

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 18, 2020
RICHMOND, VA & VIRTUAL**

MEMBERS/ALTERNATES PRESENT

Voting:

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

Non-Voting:

Jeffrey Howard (A-Chesterfield)
Al Pace (A-Chesterfield)
Dwayne Jones (A-Goochland)
Josh Byerly (A-Henrico)

Staff:

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

MEMBERS/ALTERNATES NOT PRESENT

Lee Sloppy (A-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Clay Bowles (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Todd Flippen (A-Colonial Heights)
Susan Dibble (M-Hanover)
Randy Hardman (A-Hanover)
Robert C. Whiteman (M-Henrico)
Bentley Chan (A-Henrico)
Monique Robertson (M-Hopewell)
John Lockwood (A-New Kent)
William Riggleman (A-Petersburg)
Karin Carmack (M-Powhatan)
Rod Compton (A-Prince George)

Guests:

Addressing the Board, Mrs. K. Hynes, CVWMA Executive Director, welcomed the attendees and she instructed members on how to cast their votes using the meeting's electronic functions. 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, and with a quorum in attendance she 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.

Item No. 2: Minutes of the Regular Meeting of August 21, 2020

Chairman Paige (M-New Kent) opened the floor for a motion to approve the minutes of the regular meeting of August 21, 2020, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chair, seconded by Mrs. M. Kelley (M-Henrico) and carried that the minutes of the August 21, 2020, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Resolution of Appreciation for Mrs. Marcia R. Phillips

Chairman Paige asked Mrs. K. Shea, Accounting and Financial Manager, to read the Resolution of Appreciation for Mrs. M. Phillips (M-Chesterfield) thanking her for her service as Chairman of the Board. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chair, seconded by Mr. J. Clary (A-Henrico) and carried approving of the Resolution of Appreciation for Mrs. Marcia R. Phillips. Mrs. Hynes thanked Mrs. Phillips for her leadership, continued support to Mrs. Hynes, the staff, Chesterfield County, and the region since 1992. Chairman Paige thanked Mrs. Phillips for being an example of true and dedicated leadership to the CVWMA. Chairman Paige stated CVWMA is a better organization because of her dedication, leadership and service. Mrs. Phillips thanked the Board and stated it has been her pleasure to be on the Board, noting that the CVWMA Board has been a well-functioning Board. Mrs. Phillips noted that fifty years ago for the first Earth Day she took her High School classes to the field beside the school to talk about ecology and recycling. After her own children were in school, she started working at the Department of Litter Control doing Ecology and Environmental Education. She noted it has been a long and interesting road and she thanked everyone for their kind words.

Resolution of Appreciation for Mrs. Angela Burley

Mrs. Angela Burley, Customer Service Representative, was awarded a Resolution of Appreciation for her 10 years of service with CVWMA. Mrs. K. Shea read the resolution recognizing, thanking, and commending Mrs. Burley for her ten years of service. A motion was made by Mrs. M. Phillips (M-Chesterfield), Past Chair, seconded by Mr. M. Jones (M-Richmond), Secretary, and carried recognizing, thanking and commending Mrs. Burley on her ten years of service.

Mrs. K. Hynes thanked Angela and noted she started part time with the Authority and soon after was hired on full time. Mrs. Hynes noted the smile in the picture of Angela on the slide, is how Mrs. Burley looks almost every day. Mrs. Hynes noted she comes into the office with a smile and that translates to every call she takes and every email she sends. Mrs. Hynes thanked Mrs. Burley for all of her years of service, for sticking it out for ten years, and for being the face of CVWMA, for which we are proud. She thanked Angela and hoped for ten more years.

Chairman Paige congratulated Mrs. Burley and stated that the CVWMA truly appreciates all that she has done noting that she, herself has worked in customer service in the past and that she understands what some of Angela's days could be like. Chairman Paige thanked Mrs. Burley for all that she does, for her commitment and service, and she stated she appreciated her work for the Authority and hopes that she will be with the Authority for another ten or twenty years.

Appreciation for Mr. Reggie Thompson

Mrs. Hynes also thanked Mr. R. Thompson, CVWMA, Operations Analyst, for his fifteen years of service. Mrs. Hynes noted Mr. Thompson was recognized at ten years but wanted to take the opportunity to thank Mr. Thompson also for his dedication for fifteen years and for all that he does for the CVWMA. Mrs. Hynes stated that he is a tremendous asset and is appreciated.

Ms. Paige ended with a final thank you to Mrs. A. Burley and Mr. R. Thompson stating the CVWMA absolutely appreciates them and noted the CVWMA is a better organization because of them.

Item No. 4: Audit Committee Report

2020 Comprehensive Annual Financial Report (CAFR)

Mr. M. Purvis (M-Prince George), Treasurer, stated the Audit Committee met with the Brown & Edwards, CVWMA audit firm, on September 3rd. The FY20 CAFR as reported by the Authority received an unmodified opinion, (unqualified opinion) which is the highest audit rating. Brown & Edwards found no material weaknesses in the internal control structure during the audit.

Mrs. Shea referring to the CAFR reiterated there were no material weaknesses found in the internal control structure. She stated there were changes to the accounting procedures for cash receipts during Covid-19 with limited staff physically in the office. To make deposits in a timely fashion and record them in the system, at certain times staff was not able to keep the normal segregation of duties. Staff documented this and shared with the auditors and the Audit Committee to ensure that there was no perception of impropriety.

The CAFR is divided into four sections; Introductory, Financial, Statistical, and Compliance. Mrs. Shea reported that the Introductory Section includes a transmittal letter to the Board of Directors which includes information on economic conditions and major initiatives of the Authority. She noted that this section includes a copy of the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association (GFOA), for the 2019 CAFR which CVWMA received for the 23rd consecutive year. She mentioned that the report also includes a listing of Authority Board members and staff, as well as the Authority's organizational chart.

Continuing, Mrs. Shea reported that the Financial Section contains the auditor's unmodified opinion and management's discussion and analysis summarizing financial activity for the year. This section also provides the financial statements for the Authority's major funds which include the General Fund, Curbside Drop Off Fund, Drop-off Recycling Fund, Municipal Solid Waste (MSW) and Waste Transfer and Disposal Funds. She added that the major fund designation is based on revenues and/or assets in that fund. Although the Drop-off Fund does not meet the criteria of the GASB as a major fund, it was included because of the visibility in the region as one of CVWMA's initial and signature programs. Mrs. Shea stated that remaining funds are included as one major fund that are grouped together in a column called Special Waste. Staff added Note 12 regarding Covid-19 impacts as recommended by the auditors. Following the notes, in the Supplementary Information section, the disclosure of the Virginia Retirement System (VRS) plan and the Other Post Employment Benefit plans is included.

The Statistical Section revenues provides more details about the CVWMA activities. Operating Revenues increased 8.7% from last year to \$17,915,547. Mrs. Shea noted that about 94% of our revenues and expenses are passed through to the participating localities. Recycling costs were up 11%, mostly due to the 30% increase in costs of the Drop Off Recycling with the new contracts that began July 1, 2019. In addition, increased volumes of trash received at convenience centers, especially in the last quarter of the fiscal year resulted in increased revenues and expenses in Waste Transfer and Disposal. Mrs. Shea noted the general operating assessments to our localities which has not changed in over twenty years, except for adjustments for population increases. Referring to the slide, Mrs. Shea noted the continuous Material Sales Rebate has declined since 2017. In 2020, metal markets were down and used oil prices have been down since March. Mrs. Shea noted in the last quarter of the fiscal year, CVWMA did not receive any revenues from used oil resulting in the biggest decline in recycling revenue year over year.

Total Operating Expenses increased by 9% from last year, which is in line with revenue increase of 8.7% since most of our expenses are programmatic. Administrative expenses have been fairly consistent for more than ten years compared to contractual changes, which could be cost related and/or more jurisdictions joining the programs and providing more programs and opportunities for their localities. Referring to the slide, Mrs. Shea noted the locality by participation based on revenues and noted Chesterfield continues as our largest participator in the authority programs, providing 24% of operating revenues. Chesterfield County also has the largest population of all the jurisdictions and county participants in Curbside Recycling and operates two convenience centers making up the largest part of their participation.

Mrs. K. Hynes reported that the Net Assets on June 30, 2020 were \$690,971 which is a decrease of about 12%. The Authority realized a net loss of \$86,660. Contributing to the \$86,660 decrease, the CVWMA recorded a net loss before the retirement entry was made of \$55,544. The Virginia Retirement System (VRS) actuarial valuation resulted in a decrease of \$28,804 while the Other Post Employment Benefits (OPEB) resulted in a decrease of \$2,312. She added that the Required Supplementary Information section includes the disclosure of the VRS plan and the OPEB plans. The OPEB entries are based on the actuarial valuations by Millimen this year. We do not budget for those because of the fluctuation in the valuation, Mrs. Hynes noted. In 2019 we recorded revenue from the valuation and this year it is an expense. Reserves make up 4% of the 2021 total budget and many of you know, we have a target of 5% that was established by the board several years ago. The 4% does not mean we are not in a healthy financial position. We have a strong financial position, particularly since the majority of our revenues are passed through to the localities, Mrs. Hynes noted. The net position makes up 60% of our administrative budget and it is a strong number.

Mrs. Hynes reminded the Board that consultants were hired in September and Gershman, Bricker, & Bratton, Incorporated (GBB) evaluated our existing Curbside Recycling program and provided a report. The Board appropriated \$45,000 for that project and that makes up the bulk of the net loss figure before retirement and OPEB. We didn't meet our budget for interest income because the rates declined and the purchasing card rebate lost \$9,000 because one of our large contractors, County Waste, asked us at the beginning of the year not to pay them by credit card any longer. We had been paying with the purchasing card and earned a 1% rebate back. We did make up most of that decline in revenue with some penalties that were assessed. Mrs. Hynes noted that we do not count on those penalties because we certainly want our contractors to perform. Mrs. Hynes stated the Education and Outreach Specialist position has been vacant for a year which provided some savings. After the Covid-19 pandemic began in the last quarter of the year, we had some education outreach savings because we weren't sending the Young Scientists out to schools. We also realized savings because conferences and travel were either cancelled or postponed. CVWMA did spend some money to make sure that some of the staff could telework but realized savings on normal supplies that would have been spent had we been in the office.

Mrs. Hynes noted the comparison of actual financial activity to budget. CVWMA remained within total budget with the only exception of Personnel Services. This was over budget due to the retirement and OPEB adjustments not budgeted.

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

Mrs. M. Kelley (M-Henrico) asked when we will get the Outreach Education Specialist position filled. Ms. Hynes stated that she and Mrs. Drumheller have been discussing the position and hopefully that can be addressed soon. Mrs. Hynes noted the position is still included in the current budget.

Mr. R. Dunn (M-Chesterfield), Vice-Chairman, highlighted again that the Auditor's, Brown and Edwards, were extremely pleased about how our staff has gone through the Covid-19 issues and kept our checks and balances in good stead and in good control. Mr. Dunn reiterated they were very impressed with what the staff had done. Chairman Paige noting no other comments, applauded the staff for having the highest degree of excellence and to continue that for 23 years is no small feat, especially during these times. Chairman Paige stated the Board is grateful for all that staff does.

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. Clary (A-Henrico) and carried that the 2020 CAFR be approved and submitted to the Virginia Auditor of Public Accounts.

STAFF AGENDA

Item No. 5: Consideration of Resolution 21-03: Renewal of the Contracts for Collecting, Transporting, and Processing Used Electronic Equipment

Mr. R. Nolan, Director of Operations, requested approval for a one year renewal 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 . The Contracts will expire on November 30, 2020, and this request is to renew the contracts for an additional one-year period as allowed for under the Contract.

Mr. Nolan noted the service level for these vendors has been consistent and reliable and that the renewals were reviewed and approved by the TAC members during the September 2020 TAC meeting. Continuing, Mr. Nolan noted 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.

Chairman Paige asked for a motion to approve **Resolution 21-03: Authorizing the Executive Director to execute an Addendum to renew the Contracts for Collecting, Transporting, and Processing Used Electronic Equipment, for one year as presented.** It was moved by Mr. J. Clary (A-Henrico), and seconded by Mrs. M. Phillips (M-Chesterfield), Past Chair, and approved as presented.

Item No. 6: Residential Recycling Program

Mr. R. Nolan reported that the total tonnage of recyclables collected in the month of August 2020 in the residential recycling program was 3,017 tons, 155 tons more than last August. Mr. Nolan added that there was a total of 6,079 tons collected year to date August 2020, 165 tons more than 2019. There were 2,041 misses for

the month of August compared to 2,067 in July. Mr. Nolan noted that the TAC approved a denial letter to be sent to TFC in response to their petition for a price increase.

Mr. Nolan stated 413 carts were sold in August which is double what was done previously and that the majority of sales were in Chesterfield and Henrico.

Mrs. Hynes gave an update on the procurement for Residential Recycling Services and Drop Off Processing noting the Committee has been meeting every two to three weeks since January. A near final draft of the RFP, including the scope of services and the cost proposal form has been prepared and sent to all the committee members to share within their localities, with legal counsel or purchasing managers, for feedback. Mrs. Hynes stated she had shared the draft RFP with the CVWMA legal counsel for review. The plan is to issue the RFP by mid-November or the beginning of December and will allow until March for a response time due to the size of the contract. The next Committee meeting is October 1 at 10am.

Item No. 7: Municipal Solid Waste (MSW) Program

Mr. R. Thompson, CVWMA Operations Analyst, reported 76 misses were recorded in Ashland for Meridian Waste (MW) and 30 misses in the Chesterfield tax relief program for County Waste in August. In the Tri-City area, 92 misses were recorded in Colonial Heights, 195 misses in Hopewell; and 226 misses in Petersburg for Meridian Waste. Mr. Thompson noted there was a total of 1,341 misses in July compared to a total of 589 misses in August, which is a 44% decrease in misses from July to August. Mr. Thompson thanked the localities for their patience, as we transition from CFS to Meridian Waste. He noted it was much more than a name change.

Item No. 8: Operations and Program Statistics

Mr. Nolan stated the September program statistics will be available online by Monday, September 21.

Mr. Nolan updated the Board on upcoming events: Henrico County e-cycling Event – October 3; Hanover County e-cycling Event - November 7; and Hanover County Household Hazardous Waste Event – November 14.

Mr. Nolan stated the September commodity pricing for Mixed Paper is \$20/ton; Old Corrugated Cardboard (OCC) stayed at \$70/ton, and newsprint increased \$5 to \$50/ton. Steel increased \$15 to \$145/ton. Oil prices are still at \$0 per gallon.

Item No. 9: Technical Advisory Committee (TAC) Report

Mr. Nolan stated the TAC met on September 10 and topics discussed included: e-waste contract renewals; third party audits for e-waste; and response to TFC’s petition request. The next TAC meeting is scheduled for October 1st.

Item No. 10: Public Information

Mrs. N. Drumheller, Public Affairs Manager, stated staff continues to provide virtual education resources on all of the CVWMA social media platforms daily. Staff did a virtual presentation to a neighborhood civic group on September 10th which was shared on their Facebook group. In addition, the Young Scientists will be presenting three virtual classroom presentations for 12th graders at Hopewell High School on Friday, September 25th. Staff is working with the Patrick Henry YMCA on a virtual After School program.

CVWMA Website, Social Media, Email Reminder

During August, staff made over 220 posts, tweets, and shared videos; added 46 pins (resources) to our Pinterest page; updated the Authority's website; added a CVWMA page on LinkedIn so please follow us; and have 555 new Collection Day email subscribers. Mrs. Drumheller apologized to Mr. R. Dunn (M-Chesterfield), Vice-Chairman, for the email glitch online and noted subsequently emails were sent to all of the people that did not get them.

Staff is trying to figure out how to share monthly impact as we continue to navigate virtual education and outreach. According to Facebook's Analytics: staff made 151 posts, uploaded several videos that reached 5,178 people. Twitter Analytics stated staff did 70 tweets; we had 19 mentions; 9 new followers; 650 impressions a day. The CVWMA website shows that our numbers are down this month from July, but we still had 15,206 unique visitors, made over 23,300 visits, to over 50,700 pages. Top downloads were the 2020 collection schedule and the Hopewell trash collection map. The pages viewed were Collection Day and What to Recycle. On Pinterest, we had 2,600 monthly views which is down from previous months, but we still had over 6,225 impressions. With summer vacations and people able to get out more staff thinks that once school starts, even if virtually, we will see an uptick in our followers.

Electronic Newsletter

The September 2020 Waste Reduction News was distributed electronically on September 1st to over 1,400 email subscribers. As Rich mentioned, the City of Richmond, Department of Public Works, hosted a very successful Recycling Day Event on Saturday, September 12th. The annual James River Regional Cleanup Day, the popular regional river cleanup was self-directed this year. The localities shared posts and tweets with the cleanup results. Mrs. Drumheller noted the Recycling Event co-hosted by Keep Virginia Beautiful and the Retail Merchants Association is on Friday, September 18th, and not September 28th as mentioned incorrectly in the electronic newsletter. Lastly, Goochland County is hosting a Cover Your Load litter educational event on September 28th as part of their Don't Trash Goochland County litter campaign. The Middle James Round Table annual Watershed conference is also being held today, September 18th.

Labor Day Messaging

Staff provided Labor Day messaging on the Authority's website, posted on all social media platforms, and provided messaging in our phone queue system. Thank you to the member localities that shared the delay information. Mrs. Drumheller thanked Hopewell, Petersburg, and Goochland County noting it is helpful to have cross messaging.

2021 Recycling Collection Schedule

Mrs. Drumheller stated staff put out a Request for Proposals (RFP) for the Printing and Mailing of the 2021 Annual Collection Schedule. RFPs are due back on September 23rd. Staff will bring a recommendation to the Executive Committee at the October 6th meeting, and then to the full Board for approval at the October 16th meeting.

America Recycles Day 2020

Planning for America Recycles Day has begun. Staff participated in an America Recycles Day Signers webinar that was hosted by the Environmental Protection Agency (EPA). Staff has also been in touch with local media.

Prescription Drug Take Back October 24

Saturday, October 24th is National Prescription Drug Take Back Day. This event is posted on the CVWMA Event Calendar. Residents in our member localities can put in their zip code information on the Drug Enforcement Administration (DEA) website to see where local law enforcement are hosting collection events in our 13 member localities.

Mr. R. Dunn (M-Chesterfield), Vice-Chairman complimented Mrs. Drumheller on the nice job as usual. Chairman Paige commended Mrs. Drumheller for being an awesome, one woman show at this time and she thanked Mrs. Drumheller for all of the work she does to get recycling information out to our schools and the general public.

Item No. 11: Financial Reports for August 2020

Mrs. K. Shea, CVWMA Accounting and Financial Manager, reported the August financial activity is consistent with the second month of the new year. The Authority has a combined Net Income of \$524,423 and the net income will continue to decrease each month as expenses are incurred throughout the fiscal year. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month and three accounts are 60 days past due and we are in communication with those localities regarding payment.

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

Item No. 12: Administrative

Mrs. Hynes mentioned the CVWMA 30th Anniversary logo that was developed and she hoped that everyone had seen it. Mrs. Hynes reminded the Board that the Authority is a U.S. Plastics Pact participator and the first meeting was held on Tuesday, September 15, virtually. Mrs. Hynes stated work is just getting started with determining how the work will flow.

Mrs. Hynes also noted that evaluation of a tipping fee surcharge is included in the proposed Virginia State Budget. The TAC has begun discussion and Mrs. Hynes noted that SWANA and Virginia Waste Industries are not supportive.

Mrs. Hynes reminded the Board that the TAC Meeting will be held on Thursday, October 1st at 9:00 a.m. and everyone is welcome to attend. Immediately following the Procurement Committee meeting will meet at 10:00 a. m. The Executive Committee will meet on Tuesday, October 6th at 11:00 a.m. The Board will meet virtually on October 16th at 9:00 a.m.

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 10:00 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chairman, seconded by Mr. J. Clary (A-Henrico) and carried that the September 18, 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 September 18, 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., October 16, 2020. Given under my hand and seal of the CVWMA this 16th day of October 2020.


Patricia Paige, Chairman

