



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
SEPTEMBER 18, 2020
Electronic Meeting via Zoom

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 or call 804-612-0552 for call in and login instructions.

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

CERTIFICATION OF QUORUM

CHAIRMAN'S AGENDA

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 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 August 21, 2020 **3-13**

3. Chairman's Report **14**
Resolution of Appreciation for Marcia R. Phillips **14**
Resolution of Appreciation for Angela Burley **15**

4. Audit Committee Report **16**
2020 Comprehensive Annual Financial Report (CAFR)

STAFF AGENDA

ITEM NO.

5. Consideration of **Resolution 21-03: Renewal of the Contracts for Collecting, Transporting, and Processing Used Electronic Equipment** **17-18**

6. Residential Recycling Program

7. Municipal Solid Waste (MSW) Program

8. Operations and Program Statistics
9. Technical Advisory Committee (TAC) Report
10. Public Information
11. Financial Reports for August 2020
12. Administrative

19-26

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Technical Advisory Committee - Thursday, October 1, 2020 – 9:00 a.m.
Executive Committee Meeting – Tuesday, October 6, 2020 – 11:00 a.m.
Board of Directors Meeting – Friday, October 16, 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 AUGUST 21, 2020

Minutes of the August 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
AUGUST 21, 2020
PRINCE GEORGE & VIRTUAL**

MEMBERS/ALTERNATES PRESENT

Voting:

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

Non-Voting:

Bentley Chan (A-Henrico)
Josh Byerly (A-Henrico)
John Lockwood (A-New Kent)

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

Lee Sloppy (A-Ashland)
Michelle Johnson (A-Charles City)
Clay Bowles (A-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Todd Flippen (A-Colonial Heights)
Wendy Grady (A-Goochland)
Randy Hardman (A-Hanover)
Susan Dibble (M-Hanover)
Michael Flagg (A-Hanover) ?????
Robert C. Whiteman (M-Henrico)
~~William Riggold (A-New Kent)~~
~~William Riggold (M-Petersburg)~~
~~William Riggold (M-Powhatan)~~
~~Rod Compton (M-Prince George)~~
Rod Compton (A-Prince George)

Guests:

Addressing the Board, Mrs. K. Hynes, CVWMA Executive Director, welcomed them to the first semi-inperson meeting and she thanked Prince George County for allowing the Board to use the Board of Supervisors room for the CVWMA Board meeting. She instructed members on how to cast their votes using the meeting's electronic functions but noted the Live Chat option would not be used for this meeting. Mrs. Hynes also instructed that all members who would like to vote verbally could take themselves off of mute.

Chairman Paige welcomed all to the meeting. With a quorum in attendance Chairman P. Paige (M-New Kent) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Paige (M-New Kent) opened the floor for public comment. Without any requests to address the Board, she closed the public comment period and noted if anyone would like to leave a comment in the future, they should contact Mrs. Hynes.

Item No. 2: Minutes of the Regular Meeting of June 26, 2020

Chairman Paige (M-New Kent) opened the floor for a motion to approve the minutes of the regular meeting of June 26, 2020, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chair, seconded by Mr. M. Purvis (M-Prince George), Treasurer and carried that the minutes of the June 26, 2020, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Paige welcomed new members and alternates to the Board including the Mr. Nathan Joyce (M-Richmond) and Mr. Josh Byerly (A- Henrico).

Item No. 4a: Election of Director for Fiscal Year 2020-2021

Mr. K. Hynes, CVWMA Executive Director, reminded the Board that a Director had not been previously elected but she was happy to report that the committee is nominating Ms. T. Innis (M-Petersburg) for Director.

Chairman Paige asked if there was a motion to elect Ms. T. Innis to the Director position and it was moved by Mr. R. Dunn (M-Chesterfield) seconded by Mr. M. Jones (M-Richmond), Secretary and Ms. T. Innis was elected to the position of Director.

Item No. 4b: Installation of Officers for Fiscal Year 2020-2021

Mrs. Hynes administered the Oath of Office to the new officers for the 2020-2021 fiscal year. Mrs. K. Hynes requested that all officers-elect stand and recite the Oath of Office after her.

Officers Sworn in for the 2020-2021 Fiscal Year are as follows:

Ms. Patricia Paige (M-New Kent)..... Chairman
Mr. Robert Dunn (M-Chesterfield),Vice-Chairman
Mr. Michael Purvis (M-Prince George).....Treasurer
Mr. Miles Jones (M-Richmond).....Secretary
Ms. T. Innes (M-Petersburg).....Director

Mrs. Marcia Phillips (M-Chesterfield)..... Past Chair

STAFF AGENDA

Item No. 5: 2020 Education and Outreach and Program Statistics Presentation

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, shared the 2020 efforts of the Education and Outreach and Customer Service staff. Mrs. Drumheller noted that because of the Covid-19 stay at home order in phase 1, in person public outreach was brought a halt on March 13th. Luckily, were able to stay connected by building on our social media base by staying current and updated on the latest technologies to connect with our customers.

One staff member and the Young Scientist were able to continue to provide educational resources and customer service throughout the year. Staff responded to requests for 229 outreach programs, 122 presentations, 33 events, Virginia Life Smart judging panel, and 16 media stores. After March 13th 74 events were cancelled.

Mrs. Drumheller noted this is the start of the second year that CVWMA has not had a full time Recycling Education and Outreach Specialist on staff. The Public Affairs Manager and the Young Scientists had 74 events cancelled from a variety of groups, schools, daycares, childcares, local governments, civic groups, nonprofits, etc. as a result of the Covid-19 pandemic. Staff moved all of the education and outreach efforts online and virtually provided everything with only one staff person. Mrs. Drumheller noted that thankfully, staff has been using social media for years and were able to continue to expand the CVWMA online audiences. Staff provided a variety of interactive educational resources daily for children, youth, and adults multiple times each week during the months of March, April, May and June, in addition to collection day and locality information. Videos are very popular, and staff tried to create and share them utilizing the CVWMA YouTube channel once a week.

Mrs. Drumheller noted she was able to attend virtual STEM conferences and other virtual educational and social media webinars during the past several months. She stated these opportunities have opened the Authority to many new resources and partnerships with expertise in STEM (science, technology, engineering, and mathematics) and STEAM (science, technology, engineering, arts, and mathematics) education nationwide.

Mrs. Drumheller noted that even with the reduction in requests due to the pandemic, the reporting numbers for FY20 show Henrico County, the City of Richmond, and Chesterfield County were the top requestors. Staff and the Young Scientists did all they could do and Mrs. Drumheller noted having a contract with the Young Scientists continues to be crucial without a fulltime Educator on staff with CVWMA.

Staff and the Young Scientists processed 58 requests for educational materials (pre Covid-19) and the green room was packed and ready for another 74 programs that were canceled. Mrs. Drumheller noted the educational materials have a long shelf life and can be reused or recycled. She noted there were 1,881 STEM materials included.

Staff and the Young Scientists were able to count, pack and distribute over 23,000 educational materials before March. These numbers do not include efforts by educators in our local member governments or the CVWMA Call Center.

Two national events we heavily promote and participate in along with our member localities are America Recycles Day in November and Earth Day in April. For America Recycles Day, staff responded to 37 requests, impacting over 2,200 children and adults. 6,900 educational materials were distributed in seven of our member jurisdictions. There was one live media event, and 800 pledges to Reduce, Reuse, Recycle.

The 50th Anniversary of Earth Day was celebrated virtually this year. With schools and most childcare learning centers closed and local events canceled due to the pandemic, staff utilized our social platforms to stay engaged with the public, especially families, online. With Virginia's stay-at-home orders and social distancing, it was and still is important for CVWMA to provide ongoing "distancing learning" activities and resources that could be used at home. Using "Celebrate Earth Week with CVWMA" as our focus, each day the week of April 20-24, staff provided a theme for the day that included educational tools, tips, visuals, videos, activities and resources to share the importance of the 3 R's and making everyday Earth Day.

Mrs. Drumheller shared a sampling of our efforts, scavenger hunts, picture books, basic recycling and Earth Day quizzes, reuse and upcycle projects, arts and crafts and science experiments using common household recyclables, and waste factoids as some of the ways staff stayed active and engaged.

In addition, staff made approximately 180 Facebook posts with an estimated 3,000 people seeing any of our posts at least once. We currently have over 9,000 followers according to Facebook analytics, and added 50 new "pins" to our Pinterest page which was up 358% with over 6,000 impressions or number of times someone sees one of our pins, on just our Earth Day board on Earth Day! Our total audience, or the number of people who have seen or engaged with our pins on Pinterest is over 9,000 as we had 133% increase in August. In addition, staff tweeted between 5-10 tweets per day on Twitter, where we have 1,492 followers, and posted 1-2 posts on Instagram with 32 posts or visuals shared the week of Earth Day. CVWMA has 928 followers on Instagram. To put this all in perspective, people want information via social media and Mrs. Drumheller stated staff delivered!

It is important more now than ever that we provide consistent messages, transparency, and resources online to our customers. Staff continues to report the importance of CVWMA's online communications and presence on social media. It is like doing a presentation or an event and providing educational resources all day long every day. The CVWMA website and social media are two major hubs for education and resources. People want visuals and a good reason to recycle correctly. People do not hesitate to post and ask about certain commodities, difference in messages on accepted items they see and read about not in our programs, etc. In addition to keeping the website current and daily social media, staff maintains a locality specific page for all 13 member jurisdictions, an Event calendar for any special collection events, Recycling Wizard feature as well as sharing locality information, videos, award recognition etc. Mrs. Drumheller stated there are many validations that the public is taking advantage of our online resources.

The annual contest and collection schedule mailing continue to give us the biggest bump to visitors of our website every year. The top pages visited each month continue to be what to recycle, the collection schedule pdf, the collection schedules webpage, and electronics recycling.

People use our website for information. Even with lower numbers, people are still wanting to know collection day information, special collection events, and what they can recycle and dispose of properly. People do want instant answers and we cannot provide that 24/7 but we certainly provide them a lot of great information in a timely manner.

The curbside email reminder (39,000 subscribers) consistent phone queue messaging about collection delays, etc., and the monthly electronic newsletter help to keep the customers informed.

Mrs. Drumheller stated that the Customer Service Team including, Mrs. S. Breaker, Senior Customer Service Supervisor, and two full time customer service representatives, do a great job. Our Customer Service Team mails out info packets each week based on requests and they do a whole lot more. According to Stephanie Breaker, CVWMA Senior Customer Service Supervisor, CVWMA had over 120,000 calls in FY20. Of these calls, approximately, 44,000 heard a message in the phone queue and did not need to stay on the line for assistance. The Customer Service Team processed over 75,000 in bound calls and over 6,900 outbound calls and responded to over 6,700 web/emails from the public and locality staff. The Team also assisted with the distribution of almost 11,000 publications requested by customers which includes calendars, extra container stickers, Recycle Right rack cards and plastic bag keepers. They also assist with credit card sales transactions for online bin and cart purchases. Mrs. Drumheller referred to the slides showing what all of this looks like across the CVWMA service area by jurisdiction.

Mrs. Drumheller concluded with what she will be focusing on in the new year as we navigate new ways to live, work, and do business during Covid-19 and post Covid-19. Staying current and maximizing technologies with phone and web enhancements that engage customers more, create more "distance learning" programs and resources, reviewing staffing needs, maintaining partnerships, and collaborating with member localities and our contractors on consistent messaging to the public will be priorities.

Mr. R. Dunn (M-Chesterfield), Vice-Chairman, stated that staff had done an excellent job. Mrs. M. Kelley (M-Henrico), commended Nancy and the Customer Service Team for switching gears and doing so well with a totally different situation. She stated they did such a fantastic job of getting the educational message out and that the Board is lucky to have all of them. Mrs. Drumheller stated staff appreciates the support. Mrs. M. Phillips (M-Chesterfield), Past Chairman, commended Mrs. Drumheller for doing a good job.

Ms. P. Paige, (M-New Kent), Chairman, stated she had been reading comments online and that the Board is lucky to have Mrs. Drumheller. There was no lack of people recycling or getting their trash out during this time and the Board is so appreciative of Mrs. Drumheller's time and dedication to recycling and keeping everyone safe and recycling correctly.

Mr. R. Nolan, CVWMA Director of Operations, stated the Board would hear more on the impacts of the pandemic on CVWMA's Residential Recycling, Drop Off Recycling, Other Programs, and MSW collection, and what the future outlook is going forward. Fiscal year 2020 Program Statistics saw a bump in the volume of materials collected since there were more customers at home due to the pandemic and generating more waste and recycling. 36,781 tons of recycling was collected in the Residential Recycling Program, which is 524 tons more than the previous year.

Mr. Nolan noted the Residential Recycling tonnage was highest in Henrico, at 32.2%. Richmond and Chesterfield followed next with 28.9% and 27.1% respectively. Mr. Nolan noted that the Chesterfield County numbers collected by a private vendor are not included in his numbers.

Referring to the slide of Residential-Missed Collections, Mr. Nolan noted there was a spike in missed collections due to more customers participating since the pandemic began.

In addition, Mr. Nolan noted a large increase in recycling carts purchased by residents in Chesterfield, Henrico, and Richmond for FY20. More people are at home and are generating more recyclables and they see the need for a larger or additional container. Henrico provides bins at no cost. Despite this, Mr. Nolan noted that customers were still purchasing the larger carts or replacing personal carts.

Mr. Nolan reported that the Drop-Off recycling program volume has increased from 7,338 tons in FY19 to 7,681 tons for FY20. Mr. Nolan noted Mixed Paper tonnage is up from last year. Under the new roll-off

hauling and FEL contracts with TFC, beginning July 1, 2019, most containers were switched to single stream. There are 16 sites with 39 single stream Roll-Off containers and 54 sites for FELs with 110 single stream bins. Hanover County has 67 commix only FEL bins at 6 sites. Mr. Nolan noted the calculation for Residue is now included as part of the rebate. Residue was not part of the rebate calculation in the past.

Mr. Nolan also reported on other Programs including Scrap Metal which is up by 141 tons and CFC/HCFC (freon) Recovery is up by 81 units. Mr. Nolan noted the volume of collected Used Oil is down, most likely due to the pandemic and less vehicle usage. Category 1 (paints and solvents), antifreeze and oil filters all increased, particularly in the last quarter of the fiscal year, due to an increase in residents staying at home and cleaning up around the house.

Mr. Nolan reported that there was a 569 ton decrease in waste tires in the Waste Tire program due to Hanover County leaving the CVWMA program. The Propane Tank program saw an increase of 354 propane tanks collected. Mr. Nolan noted one improvement in this year's Propane Tank Program is the contractor is now recycling the one pound, camping type, propane cylinders. Mr. Nolan also noted a decrease in eWaste collections. The Goodwill Textile program saw an increase of 51 tons.

Mr. Nolan noted that over \$630,000 in recycling rebates was returned to the jurisdictions in FY20. This was lower than FY19. The primary reasons for this decline included a decrease in commodity pricing for used oil, OCC, and metal. One positive commodity increase was the market price for mixed paper which increased to \$15/ton in the last quarter of FY2020 from \$0.00/ton.

MSW Convenience Center Trash collections saw an increase in FY20 across all jurisdictions except Powhatan County who had a decrease of 187 tons.

In closing, Mr. Nolan noted staff is unsure of what will happen in the future with commodity pricing or the effects it will have on the CVWMA programs. He also noted that the pandemic and its impact on the US economy in general is unknown at this time. There will be a new procurement for the Residential Recycling program that includes 275,000 homes. There have been more domestic paper mills coming on-line who will ship the resultant pulp from recycled paper to China which will positively impact recycling markets. Other unknowns include the impact of the cost to dispose of waste at local MSW landfills as the availability of air space is decreased over the next several years. Mr. R. Dunn (M-Chesterfield), Vice-Chairman, and Ms. P. Paige (M-New Kent), Chairman, thanked Mr. Nolan for all that he does.

Item No. 6: Consideration of Resolution 21-01: Renewal of the Contract for Lead Acid Battery Collection and Recycling Service

Mr. R. Nolan referred the Board to the slide and noted the term of the current Contract between CVWMA and Battery Barn of Virginia Inc. for Lead-Acid Battery Collection and Recycling Service expires September 30, 2020. This request is to renew the contract for the additional five-year period as allowed for under the contract.

The service level for this vendor has been consistent and reliable. Battery Barn has collected Lead-Acid Batteries from various participating member jurisdictions in a timely and efficient manner. At the request of several participating member jurisdictions, an addition to the contract will be made for the collection and recycling of rechargeable batteries. There will be no additional charge or rebate for this added service. Mr. Nolan noted this renewal was reviewed and approved by the TAC members during the August 2020 TAC meeting.

Chairman Paige asked for a motion to approve **Resolution 21-01**: to renew the contract for Lead-Acid Battery Collection and Recycling Service as presented. It was moved by Mr. R. Dunn (M-Chesterfield), Vice-Chairman, and seconded by Mr. M. Jones (M-Richmond), Secretary, and approved as presented.

Item No. 7: Consideration of Resolution 21-02: Renewal of the Contracts for Recycling and Solid Waste Consultant Services

Mr. R. Nolan referring to the slide, noted the terms of the current Contracts between CVWMA and Gershman, Bricker, & Bratton, Incorporated (GBB) and SCS Engineers (SCS) for Recycling and Solid Waste Consultant Services expire September 30, 2020. The current contracts have four one-year renewal options. This request is to renew the contracts for the same terms.

GBB assisted the CVWMA in evaluating the current Residential Recycling Contract and made recommendations to participating jurisdictions. Their presentation was well received and met the requirements of scope of work. SCS is well known in the industry as a leading environmental consulting firm and has worked with some of our localities under our Contract. The CVWMA may utilize them in the future. Both Contractors can be utilized by members of the CVWMA through this Contract. Mr. Nolan noted this renewal was reviewed and approved by the TAC members during the August 2020 TAC meeting.

Chairman Paige asked for a motion to approve **Resolution 21-02**: Authorizing the Executive Director to execute an Addendum to renew the Contracts for Recycling and Solid Waste Consultant Services, for one year as presented. It was moved by Mr. J. Clary (A-Henrico), and seconded by Mr. M. Jones (M-Richmond), Secretary and approved as presented.

Item No. 8: Residential Recycling Program

Mr. R. Nolan reported the total tonnage of recyclables collected in the first month of the new year in the residential recycling program was 3,062 tons, 11 tons less than last July.

Mr. Nolan added, in the Recycling Program, reported misses for TFC and Meridian Waste totaled 2,067 in the month of July, adding there were a total of 1,269 for June 2020 for comparison. Mr. Nolan stated driver shortages, hot weather and a tropical storm as part of the reason for increased misses and that CVWMA had met with TFC. They are working to insert more people into the process.

Mr. Nolan stated that TFC petitioned CVWMA for an increase in costs and the TAC has discussed. Mrs. Hynes stated staff would be responding to TFC in the next few weeks.

Mr. Nolan noted the Curbside Procurement Committee has met every two weeks through July and August and has created a solid draft of the Request for Proposal including Scope of Services and Cost Proposal form for Residential Recycling Services and Drop-Off processing. The next step will be to send a final completed draft to the committee for review and input.

Item No. 9: Municipal Solid Waste (MSW) Program

Mr. R. Thompson, CVWMA Operations Analyst, reported 249 misses were recorded in Ashland for Meridian Waste (MW) and 19 misses in the Chesterfield tax relief program for County Waste in July. In the Tri-City area, 229 misses were recorded in Colonial Heights, 500 misses in Hopewell; and 363 misses in Petersburg by Meridian Waste. Meridian Waste was penalized for noncompliance during the month of July for a total of \$10,900.

Mr. Thompson stated he and Mr. Nolan met with Meridian and the City of Hopewell on July 8th and had a second meeting with Ashland and Meridian Waste on August 12th. Mr. Thompson stated there was a driver shortage, a new route supervisor, and not enough personnel. Meridian requested a change in routes in Hopewell and effective August 10th, two routes were changed from Monday to Tuesday. Meridian is delivering Ashland waste to the Hanover Transfer Station instead of going to Petersburg for a quicker turnaround.

The FEL program at the schools in Colonial Heights, Goochland, Hanover, Hopewell, and Powhatan will resume based on their Fall schedules.

Item No. 10: Operations and Program Statistics

Mr. Nolan stated the August program statistics will be available late next week online. Mr. Nolan stated the September commodity pricing for Mixed Paper is \$15/ton; Old Corrugated Cardboard (OCC) stayed at \$70/ton, and newsprint increased \$5 to \$45/ton. Steel increased \$5 to \$130/ton. Oil prices are still at \$0 per gallon.

Mr. Nolan updated the Board on upcoming events:- November 16; City of Richmond e-cycling Event – September 12; Henrico County e-cycling Event – October 3; Hanover County e-cycling Event - November 9; and Hanover County Household Hazardous Waste Event – November 16. The Prince George HHW Event was cancelled.

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

Mr. Nolan stated the TAC met on August 6th and topics discussed were a presentation by e-cycling vendor Securis and their plan to move to Richmond; the Solid Waste consultant contract renewals; TFC petition for increase; renewal of the lead-acid battery contract with Battery Barn; and impacts from tropical storm. The next TAC meeting is scheduled for September 3rd virtually.

Item No. 12: Public Information

Mrs. N. Drumheller, Public Affairs Manager, stated staff continues to share daily CVWMA resources and locality resources virtually. Mrs. Drumheller stated earlier, most programs transitioned to online. The Young Scientists have been to nine Henrico County Recreation and Parks Summer Camps and were successful while following Covid-19 restrictions. The Richmond Family Magazine Face Book interview with Margaret Thompson on July 24th was a success and the segment was sent to over 16,000 Subscribers. The video for Recycling “Do’s and Don’ts” was their top viewed.

CVWMA Website, Social Media and Collection Day Email Reminder

Mrs. Drumheller stated the newsletter was sent out and the website is ongoing and is as important and impactful as programs and events. CVWMA Twitter has over 1,500 Followers and for July 686 impressions or were seen daily. Pinterest had over 3,400 views and over 65 new resources were added to Pinterest in July.

Staff continues to post and tweet about contamination, outreach events, locality events and collection day updates daily. Staff has been invited to Hopewell October 30th for their Healthy Lifestyle event. Staff and Young Scientist will create a virtual field trip for the City of Richmond Pre-school Public School program. Staff is working with Jonathan Austin to record 13 online Reduce, Reuse, Recycle education shows for each individual locality.

CVWMA July Waste Reduction News

Mrs. Drumheller stated the monthly electronic newsletter was sent out and articles of interest were Reduce, Reuse, and Recycle; and the James River Regional Cleanup. The newsletter was distributed to **1,700** email subscribers. The James River Regional Cleanup Day is scheduled for September 12th and many of our jurisdictions will have their own cleanup events.

Item No. 13: Financial Reports for July 2020

Mrs. K. Shea, CVWMA Accounting and Financial Manager, reported July is the first month of the new fiscal year and financial activity is consistent. The Authority has a combined Net Income of \$544,777. The annual operating assessments are billed annually at the beginning of the year and she reminded the Board net income will decrease monthly as operating expenses are incurred. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month and one account is 60 days past due and staff is working to bring the account current.

2020 Annual Audit

Ms. Shea reported the CVWMA audit firm Brown & Edwards conducted their field work the week of July 27th. Staff is completing the 2020 Comprehensive Annual Financial Report (CAFR) and will be discussing the results of the audit and the draft CAFR with the Audit Committee in early September and the CAFR will be presented at the September Board of Directors meeting for consideration and approval.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for July 2020 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chairman, seconded by Mr. M. Jones (M-Richmond), Secretary, and carried that the Financial Reports for July 2020 be approved and filed as submitted.

Item No. 14: Administrative

Mrs. Hynes informed the board about potential legislation to include a tipping fee surcharge.

Mrs. Hynes stated CVWMA is excited to be a part of the United States Plastics Pact, a partnership with The Recycling Partnership, the World Wildlife Fund (WWF), and the Ellen MacArthur Foundation. Mrs. Hynes stated we are participating as a government activator, at no cost, to help support the mission to transition plastics toward a more circular economy.

The goals of the Pact are:

1. Define a list of packaging to be designated as problematic or unnecessary by 2021 and take measures to eliminate them by 2025.
2. By 2025, all plastic packaging is 100% reusable, recyclable, or compostable.
3. By 2025, undertake ambitious actions to effectively recycle or compost 50% of plastic packaging.
4. By 2025, the average recycled content or responsibly sourced bio-based content in plastic packaging will be 30%.

Mrs. Hynes stated the 30th Anniversary of CVWMA is coming up in December and staff is working on a logo and what we might do for celebration later in the year or the first part of 2021. She stated there was a lot to be proud of and to look forward to.

She reminded the Board that the TAC Meeting will be held on Thursday, September 3rd at 9:00 a.m. in the CVWMA offices and at 2:00 p.m. the Audit Committee will meet. The Executive Committee will meet on Tuesday, September 8th at 11:00 a.m., and the Board Meeting will be September 18th.

Mr. R. Dunn (M-Chesterfield), Vice-Chairman, stated it was an excellent and informative meeting and he thanked all involved.

Ms. P. Paige (M-New Kent), Chairman, thanked Mrs. M. Phillips (M-Chesterfield), Past Chairman, for her leadership, dedication and for a job well done. Ms. Paige thanked Prince George County for the use of the County Administration Building and the help of the Media staff for their cooperation and coordination.

Ms. Paige thanked Board members and CVWMA staff members for their maneuvering through online and unknown waters during the pandemic and for being committed and performing their jobs with a degree of excellence.

Old/New Business

Chairman Paige asked if there was any old or new business to come before the Board. With no further business to come before the Board, Chairman Paige opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:25 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chairman, seconded by Mr. M. Jones (M-Richmond), Secretary, and carried that the August 21, 2020 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Patricia Paige, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the August 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., September 18, 2020. Given under my hand and seal of the CVWMA this 18th day of September 2020.

Patricia Paige, Chairman



Resolution of Appreciation

Presented to

MARCIA R. PHILLIPS

UPON COMPLETION OF HER SERVICE AS CHAIRMAN OF THE
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

WHEREAS, Marcia R. Phillips served as Chairman of the Central Virginia Waste Management Authority Board of Directors from July 2018 to June 2020 and previously served as Chairman from July 2008 to June 2010; and

WHEREAS, Mrs. Phillips has provided outstanding leadership with the Authority, serving on the Executive Committee in various roles, including Vice-Chairman and Secretary from July 2004 to June 2012 and again from July 2016 to present; and

WHEREAS, Mrs. Phillips has served as a Member of the Central Virginia Waste Management Authority Board of Directors representing Chesterfield County since January 1992; and

WHEREAS, Mrs. Phillips has promoted regional cooperation by supporting Authority programs in Chesterfield County and the region; and

WHEREAS, Mrs. Phillips has been instrumental in raising awareness about recycling and solid waste management opportunities throughout the region; and

WHEREAS, Mrs. Phillips' personal and professional commitment to the environment has been a benefit to the purpose of the Authority; therefore

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Mrs. Marcia R. Phillips for her outstanding service, efforts, and achievements as an invaluable leader to the Authority and upon completion of her term as Chairman, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 18th day of September 2020

Attest: _____
Patricia Paige, Chairman of the Board





Resolution of Appreciation

Presented to

ANGELA BURLEY

FOR TEN YEARS OF SERVICE WITH

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

WHEREAS, Angela Burley joined the Central Virginia Waste Management Authority on September 7, 2010 as Customer Service Representative; and

WHEREAS, Mrs. Burley has served the Authority with enthusiasm, dedication, professionalism, initiative, and creativity for ten years; and

WHEREAS, Mrs. Burley promotes Authority programs through exhibiting best practices in customer engagement and implementing solutions to best meet the needs of localities, customers, partners, Authority Board and Staff; and

WHEREAS, Mrs. Burley by providing her knowledge and expertise in the area of customer service, is instrumental in raising awareness about recycling opportunities throughout the entire region; and

WHEREAS, as a result of Mrs. Burley's energy, efforts and personal and professional commitment to the environment, she has created a positive image for the Authority and is a benefit to the purpose of the Authority; and therefore

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Angela Burley for her outstanding service, efforts, and achievements as an invaluable leader to the Authority upon completion of 10 years of service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 18th day of September 2020

Attest:

Patricia Paige, Chairman of the Board



**CHAIRMANS AGENDA
ITEM NO. 4**

AUDIT COMMITTEE REPORT

2020 Comprehensive Annual Financial Report (CAFR)

The CVWMA Audit Committee met on Thursday, September 3, 2020 with the CVWMA staff and a representative of Brown Edwards, CVWMA's audit firm to discuss the results of the annual audit.

A draft copy of the CAFR was reviewed with the committee and staff will be presenting the CAFR and auditor's comments to the Board at the meeting on September 18, 2020 for approval before submitting to the Virginia Auditor of Public Accounts by the September 30 deadline. The Board will receive a draft CAFR electronically before the Board meeting next week.

Audit Committee Members:

Mr. Mike Purvis (M-Prince George), Treasurer

Mr. Robert Dunn (M-Chesterfield), Vice-Chairman

Mr. Clay Bowles (A-Chesterfield)

Recommended Action: Approval of the 2020 Comprehensive Annual Financial Report

CONSIDERATION OF RESOLUTION 21-03: RENEWAL OF THE CONTRACTS FOR COLLECTING, TRANSPORTING, AND PROCESSING USED ELECTRONIC EQUIPMENT

The current term of the Contracts between the CVWMA and Securis of Hampton Roads and Regency Technologies formerly Global Electric Electronic Processing, Incorporated (GEEP) for Collecting, Transporting, and Processing Used Electronic Equipment expire on November 30, 2020. This request is to renew the contracts for an additional one-year period as allowed for under the Contract.

The service level for these vendors has been consistent and reliable. These renewals were reviewed and approved by the TAC members during the September 2020 TAC meeting.

Both firms are R2 Certified and their certifications are current. Both firms' will be subject to an updated environmental audit to include current downstream vendors for CRTs and other electronic components.

Resolution 21-03 is presented for your consideration. It would authorize the Executive Director to execute addendums to renew the Contracts for Collecting, Transporting, and Processing Used Electronic Equipment. Amendments to the Special Project Agreements will also be developed between CVWMA and the local participating jurisdictions.

Recommended Action: Approval of **Resolution: 21-03**

Attachment

RESOLUTION 21-03

A resolution authorizing renewal of the contracts for Collecting, Transporting, and Processing Used Electronic Equipment Services between the Central Virginia Waste Management Authority (CVWMA) and Securis of Hampton Roads and Regency Technologies (formerly Global Electric Electronic Processing, Incorporated (GEEP)) and Special Project Service Agreements with participating local jurisdictions for a one (1) year period commencing on December 1, 2020.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 5 of the September 2020 Board Agenda outlined the mutual interest of CVWMA, Securis of Hampton Roads and Regency Technologies (formerly GEEP), and the participating jurisdictions to amend and renew the contracts for Collecting, Transporting, and Processing Used Electronic Equipment Services; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the contracts for the Collecting, Transporting, and Processing Used Electronic Equipment between the CVWMA and Securis of Hampton Roads and Regency Technologies (formerly 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 CVWMA and member localities as requested; and

THEREFORE, BE IT RESOLVED, that this resolution shall be in full force and effect upon its passage.

Adopted this 18th day of September 2020

ATTEST: _____

Patricia Paige, Chairman

FINANCIAL REPORTS FOR AUGUST 2020

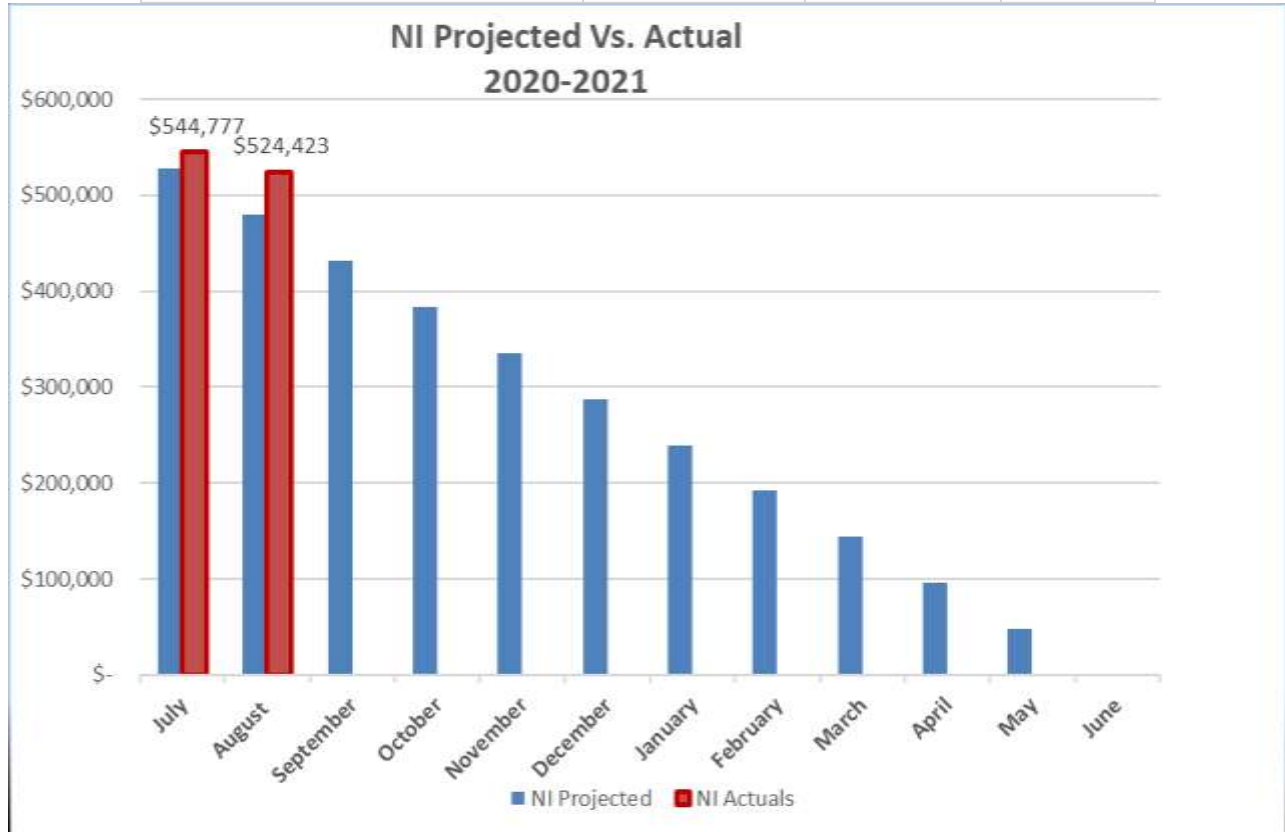
The financial activity for August is consistent for the second month of the new fiscal year and the Authority continues to remain within total budget in all funds as of August 31, 2020. CVWMA has a combined Net Income of \$524,423 year to date. The net income will decrease as we continue to incur expenses throughout the fiscal year.

The Accounts Receivable schedule is included and reflects the amounts due to the Authority. There are three accounts not current, totaling \$1,028 and staff is working with the jurisdictions to bring them up to date.

Recommended Action: Approval of the Financial Reports for August 2020

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July - August 2020**

Summary - All Funds			
	Total	Total	
	<u>Revenues</u>	<u>Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 575,556	108,884	\$ 466,672
Curbside Project Fund	1,532,173	1,483,031	\$ 49,142
Drop-Off Project Fund	143,186	143,525	\$ (339)
Municipal Solid Waste Fund	566,346	558,194	\$ 8,152
CFC/HCFC	14,550	14,550	\$ -
Special Waste Collections	19,437	18,643	\$ 795
Waste Tire Fund	5,160	5,160	\$ -
Appliance and Scrap Metal Hauling	69,670	69,670	\$ -
Yard Waste Projects	180,171	180,171	\$ -
Waste Transfer & Disposal	291,696	291,695	2
Totals	<u>\$ 3,397,945</u>	<u>\$ 2,873,522</u>	<u>\$ 524,423</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>



Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - August 2020

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	\$ -	\$ 575,228	\$ 575,230	\$ 2	0.0%
Interest on Investments	<u>(435)</u>	<u>328</u>	<u>52,900</u>	<u>52,572</u>	<u>99.4%</u>
Total Revenues	<u>(435)</u>	<u>575,556</u>	<u>628,130</u>	<u>52,574</u>	<u>8.4%</u>
Expenses:					
Personnel services	34,295	70,883	432,785	361,902	83.6%
Fringe benefits	5,444	12,174	90,800	78,626	86.6%
Professional services	6,791	13,081	34,525	21,444	62.1%
Repairs and maintenance	98	1,403	3,075	1,672	54.4%
Advertising and promotions	-	-	1,250	1,250	100.0%
Materials and supplies	239	307	4,000	3,693	92.3%
Other services and charges	613	1,477	13,855	12,378	89.3%
Leases	3,867	7,841	50,775	42,934	84.6%
Depreciation	859	1,718	10,000	8,282	82.8%
Total Expenses	<u>52,206</u>	<u>108,884</u>	<u>641,065</u>	<u>532,181</u>	<u>83.0%</u>
Net Income	<u>\$ (52,641)</u>	<u>\$ 466,672</u>	<u>\$ (12,935)</u>	<u>\$ 479,607</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ -</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - August 2020

Curbside Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 728,439	\$ 1,400,232	\$ 8,820,000	\$ 7,419,768	84.1%
Public Relations Assessment	18,575	38,631	229,000	190,369	83.1%
Customer Service Assessment	19,693	40,929	242,000	201,071	83.1%
96-gal Cart Revenue	27,224	51,583	199,800	148,217	74.2%
Contract Admin Costs	-	-	-	-	
Sponsorship and Grants	-	-	10,000	10,000	100.0%
Material Sales Rebate	-	-	-	-	
Interest on Investments	249	798	15,020	14,222	94.7%
Total Revenues	<u>794,180</u>	<u>1,532,173</u>	<u>9,515,820</u>	<u>7,983,647</u>	<u>83.9%</u>
Expenses:					
Personnel services	15,436	31,223	228,990	197,767	86.4%
Fringe benefits	5,231	11,753	59,875	48,122	80.4%
Professional services	5,372	10,350	29,655	19,305	65.1%
Repairs and maintenance	625	1,512	2,740	1,228	44.8%
Advertising and promotions	156	2,968	79,000	76,032	96.2%
Materials and supplies	120	166	3,230	3,064	94.9%
Other services and charges	1,389	4,065	63,850	59,785	93.6%
Leases	3,087	6,283	35,685	29,402	82.4%
Depreciation	305	611	2,500	1,889	75.6%
Contractual services	728,439	1,400,232	8,820,000	7,419,768	84.1%
96-gal Cart Expense	12,936	13,867	190,295	176,428	92.7%
Contingencies	-	-	-	-	-
Total Expenses	<u>773,095</u>	<u>1,483,031</u>	<u>9,515,820</u>	<u>8,032,789</u>	<u>84.4%</u>
Net Income	<u>\$ 21,085</u>	<u>\$ 49,142</u>	<u>\$ -</u>	<u>\$ 49,142</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - August 2020

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	\$ 121,273	\$ 121,273	\$ 1,000,000	\$ 878,727	87.9%
Materials Sales Rebate	10,884	21,656	150,000	128,344	85.6%
Interest on Investments	<u>37</u>	<u>257</u>	<u>2,240</u>	<u>1,983</u>	<u>88.5%</u>
Total Revenues	<u>132,194</u>	<u>143,186</u>	<u>1,152,240</u>	<u>1,009,054</u>	<u>87.6%</u>
Expenses:					
Personnel services	450	915	9,715	8,800	90.6%
Fringe benefits	209	462	2,480	2,018	81.4%
Professional services	373	695	1,505	810	53.8%
Repairs and maintenance	16	94	170	76	44.7%
Advertising and promotions	-	-	500	500	100.0%
Materials and supplies	9	14	150	136	90.4%
Other services and charges	43	81	435	354	81.5%
Leases	109	219	1,350	1,131	83.8%
Contractual services	121,273	121,273	1,000,000	878,727	87.9%
Materials sales rebate	<u>9,001</u>	<u>19,773</u>	<u>123,000</u>	<u>103,227</u>	<u>83.9%</u>
Total Expenses	<u>131,481</u>	<u>143,525</u>	<u>1,139,305</u>	<u>995,780</u>	<u>87.4%</u>
Net Income	<u>\$ 713</u>	<u>\$ (339)</u>	<u>\$ 12,935</u>	<u>\$ (13,274)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July - August 2020

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	\$ 287,833	\$ 549,558	\$ 3,442,000	\$ 2,892,442	84.0%
Customer Service Assessment	2,839	5,667	35,000	29,333	83.8%
Contract Admin Costs	10,900	10,900	-	(10,900)	0.0%
Interest on Investments	<u>74</u>	<u>221</u>	<u>4,840</u>	<u>4,619</u>	<u>95.4%</u>
Total Revenues	<u>301,647</u>	<u>566,346</u>	<u>3,481,840</u>	<u>2,915,494</u>	<u>83.7%</u>
Expenses:					
Personnel services	1,445	2,915	19,515	16,600	85.1%
Fringe benefits	485	1,069	5,360	4,291	80.1%
Professional services	1,490	2,972	7,085	4,113	58.1%
Repairs and maintenance	63	402	965	563	58.3%
Advertising and promotions	-	-	500	500	99.0%
Materials and supplies	40	56	745	689	92.5%
Other services and charges	172	323	1,765	1,442	81.7%
Leases	410	833	3,055	2,222	72.7%
Depreciation	50	101	850	749	88.1%
Contractual Services	<u>287,798</u>	<u>549,523</u>	<u>3,442,000</u>	<u>2,892,477</u>	<u>84.0%</u>
Total Expenses	<u>291,954</u>	<u>558,194</u>	<u>3,481,840</u>	<u>2,923,646</u>	<u>84.0%</u>
Net Income	<u>\$ 9,693</u>	<u>\$ 8,152</u>	<u>\$ -</u>	<u>\$ 8,152</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ -</u>	

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

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	\$ 286,243	\$ 509,957	\$2,370,000	\$1,860,043	78.5%
Contract Admin Costs	-		-	-	0.0%
Materials Sales Rebate	<u>20,093</u>	<u>70,727</u>	<u>745,000</u>	<u>674,273</u>	<u>90.5%</u>
Total Revenues	<u>306,336</u>	<u>580,684</u>	<u>3,115,000</u>	<u>2,534,316</u>	<u>81.4%</u>
Expenses:					
Advertising and Promotions	-	-	-	-	0.0%
Contractual services	285,447	509,161	2,370,000	1,860,839	90.0%
Materials sales rebate	<u>20,093</u>	<u>70,727</u>	<u>745,000</u>	<u>674,273</u>	<u>90.5%</u>
Total Expenses	<u>305,540</u>	<u>579,888</u>	<u>3,115,000</u>	<u>2,535,112</u>	<u>81.4%</u>
Net Income	<u>\$ 796</u>	<u>\$ 796</u>	<u>\$ -</u>	<u>\$ 796</u>	

**Central Virginia Waste Management Authority
Accounts Receivables
August 2020**

August 31, 2020	Total	Over 60 days	Current w/in 60 days
Department of General Services	2,826		2,826
Ashland	19,766		19,766
Charles City			-
Chesterfield	88,998	25	88,973
Colonial Heights	162,493		162,493
Goochland	8,392		8,392
Hanover	49,769		49,769
Henrico	481,501	397	481,103
Hopewell	116,633		116,633
New Kent	35,050		35,050
Petersburg	127,848		127,848
Powhatan	19,194		19,194
Prince George			-
Richmond	772,016	600	771,416
Totals	\$1,884,486	\$ 1,022	\$1,883,464