



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
NOVEMBER 15, 2019
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

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

CERTIFICATION OF QUORUM

**CHAIRMAN’S AGENDA
ITEM NO.**

Page(s)

1. Public Comment Period
2. Minutes of Regular Meeting of September 20, 2019 **3-11**
3. Chairman’s Report

**STAFF AGENDA
ITEM NO.**

4. Residential Recycling Program
5. Consultant Project Update
6. Municipal Solid Waste (MSW) Program
7. Consideration of **Resolution 20-04**: Renewal of Contracts for Collecting, Transporting and Processing Used Electronic Equipment **12-13**
8. Operations and Program Statistics
9. Technical Advisory Committee (TAC) Report
10. America Recycles Day – November 15th
11. Public Information
12. Financial Reports for October 2019 **14-21**
13. 2020-2021 Proposed Operating Budget

14. Administrative

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Executive Committee Meeting – Tuesday, December 3, 2019 – 10:00 a.m.

Technical Advisory Committee - Thursday, December 5, 2019 – 9:00 a.m.

Board of Directors Meeting – Friday, December 6, 2019 – 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 20, 2019

Minutes of the September 20, 2019 CVWMA Board of Directors meeting are attached for review and consideration.

Recommended Action: Approval of minutes

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 20, 2019
2104 WEST LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia Phillips (M-Chesterfield), Chairman
Robert L. Dunn (M-Chesterfield), Director
J. Allen Lane (M-Henrico), Past Chair
Jennifer Schontag (M-Ashland)
Ricky Hicks (M-Charles City)
Scott Zaremba (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Stephen Chidsey (M-Hanover)
Scott A. Wyatt (M-Hanover)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
William Riggleman (A-Petersburg)
Johnny Melis (A-Powhatan)
Mark Kukoski (M-Richmond)

Non-Voting:

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

Staff:

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

MEMBERS/ALTERNATES NOT PRESENT

Patricia Paige (M-New Kent), Vice Chairman
Miles Jones (M-Richmond), Secretary
Michael Purvis (M-Prince George), Treasurer
Lee Sloppy (A-Ashland)
Michelle Johnson (A-Charles City)
Al Pace (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)
Monique Robertson (M-Hopewell)
James H. Burrell (A-New Kent)
Tangela Innis (M-Petersburg)
Rod Compton (A-Prince George)
Darlene Jenkins (M-Richmond)
Serena Li (A-Richmond)

Guests:

Kate Vasquez, GBB Inc.
Christopher Lund, GBB Inc.
Ryan Duckett, SCS Engineers
Tad Phillips, TFC Recycling

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

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Phillips (M-Chesterfield) opened the floor for public comment. Without any requests to address the Board, she closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of August 16, 2019

Chairman Phillips (M-Chesterfield) opened the floor for a motion to approve the minutes of the regular meeting of August 16, 2019, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. J. Clary (A-Henrico) and carried that the minutes of the August 16, 2019 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Phillips welcomed all attendees and moved onto the Audit Committee report.

Item No. 4: Audit Committee Report

2019 Comprehensive Annual Financial Report (CAFR)

In Mr. M. Purvis's (M-Prince George), Treasurer's absence Mrs. K. Hynes, CVWMA Executive Director, stated the Audit Committee met with the Brown & Edwards, CVWMA audit firm, on September 11 and a final copy of the 2019 CAFR is in front of each Board Member.

Mrs. K. Shea, CVWMA Accounting and Financial Manager, referred the Board to the FY19 CAFR and reported the Authority received an unmodified opinion, (unqualified opinion) which is the highest audit rating. Brown & Edwards found no material weaknesses in the internal control structure during the audit. Mrs. Shea noted the CAFR format has not changed and is presented in four sections; Introductory, Financial, Statistical, and Compliance.

Continuing, Mrs. Shea reported that the Introductory Section includes a transmittal letter to the Board of Directors which includes information on economic conditions and major initiatives of the Authority. She noted that this section includes a copy of the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association (GFOA), for the 2018 CAFR which CVWMA received for the 22nd consecutive year. She mentioned that the report also includes a listing of Authority Board members and staff, as well as the Authority's organizational chart.

Continuing, Mrs. Shea reported that the Financial Section contains the auditor's unmodified opinion and management's discussion and analysis summarizing financial activity for the year. This section also provides the financial statements for the Authority's major funds which include the General Fund, Residential Recycling Fund, Drop-off Recycling Fund, Municipal Solid Waste (MSW) and Waste Transfer and Disposal Funds. She added that the major fund designation is based on revenues and/or assets in that fund. Although the Drop-off Fund does not meet the criteria of the GASB as a major fund, it was included because of the visibility in the region as one of CVWMA's initial and signature programs. Mrs. Shea stated that remaining funds are included as one major fund that are grouped together in a column called Special Waste. She added that the Required Supplementary Information section includes the disclosure of the Virginia Retirement System (VRS) plan and the Other Post Employment Benefit plans.

Mrs. K. Hynes, CVWMA Executive Director, reported that the Net Assets on June 30, 2019 were \$777,631 which is a decrease of about .4 % or \$3,136. Contributing to the \$3,136 decrease, the CVWMA recorded a net loss before the Retirement entry was made of \$28,024. She reminded the Board that \$40,000 was appropriated for the Oops! Campaign. The Retirement Plan entry resulted in income of \$25,908 while the other Post Employment Benefits (OPEB) resulted in a decrease of \$1,020. In addition, she reported investment income was \$12,000 more than budgeted; revenue from penalties was \$10,000; and net material sales rebate was \$25,000 less than budgeted.

Mrs. Hynes reported the Statistical Section provides more details about CVWMA activities. She mentioned the operating revenues increased by 4% from last year to \$16,474,821 and about 95% of the revenues and expenses are passed through to the participating localities depending on program participation. The largest increase of revenue is from the Residential Recycling program.

Mrs. Hynes reported the smaller Operating Revenue programs remain steady year over year and they include Local Government Assessments, Yard Waste/Grinding, and other projects. Mrs. Hynes noted the per capita rate for the Local Government Assessment has not changed since 1997. The only increases are from population growth. Yard Waste ebbs and flows depending on need in the localities. The Other Projects or everything else has steadily risen as a result of localities participating more in our smaller programs over the years. The Material Sales rebate has dropped dramatically since we are no longer receiving a rebate on the Curbside Recycling program. Contractual Expenses have increased proportionate to Operating Revenues. Administrative Expenses have remained stable over the last 10 years while contract related revenue and program participation has grown.

Mrs. Hynes referred to the slide showing locality participation based on revenues. Chesterfield is our largest locality and participates in two of our largest programs the Curbside Recycling program and hauling and disposal from the two Convenience Centers. Mrs. Hynes noted this was proportionate to population and participation in the programs.

Mrs. Hynes stated the CAFR is due to the Virginia Auditor of Public Accounts (APA) by September 30th. The report will also be submitted to the Government Finance Officers Association again this year for the Certificate of Achievement program. She added that the Audit Committee has reviewed the draft CAFR and staff recommends approval of the report and transmittal to the APA.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the 2019 CAFR be approved and submitted to the Virginia Auditor of Public Accounts. Mrs. Hynes noted bound copies of the CAFR would be available upon request and all Chief Administrative Officers of the localities will be emailed a copy via the link to our website.

STAFF AGENDA

Item No. 5: Residential Recycling Program

Mr. R. Nolan reported that the total tonnage of recyclables collected in the month of August 2019 in the residential recycling program was 2,863 tons, 326 tons less than last August. Mr. Nolan noted there were two fewer collection days in Richmond and 1 less day in Henrico this year versus last August. Mr. Nolan added that there was a total of 5,914 tons collected year to date August 2019, 365 tons less than 2018. There were 825 misses for the month of August compared to 793 in July, mainly in the City of Hopewell where residents are adjusting to the new collection schedule with TFC.

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

Mr. Thompson noted CVWMA recorded 22 misses by CFS in Ashland in the month of August compared to 25 misses recorded in August of 2018 by County Waste and 22 misses were recorded in the Chesterfield Tax Relief program for County Waste.

In the Tri-City area, 81 misses were recorded in Colonial Heights compared to 87 last year, 112 misses in Hopewell compared to 110 recorded last year; and 206 misses in Petersburg by CFS compared to 158 in August of 2018. CFS has shown improvement on misses in the month of August but they have fallen behind on cart deliveries. Staff will be assessing penalties for late cart deliveries.

Item No. 7: Consideration of Resolution 20-02: Awarding Contracts for Recycling and Solid Waste Consultant Services

Mrs. K. Hynes introduced **Resolution: 20-02** awarding contracts for Recycling and Solid Waste Consultant Services between the Central Virginia Waste Management Authority and Gershman, Brickner and Bratton, Inc (GBB) and SCS Engineers for a one (1) year period commencing on or about September 20, 2019.

Mrs. Hynes explained that on July 31, CVWMA issued a Request For Proposals (RFP) looking for qualified firms to provide recycling and solid waste consulting services with a deadline of August 16. A preproposal meeting was held on August 7 and four proposals were received on August 16. All of the offerors were interviewed by the Evaluation Committee which consisted of Mrs. Hynes, Steve Chidsey, Jon Clary, Jeff Howard, Rich Nolan, and Torrence Robinson from the City of Richmond. Mrs. Hynes stated that staff and the committee were looking for someone who can help initially with the Curbside Recycling program. The selection committee recommends awarding contracts to two consulting firms. The cooperative procurement language on the contract is an added value to the CVWMA localities as they can use those contracts for their own projects. Mrs. Hynes then introduced representatives from the two firms, Chris Lund, Senior Vice President of GBB and Kate Vasquez, Project Manager from GBB, and Ryan Duckett, Project Professional with SCS Engineers.

After asking if there were any questions, Mrs. Hynes stated that the evaluation committee and the staff recommend approval of awarding contracts to GBB and SCS Engineers for recycling and solid waste consultant services. Chairman Phillips opened the floor for a motion to approve **Resolution 20-02** as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. M. Kukoski (M-Richmond) and carried that **Resolution 20-02** be approved as submitted. Mrs. Hynes stated staff looks forward to working with GBB and SCS.

Item No. 8: Consideration of Resolution 20-03: Appropriating Funds for Recycling and Solid Waste Consultant Services Project

Mrs. K. Hynes introduced **Resolution 20-03** to appropriate funds to utilize the contract just awarded to GBB to evaluate the existing curbside recycling program and make recommendations for a scope of services for a future procurement. Staff and the Evaluation Committee are requesting appropriating \$43,000 from Net Position in the curbside recycling fund for the project. Mrs. Hynes noted work will begin immediately after the Board Meeting and the final report and recommendations will be completed by December 31, with a preliminary report by December 1 so that recommendations can be brought before the Board in that time frame.

With no questions, Chairman Phillips called for approval consideration of **Resolution 20-03** Appropriating funds for recycling and solid waste consultant services project, a resolution authorizing an agreement, pursuant to the Contract for Recycling and Solid Waste Consultant Services between Central Virginia Waste Management Authority (CVWMA) and GBB, Inc. and to amend the CVWMA Operating Budget for the fiscal year beginning July 1, 2019, and ending on June 30, 2020, so as to appropriate funds for GBB to implement

the agreement. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. J. Clary (A-Henrico) and carried that **Resolution 20-03** be approved as submitted.

Item No. 9: Operations and Program Statistics

2018 Recycling Rate Update

Mr. R. Thompson noted the Department of Environmental Quality (DEQ) has accepted the CVWMA Recycling Rate report. For CY2018 the CVWMA Region recycled 526,015 tons of material and the official 2018 Recycling Rate is 58.7%.

Mr. R. Nolan noted August program statistics were available at the front of the room and there are changes to page 8 and 9. Mr. Nolan noted he added a column for residue and added single stream to the report to adjust to the new contract for Drop-Off Recycling. Mr. Nolan noted he planned to discuss presentation of information at the next TAC meeting and all comments were welcomed.

Mr. Nolan updated the Board on upcoming events: Chesterfield County e-cycling Event - November 16; Goochland Waste Tire Event – November 16; Hanover County e-cycling Event - November 9; Hanover County Household Hazardous Waste Event – November 16; Henrico County e-cycling Event with document shredding – October 5.

Mr. Nolan noted the commodity markets for fiber have stayed the same as last month. August 2019 commodity pricing for Mixed Paper is \$0; Old Corrugated Cardboard (OCC) stayed at \$35 and newsprint is at \$25.

Mr. Nolan noted that all is going well with the new vendors – the City of Hopewell and TFC; TFC hauling the roll offs and emptying FELs in the Drop Off Recycling Programs; and the Waste Oil collections with Universal Environmental Services.

Item No. 10: Technical Advisory Committee (TAC) Report

Mr. Nolan stated the TAC met on September 12 and topics discussed included: Service Agreement updates; renewing annual e-cycling contracts with Securis and GEEP; environmental audits of locations by TAC members; and rescheduling TAC visit to Enstorga that was originally scheduled for September 11th. The next TAC meeting is scheduled for October 3rd.

Mr. J. Clary (A-Henrico) reported The East End Landfill (TEEL) has been under litigation since the Henrico Board of Zoning Appeals revoked the conditional use permit over concerns the company did not have permits needed from the state. Mr. Clary noted the State Supreme Court provided a ruling and the County will be responding accordingly.

Continuing, Mr. Clary indicated DEQ held a formal hearing with CFS to revoke their permit. The hearing officer had 3 months to come back with a recommendation to Mr. David Paylor, DEQ Director, for his final decision on revoking the permit. Mr. Clary indicated the hearing officer has recommended revocation of the permit. Mr. Clary noted Mr. Paylor has 30 days to render his formal decision. Mr. J. Howard (A-Chesterfield) asked if that decision would affect the transfer station at the CFS landfill. Mr. Clary stated he did not believe so but was not certain. Mr. S. Chidsey (M-Hanover) stated the transfer station should fall under a separate Permit by Rule (PBR).

Item No. 11: Public Information

Mrs. N. Drumheller, Public Affairs Manager, stated staff and the Young Scientists provided outreach to over 290 people and over 1,100 educational materials were distributed from 24 requests in August. Staff

participated in summer camps, professional development workshops, and continue to work on correlating the new Standards of Learning (SOL) to CVWMA education programs. Staff and the Young Scientists have been to two middle schools, one 4H Outdoor Club, one Women's Club, and a library education table. Staff sent welcome letters to new homes that have been added to the Curbside program in Goochland County. The CVWMA model landfill is on display at the Varina Area Library. They are hosting an Enviro Fair on Saturday, September 21. CVWMA will be participating in this event with other community partners.

CVWMA Website, Social Media and Collection Day Email Reminder

Mrs. Drumheller stated social media is ongoing and is as important and impactful in the community. Mrs. Drumheller noted the public is engaged and they ask a lot of questions. CVWMA has over 2,728 Pinterest viewers this month. Statistical data for the month of August shows that 14,578 unique visitors made 30,610 visits to over 61,270 pages on the CVWMA website.

Staff continues to post and tweet about "wish recycling" contamination, outreach events, locality events and collection day updates.

CVWMA August Waste Reduction News

Mrs. Drumheller stated the monthly electronic newsletter was sent out and articles included: UBQ Materials and the CVWMA/UBQ partnership; holiday slide information; collection events; and shredded paper information. The newsletter was distributed to over 1,800 email subscribers.

Labor Day Slide Messaging

Staff added the Labor Day Holiday and delays to messaging on the phone queue, website, social media and the September 2019 Waste Reduction News newsletter. Ms. Drumheller noted that even with consistent messaging, the Call Center Representatives took over 500 calls in one day, asking about collection day.

2020 CVWMA Recycling Collection Schedule

CVWMA is working with Recycling Partnership on graphics for the 2020 educational piece. Mrs. Drumheller noted quotes are due today for printing and mail preparation cost.

Curbside Education Advisory Committee

The next quarterly meeting of the Curbside Education Advisory Committee will be held on Thursday, October 3, 2109 right after the TAC meeting. A meeting agenda was sent out by email, posted on the CVWMA website, and copies are available on the table.

National Prescription Drug Take Back Day

Mrs. Drumheller provided information on the National Prescription Drug Take Back Day held twice a year. October 26, 2019 is the next collection day and law enforcement agencies within each member locality offer this program to residents.

America Recycles Day 2019

Staff and Young Scientists have a lot of programs planned in November. In addition, staff is working with one of our media partners on an educational contest. The special collection events by member localities that Mr. Nolan mentioned during his report are posted on the CVWMA Event Calendar.

Item No. 12: Financial Reports for August 2019

Mrs. K. Shea, CVWMA Accounting and Financial Manager, reported the August financial activity is consistent with previous months. The Authority has a combined Net Income of \$486,713 and the net income will continue to decrease each month as expenses are incurred throughout the fiscal year. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month and one

of the two accounts that are 60 days past due has been brought current. The second account should be brought up to date shortly.

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

Item No. 13: Administrative

Mrs. Hynes stated the four year Strategic Plan that was adopted in 2016 will be ending in June of 2020 and while the plan will be ending, staff will continue implementing initiatives, goals and objectives of the plan. Mrs. Hynes noted the Executive Committee will be discussing the Strategic Plan beyond 2020 at the next Executive Committee meeting. She encouraged Board members to provide input or reach out to an Executive Committee member with suggestions.

Mrs. Hynes reminded the Board that the TAC Meeting will be held on Thursday, October 3rd at 9:00 a.m. in the CVWMA offices and the Curbside Education Advisory Committee meeting is immediately following. Any and all are invited to attend. The Executive Committee will meet on Tuesday, October 8th at 10:00 a.m. instead of the normal 2:00 p.m. time. The Board will meet in Chesterfield on October 18th.

Mrs. Hynes stated the UBQ Press Event on August 28th was a media success. Many had the opportunity to meet UBQ representatives and hear them talk about their process of converting household MSW into a reusable product. Their technology has evolved over the last three and half years and they have expanded the operation in Israel. CVWMA has been a part of their process because of Matt Benka, former CVWMA Board Member for the City of Richmond. UBQ investor, Yehuda Pearl has ties to Virginia as the cofounder of Sabra Hummus and is hoping to move the UBQ United States plant to Virginia. They are making a product from our waste which is an alternative to landfilling Mrs. Hynes stated. CVWMA and UBQ received a lot of local and global press coverage from the event which showed CVWMA as the first to demo the new product in our recycling bins. Mrs. Hynes stated she hopes that everyone will get the chance to see the UBQ process in person.

After the UBQ video “The Most Climate Positive Material On the Market” (<https://www.ubqmaterials.com/>) played, Mrs. Hynes noted this is not about the purchase of the 2,000 bins, this was about introducing a revolutionary technology. Mrs. Hynes noted having a feed stock nearby would be a great thing and she would like to bring UBQ representatives to a future Board meeting.

Old/New Business

Chairman Phillips asked if there was any old or new business to come before the Board. With no further business to come before the Board, Chairman Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:49 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Clary (A-Henrico) and carried that the September 20, 2019 Board of Directors’ meeting be adjourned.



CERTIFICATE

I, Marcia Phillips, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the September 20, 2019, regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., November 15, 2019. Given under my hand and seal of the CVWMA this 15th day of November 2019.

Marcia Phillips, Chairman

CONSIDERATION OF RESOLUTION 20-04: RENEWAL OF CONTRACTS FOR COLLECTING, TRANSPORTING AND PROCESSING USED ELECTRONIC EQUIPMENT

The terms of the current First Addendum to the Contracts between CVWMA and Securis of Hampton Roads and Global Electric Electronic Processing, Inc. (GEEP) for the Collection, Transporting, and Processing of Used Electronic Equipment expire November 30, 2019. The current contracts have three one-year renewal options remaining. This request is to renew the contracts for one additional year.

The service level for both vendors has been exceptional. Securis has collected electronic material from the public at various events for participating member jurisdictions, and GEEP has been collecting material from various schools and convenience centers through-out the participating member jurisdictions in a timely and efficient manner.

This renewal was reviewed and approved by the TAC members during the September 2019 TAC meeting. Both firms have been audited by CVWMA staff and TAC committee members. Documentation of downstream vendors from both vendors has been completed and found to be acceptable and credible. Going forward, periodic review of pertinent processing procedures and downstream vendors will be a task of the CVWMA and TAC members.

Attached is **Resolution 20-04** authorizing the Executive Director to execute a Second Addendum to the Contracts for Collection, Transporting, and Processing of used electronic equipment the associated Special Project Service Agreements with participating localities.

Recommended Action: Approval of **Resolution: 20-04**

Attachment

RESOLUTION 20-04

A resolution authorizing an addenda to the contracts for Collecting, Transporting, and Processing of Used Electronic Equipment between the Central Virginia Waste Management Authority and Securis of Hampton Roads Securis and Global Electric Electronic Processing, Inc. (GEEP). This resolution will also authorize extending the Special Project Service Agreements with participating local jurisdictions for a one (1) year period commencing on December 1, 2019.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 9 of the October 2019 Board Agenda identified the mutual interest of CVWMA, Securis, GEEP and the participating local jurisdictions to amend and renew the contracts for Collecting, Transporting, and Processing of Used Electronic Equipment Services for an additional one year period commencing December 1, 2019; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the contracts for Collecting, Transporting, and Processing of Used Electronic Equipment Services between the Central Virginia Waste Management Authority and Securis of Hampton Roads and Global Electric Electronic Processing, Inc. (GEEP); 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 15th day of November 2019

ATTEST:

Marcia Phillips, Chairman

FINANCIAL REPORTS FOR OCTOBER 2019

Financial Reports for October 2019

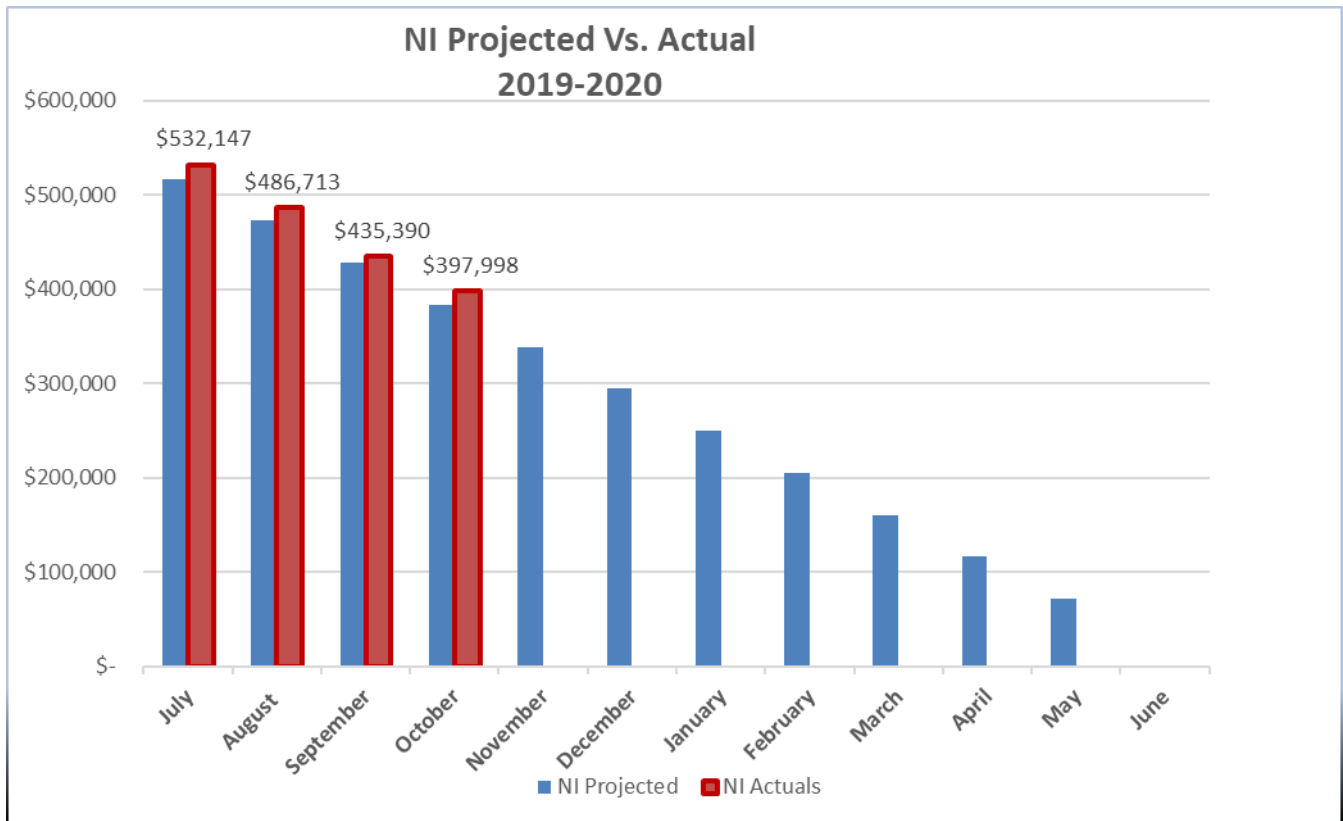
Central Virginia Waste Management Authority's financial activity for the month is consistent with previous months and the Authority continues to remain within total budget in all funds as of October 31, 2019. The Authority has a combined Net Income of \$ 397,998.

The accounts receivable schedule is included and reflects the details of the amounts due to the Authority. As of month end October, there are four accounts that are not current, totaling \$ 200,142. We are working with the localities to bring them up to date.

Recommended Action: Approval of the Financial Reports for October 2019

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July - October 2019**

	Total	Total	
	<u>Revenues</u>	<u>Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 573,718	215,914	\$ 357,804
Curbside Project Fund	3,079,629	3,058,555	\$ 21,074
Drop-Off Project Fund	295,049	297,112	\$ (2,063)
Municipal Solid Waste Fund	1,140,745	1,119,565	\$ 21,180
CFC/HCFC	17,330	17,330	\$ -
Special Waste Collections	83,790	83,789	\$ 1
Waste Tire Fund	5,245	5,245	\$ -
Appliance and Scrap Metal Hauling	209,672	209,672	\$ -
Yard Waste Projects	159,675	159,675	\$ -
Waste Transfer & Disposal	<u>490,501</u>	<u>490,498</u>	<u>3</u>
Totals	<u>\$ 6,055,353</u>	<u>\$ 5,657,355</u>	<u>\$ 397,998</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
Capital Outlay	<u>\$ -</u>	<u>\$ 5,539</u>	<u>\$ 15,000</u>



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

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 567,956	\$ 567,955	\$ (1)	0.0%
Interest on Investments	702	5,762	34,500	28,738	83.3%
Total Revenues	702	573,718	602,455	28,737	4.8%
Expenses:					
Personnel services	37,814	145,689	417,860	272,171	65.1%
Fringe benefits	6,214	33,852	86,225	52,373	60.7%
Professional services	1,216	15,902	34,400	18,498	53.8%
Repairs and maintenance	150	1,143	3,125	1,982	63.4%
Advertising and promotions	(66)	128	1,250	1,122	89.8%
Materials and supplies	178	691	4,450	3,759	84.5%
Other services and charges	2,432	4,913	15,070	10,157	67.4%
Leases	4,273	10,047	46,400	36,353	78.3%
Depreciation	859	3,549	10,750	7,201	67.0%
Contingencies	-	-	-	-	
Total Expenses	53,070	215,914	619,530	403,616	65.1%
Net Income	<u>\$ (52,368)</u>	<u>\$ 357,804</u>	<u>\$ (17,075)</u>	<u>\$ 374,879</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ 3,208</u>	<u>\$ 7,650</u>	<u>\$ 4,442</u>	

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

Curbside Project Fund					
	Month to Date	Year to Date	Total		% Budget
	Actual	Actual	Budget	Variance	Remaining
Revenues:					
Project Service Fees	\$ 709,449	\$ 2,855,993	\$ 8,720,000	\$ 5,864,007	67.2%
Public Relations Assessment	18,551	74,761	226,000	151,239	66.9%
Customer Service Assessment	19,441	82,117	240,000	157,883	65.8%
96-gal Cart Revenue	12,328	63,572	164,000	100,428	61.2%
Sponsorship and Grants	-	-	10,000	10,000	0.0%
Material Sales Rebate	-	-	-	-	
Interest on Investments	802	3,186	20,865	17,679	84.7%
Total Revenues	760,571	3,079,629	9,380,865	6,301,236	67.2%
Expenses:					
Personnel services	21,245	75,749	225,230	149,481	66.4%
Fringe benefits	5,837	24,026	55,975	31,949	57.1%
Professional services	6,854	18,587	72,975	54,388	74.5%
Repairs and maintenance	-	1,953	2,800	847	30.3%
Advertising and promotions	1,128	2,438	81,750	79,312	97.0%
Materials and supplies	131	615	3,910	3,295	84.3%
Other services and charges	3,185	7,460	64,075	56,615	88.4%
Leases	3,395	7,302	35,500	28,198	79.4%
Depreciation	565	2,762	7,200	4,438	61.6%
Contractual services	709,708	2,855,993	8,720,000	5,864,007	67.2%
96-gal Cart Expense	10,907	61,670	154,000	92,330	60.0%
Contingencies	-	-	450	450	-
Total Expenses	762,955	3,058,555	9,423,865	6,365,310	67.5%
Net Income	\$ (2,384)	\$ 21,074	\$ (43,000)	\$ 64,074	
Capital Outlay	\$ -	\$ 2,732	\$ 6,600	\$ 3,868	

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

Drop Off Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 89,380	\$ 273,383	\$ 1,000,000	\$ 726,617	72.7%
Materials Sales Rebate	6,693	21,666	150,000	128,334	85.6%
Interest on Investments	-	-	8,130	8,130	100.0%
Total Revenues	<u>96,073</u>	<u>295,049</u>	<u>1,158,130</u>	<u>863,081</u>	<u>74.5%</u>
Expenses:					
Personnel services	195	1,698	10,345	8,647	83.6%
Fringe benefits	213	964	2,390	1,426	59.7%
Professional services	57	821	1,680	859	51.1%
Repairs and maintenance	-	84	200	116	58.0%
Advertising and promotions	-	-	1,500	1,500	100.0%
Materials and supplies	5	34	190	156	82.1%
Other services and charges	45	161	455	294	64.6%
Leases	117	252	1,295	1,043	80.5%
Contractual services	89,379	273,360	1,000,000	726,640	72.7%
Materials sales rebate	<u>6,121</u>	<u>19,738</u>	<u>123,000</u>	<u>103,262</u>	<u>84.0%</u>
Total Expenses	<u>96,132</u>	<u>297,112</u>	<u>1,141,055</u>	<u>843,943</u>	<u>74.0%</u>
Net Income	<u>\$ (59)</u>	<u>\$ (2,063)</u>	<u>\$ 17,075</u>	<u>\$ (19,138)</u>	

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

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	\$ 320,120	\$ 1,105,122	\$ 3,370,000	\$ 2,264,878	67.2%
Customer Service Assessment	265	10,262	34,000	23,738	69.8%
Contract Admin Costs	21,030	24,480	-	(24,480)	0.0%
Interest on Investments	<u>212</u>	<u>881</u>	<u>5,505</u>	<u>4,624</u>	<u>84.0%</u>
Total Revenues	<u>341,627</u>	<u>1,140,745</u>	<u>3,409,505</u>	<u>2,268,760</u>	<u>66.5%</u>
Expenses:					
Personnel services	2,041	6,922	19,080	12,158	63.7%
Fringe benefits	565	2,250	5,080	2,830	55.7%
Professional services	274	3,788	7,350	3,562	48.5%
Repairs and maintenance	-	352	875	523	59.8%
Advertising and promotions	-	-	500	500	99.0%
Materials and supplies	15	122	950	828	87.2%
Other services and charges	102	624	1,790	1,166	65.1%
Leases	436	919	3,180	2,261	71.1%
Depreciation	50	286	700	414	59.1%
Contractual Services	<u>320,728</u>	<u>1,104,302</u>	<u>3,370,000</u>	<u>2,265,698</u>	<u>67.2%</u>
Total Expenses	<u>324,211</u>	<u>1,119,565</u>	<u>3,409,505</u>	<u>2,289,940</u>	<u>67.2%</u>
Net Income	<u>\$ 17,416</u>	<u>\$ 21,180</u>	<u>\$ -</u>	<u>\$ 21,180</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 750</u>	<u>\$ 750</u>	

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

Other Special Projects					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 175,687	\$ 732,315	\$ 2,597,000	\$ 1,864,685	71.8%
Contract Admin Costs	-	-	-	-	0.0%
Materials Sales Rebate	<u>30,925</u>	<u>233,898</u>	<u>540,000</u>	<u>306,102</u>	<u>56.7%</u>
Total Revenues	<u>206,612</u>	<u>966,213</u>	<u>3,137,000</u>	<u>2,170,787</u>	<u>69.2%</u>
Expenses:					
Advertising and Promotions	-	-	-	-	0.0%
Contractual services	175,683	732,311	2,597,000	1,864,689	90.0%
Materials sales rebate	<u>30,925</u>	<u>233,898</u>	<u>540,000</u>	<u>306,102</u>	<u>56.7%</u>
Total Expenses	<u>206,608</u>	<u>966,209</u>	<u>3,137,000</u>	<u>2,170,791</u>	<u>69.2%</u>
Net Income	<u>\$ -</u>	<u>\$ 4</u>	<u>\$ -</u>	<u>\$ 4</u>	

**Central Virginia Waste Management Authority
Accounts Receivables
October 2019**

	Total	Over 60 days	Current w/in 60 days
Department of General Services	4,016	-	4,016
Ashland	14,582	-	14,582
Charles City	-	-	-
Chesterfield	270,054	-	270,054
Colonial Heights	74	-	74
Goochland	7,732	-	7,732
Hanover	54,442	1,582	52,860
Henrico	389,997	71,775	318,222
Hopewell	153,738	125,000	28,738
New Kent	5,359	1,785	3,573
Petersburg	126,909	-	126,909
Powhatan	8,528	-	8,528
Prince George	-	-	-
Richmond	223,936	-	223,936
Totals	\$ 1,259,367	\$ 200,142	\$ 1,059,225