.0%</u>
Net Income	\$ (56,679)	\$ 404,059	\$ (35,330)	\$ 439,389	
Capital Outlay	\$ -	\$ -	\$ 5,000	\$ 5,000	100.0%

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

Curbside Project Fund					
	Month to Date	Year to Date	Total		% Budget
	Actual	Actual	Budget	Variance	Remaining
Revenues:					
Project Service Fees	\$ 702,168	\$ 2,020,510	\$ 7,250,000	\$ 5,229,490	72.1%
Public Relations Assessment	18,021	55,236	219,000	163,764	74.8%
Customer Service Assessment	19,138	58,635	232,000	173,365	74.7%
96-gal Cart Revenue	15,399	51,589	160,800	109,211	67.9%
Sponsorship and Grants	10,000	10,000	10,000	-	0.0%
Material Sales Rebate	-	-	700,000	700,000	100.0%
Interest on Investments	1,709	4,729	11,295	6,566	58.1%
Total Revenues	766,435	2,200,699	8,583,095	6,382,396	74.4%
Expenses:					
Personnel services	15,273	46,943	198,580	151,637	76.4%
Fringe benefits	4,016	15,514	56,000	40,486	72.3%
Professional services	1,247	9,552	27,780	18,228	65.6%
Repairs and maintenance	40	847	2,980	2,133	71.6%
Advertising and promotions	1,118	4,185	81,750	77,565	94.9%
Materials and supplies	250	800	4,075	3,275	80.4%
Other services and charges	1,337	3,807	64,830	61,023	94.1%
Leases	2,512	7,551	30,400	22,849	75.2%
Depreciation	967	2,902	12,700	9,798	77.1%
Contractual services	702,168	2,020,510	7,250,000	5,229,490	72.1%
96-gal Cart Expense	18,644	52,314	154,000	101,686	66.0%
Material Sales Rebate	-	-	700,000	700,000	100.0%
Total Expenses	747,572	2,164,925	8,583,095	6,418,170	74.8%
Net Income	\$ 18,863	\$ 35,774	\$ -	\$ 35,774	
Capital Outlay		\$ -	\$ 5,000	\$ 5,000	100.0%

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

Drop Off Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 54,523	\$ 108,219	\$ 547,000	\$ 438,781	80.2%
Contract Admin Costs	700	1,200	-	(1,200)	0.0%
Materials Sales Rebate	<u>9,441</u>	<u>19,191</u>	<u>300,000</u>	<u>280,809</u>	<u>93.6%</u>
Total Revenues	<u>64,664</u>	<u>128,610</u>	<u>847,000</u>	<u>718,390</u>	<u>84.8%</u>
<i>Expenses:</i>					
	0				
Personnel services	411	1,248	8,880	7,632	85.9%
Fringe benefits	217	652	2,400	1,748	72.8%
Professional services	55	825	1,780	955	53.7%
Repairs and maintenance	-	89	215	126	58.6%
Advertising and promotions	-	-	2,500	2,500	100.0%
Materials and supplies	7	50	250	200	80.0%
Other services and charges	38	114	470	356	75.7%
Leases	125	310	1,175	865	73.6%
Contractual services	54,523	108,219	547,000	438,781	80.2%
Materials sales rebate	<u></u>	<u>17,285</u>	<u>246,000</u>	<u>228,715</u>	<u>93.0%</u>
Total Expenses	<u>55,376</u>	<u>128,792</u>	<u>810,670</u>	<u>681,878</u>	<u>84.1%</u>
Net Income	\$ 9,288	\$ (182)	\$ 36,330	\$ (36,512)	

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

Municipal Solid Waste Fund					
	Month to Date	Year to Date	Total		% Budget
	Actual	Actual	Budget	Variance	Remaining
Revenues:					
Project Service Fees	\$ 254,966	\$ 754,027	\$ 2,985,000	\$ 2,230,973	74.7%
Customer Service Assessment	2,748	8,248	33,200	24,952	75.2%
Contract Admin Costs	200	200	-	(200)	0.0%
Interest on Investments	552	1,528	3,650	2,122	58.1%
Total Revenues	258,466	764,003	3,021,850	2,257,847	74.7%
Expenses:					
	0				
Personnel services	1,298	3,944	17,180	13,236	77.0%
Fringe benefits	484	1,905	5,030	3,125	62.1%
Professional services	210	2,751	6,225	3,474	55.8%
Repairs and maintenance	7	298	930	632	68.0%
Advertising and promotions	-	-	1,000	1,000	99.0%
Materials and supplies	33	164	975	811	83.2%
Other services and charges	134	415	1,650	1,235	74.8%
Leases	188	616	2,610	1,994	76.4%
Depreciation	83	250	1,250	1,000	80.0%
Contractual Services	254,966	754,027	2,985,000	2,230,973	74.7%
Total Expenses	257,403	764,370	3,021,850	2,257,480	74.7%
Net Income	\$ 1,063	\$ (367)	\$ -	\$ (367)	
Capital Outlay		\$ -	\$ 2,500	\$ 2,500	100.0%

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

Other Special Projects					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 201,492	\$ 507,665	\$ 2,491,000	\$ 1,983,335	79.6%
Contract Admin Costs	-	-	-	-	0.0%
Materials Sales Rebate	<u>72,135</u>	<u>207,323</u>	<u>375,000</u>	<u>167,677</u>	<u>44.7%</u>
Total Revenues	<u>273,627</u>	<u>714,988</u>	<u>2,866,000</u>	<u>2,151,012</u>	<u>75.1%</u>
Expenses:					
Advertising and Promotions	-	-	1,000	1,000	0.0%
Contractual services	201,492	507,665	2,491,000	1,983,335	90.0%
Materials sales rebate	<u>72,135</u>	<u>207,323</u>	<u>375,000</u>	<u>167,677</u>	<u>44.7%</u>
Total Expenses	<u>273,627</u>	<u>714,988</u>	<u>2,867,000</u>	<u>2,152,012</u>	<u>75.1%</u>
Net Income	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,000)</u>	<u>\$ 1,000</u>	

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

Receivables 9/30/18	Total	Over 60 days	Current w/in 60 days
Department of General Services	\$ 2,267.06	\$ -	\$ 2,267.06
Ashland	0.00	-	0.00
Charles City	0.00	-	0.00
Chesterfield	310,616.05	-	310,616.05
Colonial Heights	74,281.42	-	74,281.42
Goochland	3,852.98	-	3,852.98
Hanover	16,411.74	-	16,411.74
Henrico	262,172.34	-	262,172.34
Hopewell	87,899.85	-	87,899.85
New Kent	5,594.45	-	5,594.45
Petersburg	121,729.64	-	121,729.64
Powhatan	8,977.73	-	8,977.73
Prince George	0.00	-	0.00
Richmond	235,156.10	-	235,156.10
Totals	\$1,128,959.36	\$ -	\$1,128,959.36

CONSIDERATION OF RESOLUTION 19-04: AWARDING A CONTRACT FOR ROLL-OFF HAULING AND FRONT-END COLLECTION AND RECYCLING SERVICES

The initial term of the contract between CVWMA and Container First Services (CFS) for Roll-off Hauling and Front-End Collection and Recycling Services expires June 30, 2019. After receiving renewal information and discussions with the Technical Advisory Committee (TAC), CVWMA decided to issue a Request for Proposal (RFP) for these services instead of renewal.

In accordance with the Virginia Public Procurement Act, RFP 19-01 was issued August 1, 2018 for Roll-off Hauling and Front-End Load Collection Services. Four companies proposed including County Waste, CFS, Republic Waste and Tidewater Fibre Corp. (TFC). From these proposals, two were selected by the Evaluation Committee for further discussion and were interviewed.

The Evaluation Committee comprised of Mr. J. Melis (A-Powhatan), Mr. J. Clary (A-Henrico), Mr. S. Chidsey (M-Hanover), Mr. R. Thompson (CVWMA Operations Technician) and Mr. R. Nolan (CVWMA Director of Operations) recommends approval to award both the Roll-Off Hauling and Front-End Load Collection and Recycling Services to TFC. The contract will be effective July 1, 2019 for an initial term of four (4) years with a five (5) year renewal option.

Attached is **Resolution 19-04** authorizing the Executive Director to execute a Contract for Roll-off Hauling and Front-End Collection and Recycling Services and Special Project Service Agreements as requested.

Recommended Action: Approval of **Resolution 19-04**

Attachment

RESOLUTION 19-04

A resolution awarding a contract for Roll-off Hauling and Front-End Collection and Recycling Services between the Central Virginia Waste Management Authority and authorizing the Special Project Service Agreements with participating local jurisdictions for a four (4) year period commencing on June 1, 2019.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 8 of the October 2018 Board Agenda outlined the proposed Roll-off Hauling and Front-End Collection and Recycling Services to be provided by Tidewater Fibre Corp. (TFC); and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a contract for Roll-off Hauling and Front-End Collection and Recycling Services between the Central Virginia Waste Management Authority and Tidewater Fibre Corp.; 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 19st of October 2018

ATTEST: _____
Marcia R. Phillips, Chair

CONSIDERATION OF RESOLUTION 19-05: AWARDING CONTRACTS FOR THE TOWN OF ASHLAND MUNICIPAL SOLID WASTE COLLECTION SERVICES AND FOR FRONT-END MUNICIPAL SOLID WASTE COLLECTION SERVICES

The initial term of the contract between CVWMA and County Waste for Town of Ashland Municipal Solid Waste Collection Services and the initial term of the contract between CVWMA and Container First Services (CFS) for Front-End Load Municipal Solid Waste Collection Services expire June 30, 2019. After receiving renewal proposals from both, and discussing with the TAC, the CVWMA decided to issue a RFP for these services instead of renewal.

In accordance with the Virginia Public Procurement Act, RFP 19-02 was issued August 17, 2018 for the Town of Ashland Municipal Solid Waste Collection Services and Front-End Municipal Solid Waste Collection Services. Four companies proposed including: County Waste, CFS, Republic Waste and Waste Management. From these proposals CFS was selected by the Evaluation Committee for further discussion and was interviewed by the committee.

The Evaluation Committee comprised of Mr. J. Melis (A-Powhatan), Mr. J. Clary (A-Henrico), Mr. S. Chidsey (M-Hanover), Mr. Mike Davis (Ashland), Mr. R. Thompson (CVWMA Operations Technician) and Mr. R. Nolan (CVWMA Director of Operations) recommends approval to award both contracts to CFS. The contracts will be effective July 1, 2019 for a term of five (5) years with a five (5) year renewal option.

Attached is **Resolution 19-05** authorizing the Executive Director to execute Contracts for the Town of Ashland MSW Collection Services with CFS and the associated Special Project Service agreement with the Town and execute a contract for FEL MSW Collection Services with CFS and Special Project Service Agreements with member jurisdictions as requested.

Recommended Action: Approval of **Resolution 19-05**

Attachment

RESOLUTION 19-05

A resolution awarding contracts for Town of Ashland Municipal Solid Waste Collection Services and Front-End Load Municipal Solid Waste Collection Services between the Central Virginia Waste Management Authority and authorizing the Special Project Service Agreements with participating local jurisdictions for a five (5) year period commencing on July 1, 2019.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as staff agenda item No. 9 of the October 2018 Board Agenda outlined the proposed Town of Ashland Municipal Solid Waste Collection Services and Front-End Load Municipal Solid Waste Collection Services to be provided by Container Frist Services (CFS); and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute contracts for the Town of Ashland Municipal Solid Waste Collection Services and Front-End Load Municipal Solid Waste Collection Services between the Central Virginia Waste Management Authority and Container First Services; 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 the Town of Ashland 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 19st of October 2018

ATTEST: _____
Marcia R. Phillips, Chair

CONSIDERATION OF 19-06: APPROPRIATING FUNDS FOR AN EDUCATION CAMPAIGN, TO REDUCE CONTAMINATION IN RECYCLING

Over the last several months, the disruption in the recycling industry particularly related to the marketability of fiber commodities (mainly mixed paper), has forced CVWMA to evaluate closer the quality of the material collected both at the curb and at the 30+ drop off recycling sites around the region. Although, we have always included ‘what is not recyclable’ in all messages and educational opportunities, our contractors continue to find items in the recycling stream that should not be there, especially plastic bags and food contaminated items.

CVWMA staff has been working diligently within the 2019 approved budget to revise and enhance messaging and materials specifically to reduce contamination in order to continue the viability of our programs and sustain them for the future. However, to further our reach in this endeavor, additional funds are necessary. If provided additional funds, CVWMA will be more effective in broadening our audience as well as increase more targeted efforts.

Staff has been working with the Executive Committee on identifying ways to increase our public education efforts further to reduce contamination in recycling bins, carts and at drop-off sites. Staff, with the Executive Committee support, is requesting to appropriate \$40,000 in fiscal year 2019 from Net Position (Reserves) to enhance public education and communication.

Below are some of the efforts and ways CVWMA has and is currently working with the various communities on tackling the contamination issues:

- Press Release
- News Stories on Channels 6 and Channel 8
- Richmond Times Dispatch (RTD) article on Monday, October 8, 2018 in Metro Business; Goochland Gazette; Henrico Citizen; and Chester Village News
- 2019 Collection Schedule
- Richmond Family Magazine - article and advertisements
- Bus Signs on the rear of buses in Richmond and Petersburg, beginning November 1, 2018
- Oops! Stickers – designed by Recycling Partnership; printed 3,000 for contractors to get started; staff helping TFC, CFS and County Waste with the 'on the ground' education and analyzing data; Petersburg Sheriff's department handed out 300 stickers at events
- Website
- Newsletters - CVWMA and localities sharing via newsletters, events and programs in Hopewell, New Kent, Colonial Heights, and Henrico letter to Board of Supervisors
- Plastic Bag Keepers - handing out and providing to localities
- Social Media – constant, consistent messaging via Facebook, Twitter, Instagram, etc. Localities sharing information.
- Call Center-everyday asking questions about what's in the bin and educating one at a time
- Advertisement in local papers – Richmond Family Magazine, Chester Village News, Chesterfield Observer, Goochland Gazette, Progress Index, etc.
- Home Owners Associations – Marcia Phillips sent to Oxford subdivision (Chesterfield/Richmond) and working to identify other opportunities
- Working with localities to include information in respective opportunities within each locality

- Curbside Email Reminder to 31,000+ subscribers – added Oops! visual and information

With additional funds of \$40,000, the Authority would plan to expand upon our current efforts, and specifically will be considering the following in addition to on-going efforts:

- Recycling Partnership (design various pieces)
- Utility Bill Stuffers (250,000+ mailed in Chesterfield, Richmond and Henrico and others)
- Post Card Mailer (direct mail to high contamination areas) and work with Home Owner Associations
- TV/Media Partnership (public service announcement - work with a station on promotion, contests and more targeted efforts)
- Drop Off Signage (big, bold signs about plastic bags at drop off sites)
- Schools and Scouts– develop literature that can be taken home and an activity that focuses on the “don’ts of recycling” and potentially adding a “quality of recycling” piece to the scout patch

This campaign would begin immediately upon appropriation and the monies would be spent in the 2019 fiscal year. The \$40,000 would be appropriated from Net Position (Reserves) in the Residential Recycling and Drop-Off Recycling Funds. The CVWMA added over \$75,000 in net income to Net Position in Fiscal Year 2018 and ended the year with total Net Position of nearly \$800,000, which represents 5% of total budget.

Resolution 19-06 is attached for consideration and would appropriate \$40,000 for a communication and education campaign in an effort to reduce contamination in the residential and drop-off recycling programs.

Recommended Action: Approval of **Resolution 19-06**

Attachment.

RESOLUTION 19-06

A resolution to amend the CVWMA 2019 Operating Budget for the fiscal year beginning July 1, 2018, and ending on June 30, 2019, so as to appropriate funds to further enhance a communication and education campaign to reduce contamination and increase marketability of the recycling stream in the Residential Recycling and Drop-Off Recycling programs.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budgets designated as the CVWMA Residential Recycling Project Fund and Drop-Off Recycling Project Fund for the fiscal year beginning July 1, 2018, and ending on June 30, 2019, are hereby amended as follows:

<u>Account</u>	<u>2018 - 2019 Approved Budget</u>	<u>Amendment</u>	<u>2018 - 2019 Revised Budget</u>
RESIDENTIAL RECYCLING PROJECT FUND			
Promotion & Education	\$46,000	\$32,500	\$78,500
Net Appropriation Residential Recycling Project Fund		\$32,500	
DROP-OFF RECYCLING PROJECT FUND			
Promotion & Education	\$0	\$ 7,500	\$ 7,500
Net Appropriation Drop Off Recycling Project Fund		\$ 7,500	

2. That this Appropriation Resolution shall be in full force and effect upon its passage.

Adopted this 19th day of October 2018

Attest: _____
Marcia R. Phillips, Chair