



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
MAY 15, 2020  
2104 W. LABURNUM AVENUE  
RICHMOND, VIRGINIA**

To join the meeting, Board members and Alternates should find the login information in your email.

If you are not a member of the Board, Alternate or Staff member and wish to attend the meeting, please email [khynes@cvwma.com](mailto:khynes@cvwma.com) or call 804-612-0552 for call in and login instructions.

**CALL TO ORDER**

9:00 a.m.

**CHAIRMAN'S AGENDA**

**CERTIFICATION OF QUORUM**

**ITEM NO.**

**Page(s)**

1. Public Comment Period – to address and/or provide input to the Board, please email your comments to [khynes@cvwma.com](mailto:khynes@cvwma.com) or call 804-612-0552 and leave a voicemail and your comments will be read aloud during the meeting or contact for meeting login information.
2. Minutes of Regular Meeting of February 21, 2020 3-11
3. Chairman's Report
4. Nominating Committee Report 12

**STAFF AGENDA**

**ITEM NO.**

5. Covid-19 Response
6. Residential Recycling Program
7. Municipal Solid Waste (MSW) Program
8. Consideration of **Resolution 20-11: To Award the Contract for CFC/HCFC Collection, Recycling and Processing Services** 13-14

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| 9. Operations and Program Statistics   |       |
| 10. Technical Advisory Committee (TAC) Report  |       |
| 11. Earth Day Wrap Up  |       |
| 12. Public Information   |       |
| 13. Financial Reports for April 2020   | 15-22 |
| 14. 2020 Budgetary Transfers   | 23    |
| 15. Consideration of <b>Resolution 20-12: To Defer Reaffirming the Pay and Classification Plan for Fiscal Year 2020-2021</b> | 24-25 |
| 16. Administrative   |       |

**OLD/NEW BUSINESS**

**ADJOURNMENT**

**Upcoming Meetings:**

Technical Advisory Committee – Thursday, June 4, 2020 – 9:00 a.m.

Executive Committee Meeting – Tuesday June 9, 2020 - 2:00 p.m.

Board of Directors Meeting – Friday, June 19, 2020 – 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 FEBRUARY 21, 2020**

Minutes of the February 21, 2020 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  
FEBRUARY 21, 2020  
2104 W. LABURNUM AVENUE  
RICHMOND, VIRGINIA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Marcia Phillips (M-Chesterfield), Chairman  
Patricia Paige (M-New Kent), Vice-Chairman  
Miles Jones (M-Richmond), Secretary  
Michael Purvis (M-Prince George), Treasurer  
Robert L. Dunn (M-Chesterfield), Director  
J. Allen Lane (M-Henrico), Past Chair  
Jennifer Schontag (M-Ashland)  
Clay Bowles (A-Chesterfield)  
William E. Henley (A-Colonial Heights)  
Wendy Grady (M-Goochland)  
Stephen Chidsey (M-Hanover)  
Michael Flagg (A-Hanover)  
Marcia E. Kelley (M-Henrico)  
Robert C. Whiteman (M-Henrico)  
Johnny Melis (A-Powhatan)

**Non-Voting:**

Jeffrey Howard (A-Chesterfield)  
John Lockwood (A-New Kent)

**Staff:**

Kimberly A. Hynes, Executive Director  
Richard Nolan, Director of Operations  
Nancy Drumheller, Public Affairs Manager  
Reginald Thompson, Operations Technician  
Stephanie Breaker, Sr. Customer Service Supervisor  
Mary Beth Mains, Part Time Administrative Assistant

**MEMBERS/ALTERNATES NOT PRESENT**

Lee Sloppy (M-Ashland)  
Ricky Hicks (M-Charles City)  
Michelle Johnson (A-Charles City)  
Scott Zaremba (M-Chesterfield)  
Al Pace (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Dwayne Jones (A-Goochland)  
Susan Dibble (M-Hanover)  
Randy Hardman (A-Hanover)  
Chip England (A-Henrico)  
Bentley P. Chan (A-Henrico)  
Jon Clary (A-Henrico)  
Monique Robertson (M-Hopewell)  
Tangela Innis (M-Petersburg)  
William Riggelman (A-Petersburg)  
Rod Compton (A-Prince George)

**Guests:**

With a quorum in attendance Chairman Marcia Phillips (M-Chesterfield), called the meeting to order at 9:00 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 December 6, 2019**

Chairman Phillips noted that the Board had not had a quorum for the last two meetings. She asked Board members to contact their Alternates to attend if they were not able to make the meetings.

Chairman Phillips opened the floor for a motion to approve the minutes of the regular meeting of December 6, 2019, as submitted. A motion was made by Ms. P. Paige (M-New Kent), Vice-Chairman, seconded by Mr. R. Dunn (M-Chesterfield), Director, and carried that the minutes of the December 6, 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 on to the Staff Agenda.

## **STAFF AGENDA**

### **Item No. 4: 2020 Virginia General Assembly Update**

Mrs. Hynes, CVWMA Executive Director, reminded the Board that the General Assembly session convened on January 8, Crossover Day was February 11; and Adjournment is March 7. As of February 21st, 3,150 bills were introduced.

Mrs. Hynes gave the following highlights:

- SJ 42 has passed the Senate and will establish a Waste Diversion and Recycling Task Force to study ways to increase recycling and waste diversion. Requests study potential improvements in the grant program funded by the Litter Control & Recycling Fund. Develop recommendations (such as composting and organics) and consider whether current recycling rate mandates should be increased and whether state policy should give landfills a greater role in management of organic material.
- SB 769 Environmental proceedings; findings of fact will direct DEQ to give deference to findings of fact by a presiding officer explicitly based on evidence presented in any formal proceeding and in its case decision the factual and legal basis for any decision that rejects a recommendation from the hearing officer or presiding officer. This has passed the Senate unanimously.

Mr. R. Dunn (M-Chesterfield), Director, noted it was interesting in the Hearing Officer's final recommendation, he did not mention any of the shortcomings that had been reported on earlier. Mrs. Hynes noted within the document they had gone through each alleged violation and made comments on whether or not DEQ met the burden of proof on each of the seven violations.

Continuing, Mrs. Hynes noted that several plastics and plastic bag bills have been combined. The bills still alive include:

- SB 11 Local disposable plastic and paper bag tax will authorize localities to impose a 5 cent tax to be used by locality for litter prevention. This Bill has been amended a few times but back to original bill. Passed the Senate and reported from House Finance Committee 13 – 9.
- HB 533 will prohibit single use Styrofoam containers by vendors of prepared foods. Chain restaurants must comply by 7/1/23 & others by 7/1/25. Substitute will adjust Litter Control & Recycling distribution from 95% to 90% to localities with other 5% going to public education campaigns to discourage sale and use of polystyrene products.
- HB 1151 will authorize localities to prohibit single use products not recyclable or compostable for which there is a recyclable/compostable product available.
- HB 1354 will establish a Plastic Pollution Prevention Advisory Council to study and make recommendations regarding plastic pollution problems in the Commonwealth with the mission of eliminating plastic waste. Sunsets 6/30/23. Passed House 61-37.

#### Landfill & Wastes

- SB409 and SB1038 regarding permitting large landfills were continued or failed in committee.
- SB 486 requires Department of Agriculture and DEQ to study food waste prevention. Passed Senate 35 – 4.
- HB 1352 will prohibit disposal of solid waste in an unpermitted facility and adds open dumps to sites that DEQ authorizes to be cleaned up.

#### Litter Tax

- HB 302 to repeal the Litter tax was tabled in committee.
- HB 502 Litter tax; penalty. HB 1154 Litter taxes; amount of tax. Adds \$100 penalty for delinquency and increases the annual litter tax from \$10-\$20 and the additional tax from \$15-\$30. Both passed the House.
- Public Procurement
- HB 454 requires DGS to promote the Commonwealths interest in climate positive materials.
- HB 1201 will allow localities to include in bids criteria that may be used in determining moral and business integrity and reliability to assure good faith performance.
- HB 452 increases from \$100,000 to \$200,000 small purchases exemption. Passed the House and Senate.

#### Climate Change & Greenhouse Gas Emissions

- HB 672 requires state agencies and local and regional planning commissions to consider impacts of climate change in adopting comprehensive plans, regional strategic plan or zoning ordinances. Passed the House 55-44.

#### Environmental Justice

- Several bills still alive regarding Environmental Justice that include establishing an Act, a Council on Environmental Justice and policies.
- Other
- SB 590 extends the sunset for income tax credits for recycling equipment to 2025. Passed Senate 40-0. Reported from House Finance 20-2.
- HB 1531 will require pharmacies and hospitals or clinics with an on-site pharmacy to participate in a drug disposal program. Substitute changes bill to direct Board of Pharmacy to enhance public awareness of proper drug disposal methods by assembling a group of stakeholders to develop strategies to increase number of permissible drug disposal sites and options for legal disposal. Board to report back by 11/15/2020.

Mrs. Hynes noted the following Strategic Plan Goals, Objectives & Initiatives have been met: Goal #1: Protection of Environmental Resources: Objective 1.2: Keep stakeholders informed about the environmental impact of the industry trends and changes and Initiative 1D. to keep up to date on new laws and regulations and how they impact our programs and localities.

### **Item No. 5: Residential Recycling Program**

Mr. Nolan stated the TAC met on February 6th and discussion included the Annual Recycling Rate Report, Household Hazardous Waste training programs, and a Request for Proposal (RFP) issued on Wednesday, February 19 for CFC/HCFC removal. Mr. Nolan noted the Tri-city Appliance contract will expire in June and the CVWMA has issued an RFP and proposals are due March 20, 2020. TAC will have a recommendation for approval of the next Contract for CFC/HCFC removal at the April Board meeting. The TAC also discussed a potential RFP for Disposal Capacity for jurisdictions to participate in if they desire to do so. The next TAC meeting is March 5, 2020.

Mr. Nolan noted there were 210 recycling carts sold in Chesterfield in January 2020 and a total of 400 for the month. Chesterfield had a monthly record of cart sales January 2020. The previous record was 172 carts sold in December 2019, one month ago. Mr. Nolan noted that there are usually more cart sales after the calendars are mailed but this year CVWMA had more sales than normal.

Mrs. Hynes reminded the Board that the contract with TFC ends June 30, 2023 and work has begun on the next procurement. A subcommittee of the TAC which includes one member from each jurisdiction, has been formed and is already working on the next procurement with the help of the Grishman, Brickner & Bratton, Inc. (GBB) report recommendations. Mrs. Hynes stated the Curbside Recycling contract is our largest contract and staff wants to be sure to incorporate every jurisdictions' needs and wants. A timeline was developed, and a procurement will be issued sometime between October and January 2021. An award will be brought before the Board in May or June 2021. The two year timeframe will give a new vendor the opportunity to build or expand a Materials Recovery Facility (MRF) and/or purchase new trucks, carts, etc. A survey will be sent to all 13 of our jurisdictions to get input and will include questions about the estimated participation and what levels of service are expected. By mid-March all responses should be returned.

Chesterfield announced they will be raising their fees from \$25 per year to \$40 per year and letters will be sent to all residents who are currently in the program. Mrs. Marcia Kelley (M-Henrico) asked how that will work. Mrs. Hynes responded the increase will be on the Real Estate Tax bill for Chesterfield County residents.

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

In the month of January, Mr. R. Thompson, CVWMA Operations Technician, reported 5 misses were recorded in Ashland and 18 misses in the Chesterfield tax relief program for County Waste; 52 misses were recorded in Colonial Heights, 112 misses in Hopewell; and 79 misses in Petersburg by CFS. CFS is current on their cart deliveries.

## **Item No. 7: Operations and Program Statistics**

Mr. R. Thompson informed the Board that Staff has begun collecting 2019 annual tonnages from various recycling processors in the area for the Annual Recycling Rate Report. Over 50 recycling processors were emailed last week and several have already responded. The results will be reported at the April Board meeting and it will be sent to DEQ by the April 30<sup>th</sup> deadline.

Mr. Nolan informed the Board of the following spring events: Chesterfield will hold an e-cycling and paper shredding event at the Chesterfield Fairgrounds on March 28, 2020 and New County will be holding an e-cycling and tire recycling event on the same day at the New Kent Administration building.

Mr. Nolan stated the February commodity pricing for Mixed Paper dropped from \$0 to -\$5 per ton; Old Corrugated Cardboard (OCC) went from \$35 to \$40, and newsprint dropped from \$25 to \$20. Continuing, Mr. Nolan also stated the steel market price dropped from \$175 to \$150 per ton.

## **Item No. 8: Technical Advisory Committee**

Mr. Nolan stated the TAC met on February 6th and discussion included the Annual Recycling Rate Report, Household Hazardous Waste training programs, and a Request for Proposal (RFP) issued on Wednesday, February 19 for CFC/HCFC removal. Mr. Nolan noted the Tri-city Appliance contract will expire in June and the CVWMA has issued an RFP and proposals are due March 20, 2020. TAC will have a recommendation for approval of the next Contract for CFC removal at the April Board meeting. The TAC also discussed a potential RFP for Disposal Capacity for jurisdictions to participate in if they desire to do so. The next TAC meeting is March 5, 2020.

## **Item No. 9: Public Information**

### ***Education and Outreach***

Mrs. N. Drumheller, Public Affairs Manager, shared education and outreach requests throughout the region from July through January 2020, serviced by Mrs. Drumheller and The Young Scientists. Of the 204 requests processed – 109 were presentations, 29 events, 50 requests for educational materials, and 16 media stories. Twelve of our member localities were serviced, impacting an estimated 7,000 people and the distribution of over 18,000 materials. Ms. Drumheller added that there are a lot of programs going on this month as well as the rest of the fiscal year. The numbers shared here reflect what the CVWMA Public Affairs Manager and the Young Scientists are doing. They do not reflect Customer Service or what each locality is doing.

In January, staff and the Young Scientists, processed 22 requests for which 7 were for presentations, 11 for educational materials, 1 event, and 3 media events. Chesterfield, Henrico, Richmond continue to be the top requestors. January had 2,100 educational materials were dispersed and 624 people were impacted. Ms. Drumheller shared how she calculates her numbers for reporting.



Finally, Mrs. Drumheller stated that she and the Young Scientist are busy scheduling programs and events for the 50<sup>th</sup> Anniversary of Earth Day as well as summer camp requests. Mrs. Drumheller stated she would be at the Colonial Heights Library on Earth Day and Goochland, Henrico, Hopewell public libraries, as well as Pfizer Earth Day in Richmond the week of Earth Day.

Mrs. Drumheller went on to provide a recap of the zip code targeted education/contest with WRIC TV 8. We did something similar last year and it was very successful. This year the education focus was contamination. WRIC TV 8 reported that there were 4,455 entries of which 2,593 wanted more info from CVWMA. Each person had to answer three questions before being registered for the contest. The contest winner was from Bon Air (Chesterfield). Mrs. Drumheller noted that if you total this number with the 4,682 from the WTVR CBS 6 event, CVWMA reached 7,275 people that wanted more information. Mrs. Drumheller sent out over 7,000 emails with a list of CVWMA links. She noted this is a great return as staff alone could not do this regionwide coverage in two months.

### ***2020 CVWMA Recycling Collection Schedule Impact***

Continuing, Mrs. Drumheller said that each year staff shares the impact from our annual collection schedule mailing for the month of January. Referring to the slide, Mrs. Drumheller pointed to the breakdown per jurisdiction that shows a bump in recycling interest after the calendar mailing. Over 550 bins and 400 carts were purchased. Of the carts purchased, 301 were in Chesterfield County. As Rich Nolan reported earlier, these are record numbers in Chesterfield County and do not reflect sales in December, which were elevated by residents in Hampton Park rejoining the program. In addition, 452 people asked for extra container stickers for their personal containers and 358 of these requests were from Chesterfield. The additional 554 calendars were to addresses added to the database after December 1<sup>st</sup>, when the bulk mailing was sent. Mrs. Drumheller stated the one-on-one education provided by our Customer Service Representatives is invaluable.

Mrs. Drumheller went on to report on Call Volume Work Orders for the month of January referring to the slide which shows a breakdown of calls processed for recycling, trash collection, and general calls by each of the 13 member localities. The Customer Service team processed over 6,800 calls of which 1,969 were from Chesterfield County, 1,529 from Henrico, and 1,100 from Richmond. In addition, they received 4,994 inbound calls and 915 voice mail call backs. 2,383 calls were abandoned as customers heard the queue message and terminated the call.

### ***Electronic Newsletter, Website, Social Media, Email Reminder***

Mrs. Drumheller reported that our online communications and social media were very busy for the month. Staff continues to work on more mobile communications as the public is engaged online and on their mobile devices.

### ***Curbside Education Advisory Committee***

The next quarterly meeting of the Curbside Education Advisory Committee (CEAC) will be on Thursday, March 26, 2020, at 10 a.m. at Fairfield Area Library Henrico.

Mrs. Drumheller asked Board Members to share topics that they would like to see on the CEAC agenda. Ms. Megan Brown, Executive Coordinator of Keep Henrico Beautiful will be updating everyone on the regional litter campaign she is spearheading. Sidd Kumar, with Plan RVA will be joining her.

### ***Earth Day 2020***

Mrs. Drumheller asked locality staff to let her know what they have planned for Earth Day stating she will post them on the CVWMA website and social media. She noted that CVWMA's education focus/or Call to Action is asking what one thing you personally will change to help the planet. The hope is for the public to

think about the amount of waste they generate. Chairman Phillips noted that the education room in the CVWMA offices is filled with green bags of educational materials, all lined up and ready to go.

### **Item No. 10: Financial Reports for December 2020**

Mrs. K. Hynes, filling in for Mrs. K. Shea, the Accounting and Financial Manager, presented the financial reports. Mrs. Hynes reported that the financial activity is routine and the Authority continues to remain within total budget in all funds as of January 31, 2020. The Authority has a combined Net Income of \$163,646 year to date. Mrs. Hynes noted the year to date net loss in the Curbside Project Fund of \$56,616 and explained all of the expenses for the Collection Calendar, including mailing and printing, have already been recorded as well as the GBB Consulting expenses which the Board appropriated funds. The accounts receivable schedule is included and reflects the details of the amounts due to the Authority. There is an outstanding amount of \$10,633 more than 60 days old.

Chairman Phillips opened the floor for a motion to accept and file the Financial Reports for January 2020 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. R. Whiteman (M-Henrico) and carried that the Financial Reports for January 2020 be approved and filed as submitted.

### **Item No. 11: Administrative**

Mrs. Hynes reminded the Board that reviewing and updating the Personnel Policies and Procedures is an initiative in the current Strategic Plan. The Executive Committee has agreed to take the lead on the Personnel Policies and Procedure manual update and it will be brought back to the Board for approval sometime in the next six months. Mrs. Hynes noted a lot has changed since it was implemented in 2003.

Mrs. Hynes stated there has been discussion about refreshing our Strategic Plan. Several of the goals and initiatives developed will be ongoing and staff plans to continue to implement and achieve those goals. The Executive Committee has been discussing future plans as a lot has changed over the last four years. Mrs. Hynes noted that one thing that came out of the GBB report is doing more strategic planning for where our waste is going to go and really revamping our solid waste plan. The next Solid Waste Plan five year update is not until 2024 but we have not updated goals and objectives of the plan since 2004. Mrs. Hynes reminded the Board that we have two consultants under contract that we can utilize.

New Board Members and Alternatives were announced – Wendy Grady (M-Goochland), Sue Dibble (M-Hanover) and John Lockwood (A-New Kent County). Board retirement announcements – Chuck Henley (A-Colonial Heights), Leigh Dunn (M-Goochland), Darlene Jenkins (M-Richmond), and Mark Kukoski (M-Richmond).

Mrs. Hynes noted presentations she had made in the following locations – Ashland Employees to talk about recycling, Virginia Commonwealth University (VCU) Biology Department to talk about plastics with students and the Sustainability Department. Mrs. Hynes noted she will be speaking at the following events: the Washington, DC AIPAC 2020 Conference to talk about the UBQ bins; Virginia Green Travel Alliance in March to talk about some of the myths of recycling; and the Joint Virginia Recycling Association (VRA) and the Solid Waste Association of North America (SWANA) Old Dominion Chapter conference is at the end of April to talk about the current state of recycling.

### **Old/New Business**

Chairman Phillips asked if there was any old or new business to come before the Board. Mrs. M. Kelley (M-Henrico) stated she overheard people from Richmond talking about how Richmond recycling ends up in the

landfill. Mrs. Kelley noted that many people are reading about China and their issues around recycling and they are not aware that our program is not landfilling recycling. She suggested being aware and to keep the correct information flowing out to the public.

Mr. R. Whiteman (M-Henrico) asked about the tire fire in Richmond the previous night. He asked if CVWMA has any involvement with that location and if it was an approved sight. Mrs. Hynes stated CVWMA does not have any contracts with that facility. She stated she understood it to be a metal facility and it was closed.

With no further business to come before the Board, Chairman Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:00 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), Director, seconded by Mr. R. Whiteman (M-Henrico), and carried that the February 21, 2020 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 February 21, 2020 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., March 20, 2020. Given under my hand and seal of the CVWMA this 20th day of March 2020.

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**Marcia Phillips, Chairman**

**NOMINATING COMMITTEE REPORT**

The Nominating Committee is working on a slate of officers for the ensuing fiscal year. The committee members are Mr. Allen Lane (M-Henrico), Chair, Mr. Bob Dunn (M-Chesterfield), and Mr. Johnny Melis (A-Powhatan). A slate will be presented to the Board at the May 15, 2020 Board meeting. Elections will be held at the June 19, 2020 Board of Directors meeting, at which time any Board member may make additional nominations. The term of the elected officers will begin July 1, 2020.

**CONSIDERATION OF RESOLUTION 20-11: TO AWARD THE CONTRACT FOR CFC/HCFC COLLECTION, RECYCLING AND PROCESSING SERVICES**

The contract between CVWMA and Tri-City Appliance for CFC/HCFC Collection, Recycling and Processing Services expires June 30, 2020 with no more renewals. In accordance with the Virginia Public Procurement Act a Request for Proposal (RFP 20-02) was issued for CFC/HCFC Collection, Recycling and Processing Services beginning on July 1, 2020 for an initial term of 5 years. Tri City Appliance, the current vendor, was the one company to respond to this RFP. Review of the proposal was completed by the Evaluation Committee, comprised of Johnny Melis (Powhatan), Jeff Howard (Chesterfield), Josh Byerly (Henrico), and Rich Nolan (CVWMA).

The Evaluation Committee and the full Technical Advisory Committee recommend awarding the contract to Tri City Appliance to provide these services. Tri City Appliance has provided good service under the current CFC/HCFC program and has always performed well for the CVWMA since the inception of this program more than twenty-five years ago.

Attached is **Resolution 20-11** authorizing the Executive Director to execute a new Contract for CFC/HCFC Collection, Recycling and Processing Services and the associated Special Project Service Agreements as necessary.

**Recommended Action:** Approval of **Resolution 20-11**

Attachment

## **RESOLUTION 20-11**

A resolution awarding a contract for CFC/HCFC Collection, Recycling and Processing 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, 2020.

**THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:**

**WHEREAS**, the report included as Staff Agenda Item No. 8 of the May 2020 Board Agenda outlined the proposed CFC/HCFC Collection, Recycling, and Processing Services to be provided by Tri-City Appliance; and

**WHEREAS**, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a contract for CFC/HCFC Collection, Recycling, and Processing Services between the Central Virginia Waste Management Authority and Tri City Appliance; 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 15th of May 2020**

**ATTEST:** \_\_\_\_\_  
**Marcia R. Phillips, Chair**

**FINANCIAL REPORTS FOR APRIL 2020**

The financial activity for April is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30. CVWMA has a combined net income of \$31,693 year to date with two months left in the fiscal year.

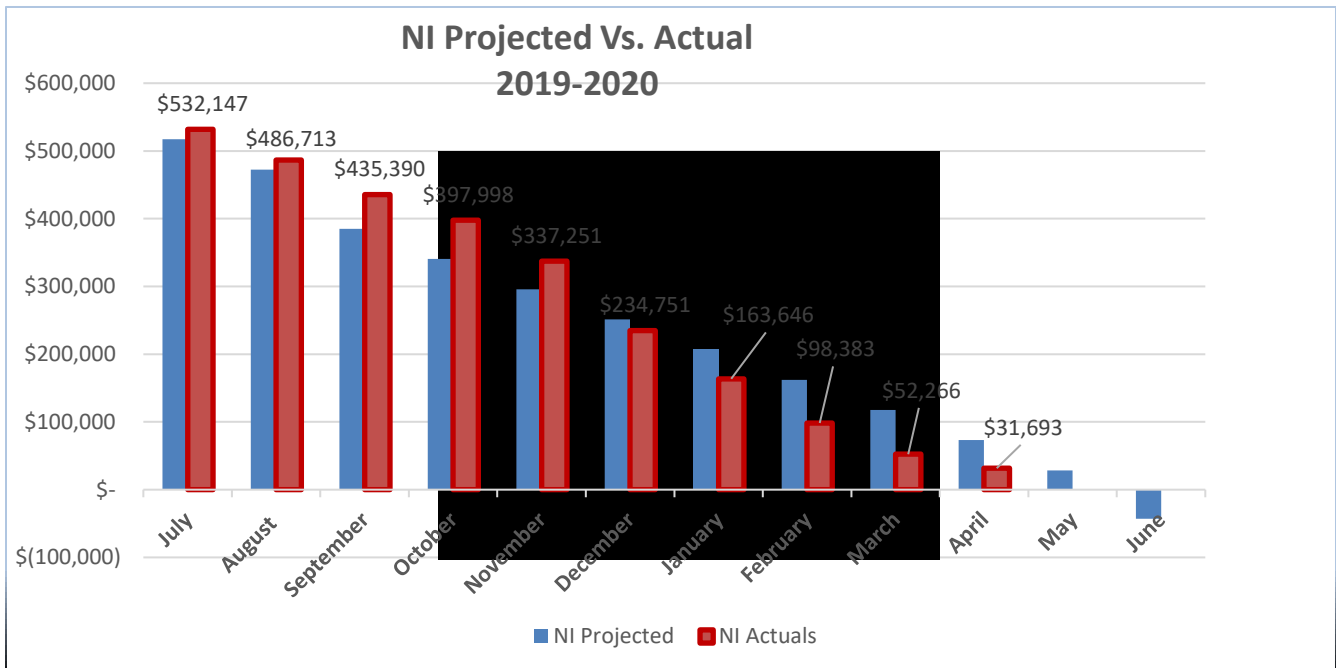
The accounts receivable schedule is included and reflects the details of the amounts due to the Authority. There are outstanding invoices that are more than 60 days past due on April 30 totaling \$31,984 that Staff is working with the localities to bring them up to date.

**Recommended Action:** Approval of the April 2020 Financial Reports

Attachments

**Central Virginia Waste Management Authority**  
**Summary Statement of Actual Revenues and Expenses By Fund**  
**July – April 2020**

| <b>Summary - All Funds</b>        |                             |                             |                         |
|-----------------------------------|-----------------------------|-----------------------------|-------------------------|
|                                   | <b>Total</b>                | <b>Total</b>                |                         |
|                                   | <b><u>Revenues</u></b>      | <b><u>Expenses</u></b>      | <b><u>NI Totals</u></b> |
| General Operating Fund            | \$ 578,845                  | 508,943                     | \$ 69,902               |
| Curbside Project Fund             | 7,740,549                   | 7,795,412                   | \$ (54,863)             |
| Drop-Off Project Fund             | 975,370                     | 977,273                     | \$ (1,903)              |
| Municipal Solid Waste Fund        | 2,910,524                   | 2,891,516                   | \$ 19,008               |
| CFC/HCFC                          | 47,360                      | 47,360                      | \$ -                    |
| Special Waste Collections         | 177,395                     | 177,864                     | \$ (469)                |
| Waste Tire Fund                   | 40,090                      | 40,090                      | \$ -                    |
| Appliance and Scrap Metal Hauling | 427,950                     | 427,950                     | \$ -                    |
| Yard Waste Projects               | 467,796                     | 467,796                     | \$ -                    |
| Waste Transfer & Disposal         | <u>1,248,783</u>            | <u>1,248,765</u>            | <u>18</u>               |
|                                   |                             |                             |                         |
| <b>Totals</b>                     | <b><u>\$ 14,614,663</u></b> | <b><u>\$ 14,582,970</u></b> | <b><u>\$ 31,693</u></b> |
|                                   |                             |                             |                         |
|                                   |                             |                             |                         |
|                                   |                             |                             |                         |
|                                   | <b><u>Month to date</u></b> | <b><u>Year to date</u></b>  | <b><u>Budget</u></b>    |
| <b>Capital Outlay</b>             | <b><u>\$ -</u></b>          | <b><u>\$ 5,539</u></b>      | <b><u>\$ 15,000</u></b> |





**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July – April 2020**

| <b>General Operating Fund</b> |                           |                         |                           |                         |                         |
|-------------------------------|---------------------------|-------------------------|---------------------------|-------------------------|-------------------------|
|                               | <b>Month to Date</b>      | <b>Year to Date</b>     | <b>Total</b>              |                         | <b>% Budget</b>         |
|                               | <b><u>Actual</u></b>      | <b><u>Actual</u></b>    | <b><u>Budget</u></b>      | <b><u>Variance</u></b>  | <b><u>Remaining</u></b> |
| <b>Revenues:</b>              |                           |                         |                           |                         |                         |
| Annual Gov't Assessments      | \$ -                      | \$ 567,955              | \$ 567,955                | \$ -                    | 0.0%                    |
| Interest on Investments       | (147)                     | 10,890                  | 34,500                    | 23,610                  | 68.4%                   |
| <b>Total Revenues</b>         | <b>(147)</b>              | <b>578,845</b>          | <b>602,455</b>            | <b>23,610</b>           | <b>3.9%</b>             |
| <b>Expenses:</b>              |                           |                         |                           |                         |                         |
| Personnel services            | 33,048                    | 339,487                 | 417,860                   | 78,373                  | 18.8%                   |
| Fringe benefits               | 5,874                     | 81,421                  | 86,225                    | 4,804                   | 5.6%                    |
| Professional services         | 3,081                     | 28,453                  | 34,400                    | 5,947                   | 17.3%                   |
| Repairs and maintenance       | -                         | 1,143                   | 3,125                     | 1,982                   | 63.4%                   |
| Advertising and promotions    | -                         | 529                     | 1,250                     | 721                     | 57.7%                   |
| Materials and supplies        | 494                       | 4,499                   | 4,450                     | (49)                    | -1.1%                   |
| Other services and charges    | 571                       | 10,101                  | 15,070                    | 4,969                   | 33.0%                   |
| Leases                        | 1,349                     | 34,607                  | 46,400                    | 11,793                  | 25.4%                   |
| Depreciation                  | 859                       | 8,703                   | 10,750                    | 2,047                   | 19.0%                   |
| <b>Total Expenses</b>         | <b>45,276</b>             | <b>508,943</b>          | <b>619,530</b>            | <b>110,587</b>          | <b>17.9%</b>            |
| <b>Net Income</b>             | <b><u>\$ (45,423)</u></b> | <b><u>\$ 69,902</u></b> | <b><u>\$ (17,075)</u></b> | <b><u>\$ 86,977</u></b> |                         |
| <b>Capital Outlay</b>         | <b><u>\$ -</u></b>        | <b><u>\$ 3,208</u></b>  | <b><u>\$ 7,650</u></b>    | <b><u>\$ 4,442</u></b>  |                         |

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July – April 2020**

| <b>Curbside Project Fund</b> |                         |                           |                           |                           |                         |
|------------------------------|-------------------------|---------------------------|---------------------------|---------------------------|-------------------------|
|                              | <b>Month to Date</b>    | <b>Year to Date</b>       | <b>Total</b>              |                           | <b>% Budget</b>         |
|                              | <u><b>Actual</b></u>    | <u><b>Actual</b></u>      | <u><b>Budget</b></u>      | <u><b>Variance</b></u>    | <u><b>Remaining</b></u> |
| <b>Revenues:</b>             |                         |                           |                           |                           |                         |
| Project Service Fees         | \$ 719,466              | \$ 7,158,372              | \$ 8,720,000              | \$ 1,561,628              | 17.9%                   |
| Public Relations Assessment  | 18,311                  | 184,377                   | 226,000                   | 41,623                    | 18.4%                   |
| Customer Service Assessment  | 18,954                  | 195,571                   | 240,000                   | 44,429                    | 18.5%                   |
| 96-gal Cart Revenue          | 27,482                  | 179,311                   | 164,000                   | (15,311)                  | -9.3%                   |
| Contract Admin Costs         | 5,000                   | 5,000                     | -                         | 5,000                     | #DIV/0!                 |
| Sponsorship and Grants       | -                       | 10,000                    | 10,000                    | -                         | 0.0%                    |
| Material Sales Rebate        | -                       | -                         | -                         | -                         |                         |
| Interest on Investments      | 623                     | 7,918                     | 20,865                    | 12,947                    | 62.1%                   |
|                              |                         |                           |                           |                           |                         |
| <b>Total Revenues</b>        | <u>789,836</u>          | <u>7,740,549</u>          | <u>9,380,865</u>          | <u>1,650,316</u>          | <u>17.6%</u>            |
| <b>Expenses:</b>             |                         |                           |                           |                           |                         |
| Personnel services           | 14,805                  | 194,922                   | 225,230                   | 30,308                    | 13.5%                   |
| Fringe benefits              | 5,563                   | 51,574                    | 55,975                    | 4,401                     | 7.9%                    |
| Professional services        | 3,895                   | 73,841                    | 72,975                    | (866)                     | -1.2%                   |
| Repairs and maintenance      | -                       | 1,953                     | 2,800                     | 847                       | 30.3%                   |
| Advertising and promotions   | 1,797                   | 63,927                    | 81,750                    | 17,823                    | 21.8%                   |
| Materials and supplies       | 375                     | 2,284                     | 3,910                     | 1,626                     | 41.6%                   |
| Other services and charges   | 1,301                   | 62,852                    | 64,075                    | 1,223                     | 1.9%                    |
| Leases                       | 111                     | 26,112                    | 35,500                    | 9,388                     | 26.4%                   |
| Depreciation                 | 305                     | 5,889                     | 7,200                     | 1,311                     | 18.2%                   |
| Contractual services         | 719,466                 | 7,158,371                 | 8,720,000                 | 1,561,629                 | 17.9%                   |
| 96-gal Cart Expense          | 17,367                  | 153,687                   | 154,000                   | 313                       | 0.2%                    |
| Contingencies                | -                       | -                         | 450                       | 450                       | -                       |
|                              |                         |                           |                           |                           |                         |
| <b>Total Expenses</b>        | <u>764,985</u>          | <u>7,795,412</u>          | <u>9,423,865</u>          | <u>1,628,453</u>          | <u>17.3%</u>            |
|                              |                         |                           |                           |                           |                         |
| <b>Net Income</b>            | <u><b>\$ 24,851</b></u> | <u><b>\$ (54,863)</b></u> | <u><b>\$ (43,000)</b></u> | <u><b>\$ (11,863)</b></u> |                         |
|                              |                         |                           |                           |                           |                         |
| <b>Capital Outlay</b>        | <u>\$ -</u>             | <u>\$ 2,732</u>           | <u>\$ 6,600</u>           | <u>\$ 3,868</u>           |                         |

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July – April 2020**

| <b>Drop Off Project Fund</b> |                      |                      |                      |                        |                         |
|------------------------------|----------------------|----------------------|----------------------|------------------------|-------------------------|
|                              | <b>Month to Date</b> | <b>Year to Date</b>  | <b>Total</b>         |                        | <b>% Budget</b>         |
|                              | <u><b>Actual</b></u> | <u><b>Actual</b></u> | <u><b>Budget</b></u> | <u><b>Variance</b></u> | <u><b>Remaining</b></u> |
| <b>Revenues:</b>             |                      |                      |                      |                        |                         |
| Project Service Fees         | \$ 112,420           | \$ 913,380           | \$ 1,000,000         | \$ 86,620              | 8.7%                    |
| Materials Sales Rebate       | 6,987                | 60,103               | 150,000              | 89,897                 | 59.9%                   |
| Interest on Investments      | <u>250</u>           | <u>1,887</u>         | <u>8,130</u>         | <u>6,243</u>           | <u>76.8%</u>            |
|                              |                      |                      |                      |                        |                         |
| <b>Total Revenues</b>        | <u>119,657</u>       | <u>975,370</u>       | <u>1,158,130</u>     | <u>182,760</u>         | <u>15.8%</u>            |
| <b>Expenses:</b>             |                      |                      |                      |                        |                         |
| Personnel services           | 447                  | 5,221                | 10,345               | 5,124                  | 49.5%                   |
| Fringe benefits              | 231                  | 1,818                | 2,390                | 572                    | 23.9%                   |
| Professional services        | 57                   | 1,250                | 1,680                | 430                    | 25.6%                   |
| Repairs and maintenance      | -                    | 84                   | 200                  | 116                    | 58.0%                   |
| Advertising and promotions   | -                    | -                    | 1,500                | 1,500                  | 100.0%                  |
| Materials and supplies       | 37                   | 162                  | 190                  | 28                     | 14.7%                   |
| Other services and charges   | 41                   | 402                  | 455                  | 53                     | 11.6%                   |
| Leases                       | 3                    | 900                  | 1,295                | 395                    | 30.5%                   |
| Contractual services         | 112,420              | 913,380              | 1,000,000            | 86,620                 | 8.7%                    |
| Materials sales rebate       | <u>6,189</u>         | <u>54,056</u>        | <u>123,000</u>       | <u>68,944</u>          | <u>56.1%</u>            |
|                              |                      |                      |                      |                        |                         |
| <b>Total Expenses</b>        | <u>119,425</u>       | <u>977,273</u>       | <u>1,141,055</u>     | <u>163,782</u>         | <u>14.4%</u>            |
|                              |                      |                      |                      |                        |                         |
| <b>Net Income</b>            | <u>\$ 232</u>        | <u>\$ (1,903)</u>    | <u>\$ 17,075</u>     | <u>\$ (18,978)</u>     |                         |

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July – April 2020**

| <b>Municipal Solid Waste Fund</b> |                       |                         |                         |                         |                         |
|-----------------------------------|-----------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|                                   | <b>Month to Date</b>  | <b>Year to Date</b>     | <b>Total</b>            |                         | <b>% Budget</b>         |
|                                   | <b><u>Actual</u></b>  | <b><u>Actual</u></b>    | <b><u>Budget</u></b>    | <b><u>Variance</u></b>  | <b><u>Remaining</u></b> |
| <b>Revenues:</b>                  |                       |                         |                         |                         |                         |
| Project Service Fees              | \$ 289,271            | \$ 2,855,669            | \$ 3,370,000            | \$ 514,331              | 15.3%                   |
| Customer Service Assessment       | 2,820                 | 28,234                  | 34,000                  | 5,766                   | 17.0%                   |
| Contract Admin Costs              | -                     | 24,480                  | -                       | (24,480)                | 0.0%                    |
| Interest on Investments           | 166                   | 2,141                   | 5,505                   | 3,364                   | 61.1%                   |
|                                   |                       |                         |                         |                         |                         |
| <b>Total Revenues</b>             | <b><u>292,257</u></b> | <b><u>2,910,524</u></b> | <b><u>3,409,505</u></b> | <b><u>498,981</u></b>   | <b><u>14.6%</u></b>     |
| <b>Expenses:</b>                  |                       |                         |                         |                         |                         |
| Personnel services                | 1,446                 | 18,913                  | 19,080                  | 167                     | 0.9%                    |
| Fringe benefits                   | 519                   | 4,812                   | 5,080                   | 268                     | 5.3%                    |
| Professional services             | 470                   | 6,214                   | 7,350                   | 1,136                   | 15.5%                   |
| Repairs and maintenance           | -                     | 352                     | 875                     | 523                     | 59.8%                   |
| Advertising and promotions        | -                     | -                       | 500                     | 500                     | 99.0%                   |
| Materials and supplies            | 112                   | 519                     | 950                     | 431                     | 45.4%                   |
| Other services and charges        | 147                   | 1,311                   | 1,790                   | 479                     | 26.8%                   |
| Leases                            | 11                    | 3,140                   | 3,180                   | 40                      | 1.3%                    |
| Depreciation                      | 51                    | 591                     | 700                     | 109                     | 15.6%                   |
| Contractual Services              | 289,271               | 2,855,664               | 3,370,000               | 514,336                 | 15.3%                   |
|                                   |                       |                         |                         |                         |                         |
| <b>Total Expenses</b>             | <b><u>292,027</u></b> | <b><u>2,891,516</u></b> | <b><u>3,409,505</u></b> | <b><u>517,989</u></b>   | <b><u>15.2%</u></b>     |
|                                   |                       |                         |                         |                         |                         |
| <b>Net Income</b>                 | <b><u>\$ 230</u></b>  | <b><u>\$ 19,008</u></b> | <b><u>\$ -</u></b>      | <b><u>\$ 19,008</u></b> |                         |
|                                   |                       |                         |                         |                         |                         |
|                                   |                       |                         |                         |                         |                         |
| <b>Capital Outlay</b>             | <b><u>\$ -</u></b>    | <b><u>\$ -</u></b>      | <b><u>\$ 750</u></b>    | <b><u>\$ 750</u></b>    |                         |

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July – April 2020**

| <b>Other Special Projects</b> |                      |                     |                  |                 |                  |
|-------------------------------|----------------------|---------------------|------------------|-----------------|------------------|
|                               | <b>Month to Date</b> | <b>Year to Date</b> | <b>Total</b>     |                 | <b>% Budget</b>  |
|                               | <u>Actual</u>        | <u>Actual</u>       | <u>Budget</u>    | <u>Variance</u> | <u>Remaining</u> |
| <b>Revenues:</b>              |                      |                     |                  |                 |                  |
| Project Service Fees          | \$ 242,082           | \$ 1,943,515        | \$ 2,597,000     | \$ 653,485      | 25.2%            |
| Contract Admin Costs          | -                    |                     | -                | -               | 0.0%             |
| Materials Sales Rebate        | <u>28,602</u>        | <u>465,860</u>      | <u>540,000</u>   | <u>74,140</u>   | <u>13.7%</u>     |
|                               |                      |                     |                  |                 |                  |
| <b>Total Revenues</b>         | <u>270,684</u>       | <u>2,409,375</u>    | <u>3,137,000</u> | <u>727,625</u>  | <u>23.2%</u>     |
| <b>Expenses:</b>              |                      |                     |                  |                 |                  |
| Advertising and Promotions    | -                    | -                   | -                | -               | 0.0%             |
| Contractual services          | 242,483              | 1,943,904           | 2,597,000        | 653,096         | 90.0%            |
| Materials sales rebate        | <u>28,664</u>        | <u>465,922</u>      | <u>540,000</u>   | <u>74,078</u>   | <u>13.7%</u>     |
|                               |                      |                     |                  |                 |                  |
| <b>Total Expenses</b>         | <u>271,147</u>       | <u>2,409,826</u>    | <u>3,137,000</u> | <u>727,174</u>  | <u>23.2%</u>     |
|                               |                      |                     |                  |                 |                  |
| <b>Net Income</b>             | <u>\$ -</u>          | <u>\$ (451)</u>     | <u>\$ -</u>      | <u>\$ (451)</u> |                  |

**Central Virginia Waste Management Authority**  
**Accounts Receivable**  
**April 30, 2020**

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| <b>Accounts Receivable April 2020</b> |              |                     | <b>Current</b>      |
|---------------------------------------|--------------|---------------------|---------------------|
|                                       | <b>Total</b> | <b>Over 60 days</b> | <b>w/in 60 days</b> |
| Department of General Services        | 2,669        |                     | 2,669               |
| Ashland                               |              |                     | -                   |
| Charles City                          |              |                     | -                   |
| Chesterfield                          | 279,714      | 777                 | 278,936             |
| Colonial Heights                      | 150,462      |                     | 150,462             |
| Goochland                             | 1,130        |                     | 1,130               |
| Hanover                               | 40,522       |                     | 40,522              |
| Henrico                               | 390,480      | 8,199               | 382,281             |
| Hopewell                              | 3,539        |                     | 3,539               |
| New Kent                              | 39,243       |                     | 39,243              |
| Petersburg                            | 255,051      |                     | 255,051             |
| Powhatan                              | 45,892       | 21,108              | 24,784              |
| Prince George                         |              |                     | -                   |
| Richmond                              | 229,489      | 1,900               | 227,589             |
| Totals                                | \$1,438,190  | \$ 31,984           | \$1,406,206         |

**2020 BUDGETARY TRANSFERS**

The CVWMA 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 2020 budget. CVWMA has deemed no budgetary transfers are necessary for the 2020 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 2020 audit.

**CONSIDERATION OF RESOLUTION 20-12: TO DEFER REAFFIRMING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2020-2021**

The CVWMA Board approved the Fiscal Year 2021 Operating Budget presented by staff at the regular meeting on December 6, 2019. **Resolution 20-10** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2020 and ending June 30, 2021 and the 2021 Operating Budget reflects a 3% salary increase for all employees effective July 1, 2020, based on merit. This resolution calls for the Board to reaffirm the 3% salary increase at their regular meeting in May 2020.

Due to uncertainties surrounding local budgets and program participation due to Covid-19, Staff is recommending deferring the 3.0% salary increase that would have been effective July 1, 2020. In addition, staff will continue to evaluate the sustainability of wage increases into the new fiscal year and will bring a report back to the Board at a future meeting at such time when merit increases are deemed sustainable in the 2021 Operating Budget.

**Resolution 20-12**, attached for consideration, will defer reaffirming the Pay and Classification Plan, which includes a 3% salary increase until such time as deemed sustainable.

**Recommended Action:** Approval of **Resolution: 20-12**

Attachment.



# **RESOLUTION 20-12**

A resolution to defer reaffirming and adopting the 3% salary increase included in the Pay and Classification Plan of the 2021 Operating Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

## **THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:**

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2020, and ending June 30, 2021, included as part of the 2020-21 Operating Budget approved by the Board of Directors at the regular meeting on December 6, 2019, is hereby deferred until a later date by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to continue to make disbursements in accordance with the 2019-2020 approved Pay and Classification Plan, and
2. That this resolution shall be in full force and effect on and after the first day of July 2020 and until such further action is taken by the Board of Directors.

**Adopted this 15th day of May 2020**

**Attest:** \_\_\_\_\_  
**Marcia Phillips, Chairman**