



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
OCTOBER 16, 2020  
RICHMOND, VIRGINIA & VIRTUAL**

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.**

**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](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 September 18, 2020 **3-12**
3. Chairman's Report
  - Resolution of Appreciation** for Mark Kukoski **13**
  - Resolution of Appreciation** for Darlene Mallory-Jenkins **14**
4. Treasurer's Report
  - Financial Reports for September 2020 **15-22**

**STAFF AGENDA**

**ITEM NO.**

5. Residential Recycling Program
6. Municipal Solid Waste (MSW) Program
7. Operations and Program Statistics
8. Technical Advisory Committee (TAC) Report

9. Consideration of **Resolution 21-04:** To Award a Contract for Printing and Mailing Services

**23-24**

10. America Recycles Day – November 15<sup>th</sup>

11. Public Information

12. Administrative

**OLD/NEW BUSINESS**

**ADJOURNMENT**

**Upcoming Meetings:**

Technical Advisory Committee - Thursday, November 5, 2020 –9:00 a.m.

Executive Committee Meeting – Tuesday, November 10, 2020 – 11:00 a.m.

Board of Directors Meeting – Friday, November 20, 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 SEPTEMBER 18, 2020**

Minutes of the September 18, 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  
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 Riggelman (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 3<sup>rd</sup>. 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 23<sup>rd</sup> 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 30<sup>th</sup>. 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 10<sup>th</sup> which was shared on their Facebook group. In addition, the Young Scientists will be presenting three virtual classroom presentations for 12<sup>th</sup> graders at Hopewell High School on Friday, September 25<sup>th</sup>. 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 1<sup>st</sup> 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 12<sup>th</sup>. 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 18<sup>th</sup>, and not September 28<sup>th</sup> as mentioned incorrectly in the electronic newsletter. Lastly, Goochland County is hosting a Cover Your Load litter educational event on September 28<sup>th</sup> 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 18<sup>th</sup>.

### ***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 23<sup>rd</sup>. Staff will bring a recommendation to the Executive Committee at the October 6<sup>th</sup> meeting, and then to the full Board for approval at the October 16<sup>th</sup> 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 24<sup>th</sup> 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 30<sup>th</sup> 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 6<sup>th</sup> at 11:00 a.m. The Board will meet virtually on October 16<sup>th</sup> 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**

**TREASURER'S REPORT**

***Financial Reports for September 2020***

The financial activity for September is consistent for the third month of the fiscal year and the Authority continues to remain within total budget in all funds as of September 30, 2020. The Authority has a combined Net Income of 461,146 as of September 30, 2020. The Net Income will decrease as we continue to incur expenses 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. Four accounts totaling \$605,071 are past due from four localities. Staff is working with those past due to bring them current.

***2020 Comprehensive Annual Financial Report (CAFR) to the Auditor of Public Accounts***

The 2020 CAFR has been submitted to the Virginia Auditor of Public Accounts and will be submitted to the Government Finance Officers Association (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting.

**Recommended Action:** Approval of the Financial Reports for September 2020



# Resolution of Appreciation

Presented to

***MARK KUKOSKI***

UPON COMPLETION OF HIS SERVICE AS MEMBER OF THE  
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS

***WHEREAS***, Mark Kukoski has served on the Central Virginia Waste Management Authority Board of Directors representing the City of Richmond since October 2006; and

***WHEREAS***, Mr. Kukoski has provided outstanding leadership, serving as Chairman of the Board of Directors from 2010 to 2012, and serving on the Executive Committee from 2007 to 2014 and again from 2015 to 2019, in various roles including Vice-Chairman and Treasurer; and

***WHEREAS***, Mr. Kukoski has promoted regional cooperation by supporting Authority programs in the City of Richmond; and

***WHEREAS***, Mr. Kukoski has been instrumental in raising awareness about the importance of solid waste planning and recycling opportunities throughout the region; and

***WHEREAS***, Mr. Kukoski's personal and professional commitment to the environment has been 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 Mark Kukoski for his outstanding service, efforts, and achievements as an invaluable leader to the Authority and upon completion of his service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

**Adopted this 16<sup>th</sup> day of October 2020**

Attest: \_\_\_\_\_

**Patricia Paige, Chairman**





# Resolution of Appreciation

Presented to

***DARLENE MALLORY-JENKINS***

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

**WHEREAS**, Darlene Mallory Jenkins has served on the Central Virginia Waste Management Authority Board of Directors representing the City of Richmond since November 2018; and

**WHEREAS**, Ms. Jenkins has partnered with the Authority throughout her career of over 31 years in the city of Richmond and most recently 20 years with the Clean City Commission; and

**WHEREAS**, Ms. Jenkins has provided outstanding leadership with the Authority; and

**WHEREAS**, Ms. Jenkins has promoted regional cooperation by supporting Authority programs in the City of Richmond; and

**WHEREAS**, Ms. Jenkins has been instrumental in raising awareness about the importance of solid waste planning and recycling opportunities throughout the region; and

**WHEREAS**, Ms. Jenkins' personal and professional commitment to the environment has been 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 Darlene Mallory-Jenkins for her outstanding service, efforts, and achievements as an invaluable leader to the Authority and upon completion of her service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

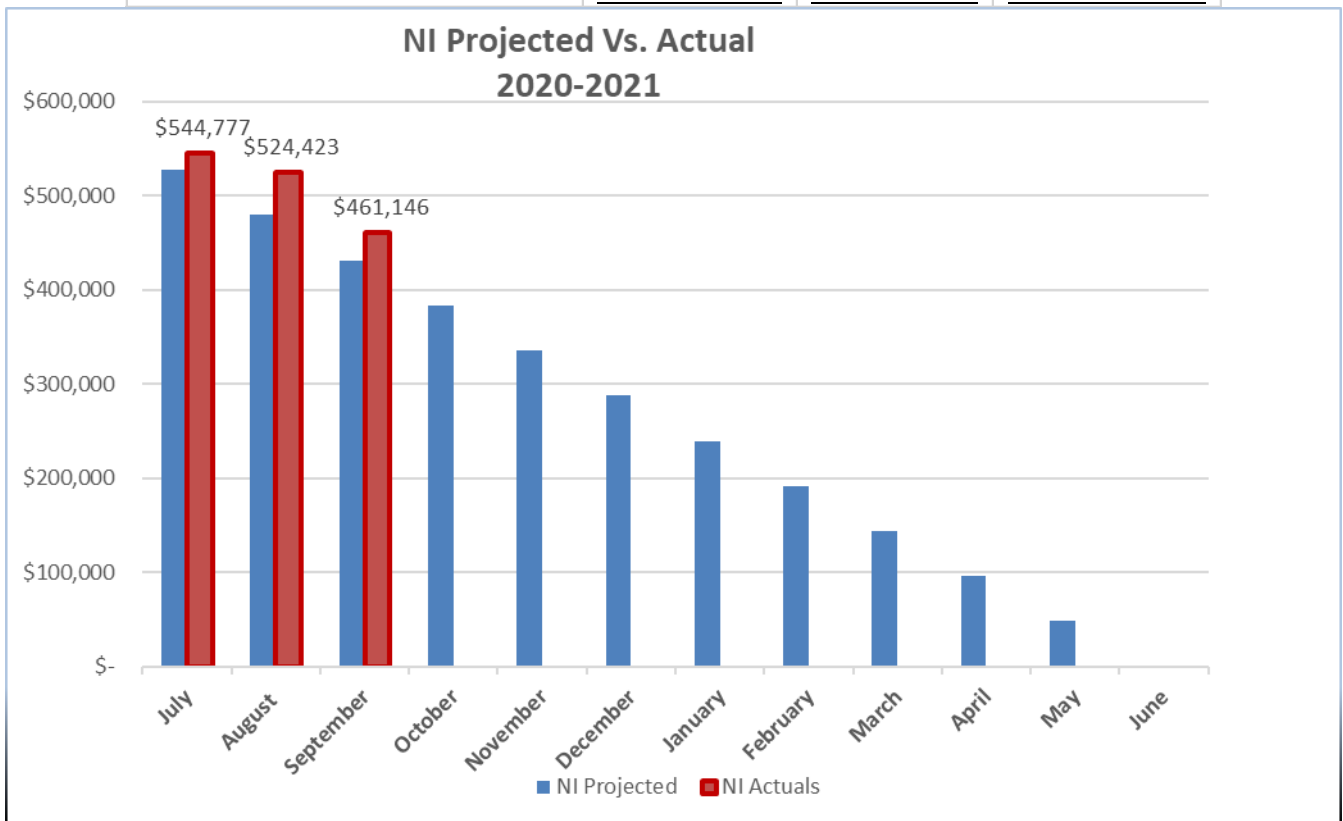
Adopted this 16th day of October 2020

Attest: \_\_\_\_\_  
Patricia Paige, Chairman



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

<b>Summary - All Funds</b>			
	<b>Total</b>	<b>Total</b>	
	<b>Revenues</b>	<b>Expenses</b>	<b>NI Totals</b>
General Operating Fund	\$ 576,803	163,520	\$ 413,283
Curbside Project Fund	2,305,053	2,263,639	\$ 41,414
Drop-Off Project Fund	273,154	271,722	\$ 1,433
Municipal Solid Waste Fund	859,862	854,849	\$ 5,014
CFC/HCFC	25,350	25,350	\$ -
Special Waste Collections	28,328	28,328	\$ -
Waste Tire Fund	8,120	8,120	\$ -
Appliance and Scrap Metal Hauling	113,243	113,243	\$ -
Yard Waste Projects	205,426	205,426	\$ -
Waste Transfer & Disposal	439,373	439,371	2
<b>Totals</b>	<b>\$ 4,834,712</b>	<b>\$ 4,373,566</b>	<b>\$ 461,146</b>
	<b>Month to date</b>	<b>Year to date</b>	<b>Budget</b>
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>





**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July - September 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	\$ -	\$ 575,228	\$ 575,230	\$ 2	0.0%
Interest on Investments	<u>1,247</u>	<u>1,575</u>	<u>52,900</u>	<u>51,325</u>	<u>97.0%</u>
<b>Total Revenues</b>	<u>1,247</u>	<u>576,803</u>	<u>628,130</u>	<u>51,327</u>	<u>8.2%</u>
<b>Expenses:</b>					
Personnel services	35,118	106,001	432,785	326,784	75.5%
Fringe benefits	8,566	20,740	90,800	70,060	77.2%
Professional services	3,624	16,705	34,525	17,820	51.6%
Repairs and maintenance	19	1,422	3,075	1,653	53.8%
Advertising and promotions	300	300	1,250	950	76.0%
Materials and supplies	318	625	4,000	3,375	84.4%
Other services and charges	1,346	2,823	13,855	11,032	79.6%
Leases	4,486	12,327	50,775	38,448	75.7%
Depreciation	859	2,577	10,000	7,423	74.2%
<b>Total Expenses</b>	<u>54,636</u>	<u>163,520</u>	<u>641,065</u>	<u>477,545</u>	<u>74.5%</u>
<b>Net Income</b>	<b><u>\$ (53,389)</u></b>	<b><u>\$ 413,283</u></b>	<b><u>\$ (12,935)</u></b>	<b><u>\$ 426,218</u></b>	
<b>Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ -</u>	

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

<b>Curbside Project Fund</b>					
	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total</b>		<b>% Budget</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Remaining</b>
<b>Revenues:</b>					
Project Service Fees	\$ 710,356	\$ 2,110,588	\$ 8,820,000	\$ 6,709,412	76.1%
Public Relations Assessment	18,575	57,206	229,000	171,794	75.0%
Customer Service Assessment	19,691	60,620	242,000	181,380	75.0%
96-gal Cart Revenue	24,023	75,606	199,800	124,194	62.2%
Contract Admin Costs	-	-	-	-	
Sponsorship and Grants	-	-	10,000	10,000	100.0%
Material Sales Rebate	-	-	-	-	
Interest on Investments	235	1,033	15,020	13,987	93.1%
<b>Total Revenues</b>	<b>772,880</b>	<b>2,305,053</b>	<b>9,515,820</b>	<b>7,210,767</b>	<b>75.8%</b>
<b>Expenses:</b>					
Personnel services	15,518	46,741	228,990	182,249	79.6%
Fringe benefits	7,308	19,061	59,875	40,814	68.2%
Professional services	3,027	13,377	29,655	16,278	54.9%
Repairs and maintenance	152	1,664	2,740	1,076	39.3%
Advertising and promotions	4,825	7,793	79,000	71,207	90.1%
Materials and supplies	228	394	3,230	2,836	87.8%
Other services and charges	2,103	6,168	63,850	57,682	90.3%
Leases	2,948	9,231	35,685	26,454	74.1%
Depreciation	306	917	2,500	1,583	63.3%
Contractual services	710,356	2,110,588	8,820,000	6,709,412	76.1%
96-gal Cart Expense	33,836	47,703	190,295	142,592	74.9%
Contingencies	-	-	-	-	-
<b>Total Expenses</b>	<b>780,608</b>	<b>2,263,639</b>	<b>9,515,820</b>	<b>7,252,182</b>	<b>76.2%</b>
<b>Net Income</b>	<b>\$ (7,728)</b>	<b>\$ 41,414</b>	<b>\$ -</b>	<b>\$ 41,414</b>	
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	

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

<b>Drop Off Project 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	\$ 114,346	\$ 235,619	\$ 1,000,000	\$ 764,381	76.4%
Materials Sales Rebate	15,587	37,243	150,000	112,757	75.2%
Interest on Investments	<u>35</u>	<u>292</u>	<u>2,240</u>	<u>1,948</u>	<u>87.0%</u>
<b>Total Revenues</b>	<u>129,969</u>	<u>273,154</u>	<u>1,152,240</u>	<u>879,086</u>	<u>76.3%</u>
<b>Expenses:</b>					
Personnel services	456	1,371	9,715	8,344	85.9%
Fringe benefits	306	768	2,480	1,712	69.0%
Professional services	177	872	1,505	633	42.1%
Repairs and maintenance	4	98	170	72	42.5%
Advertising and promotions	14	14	500	487	97.3%
Materials and supplies	17	31	150	119	79.2%
Other services and charges	34	115	435	320	73.7%
Leases	109	328	1,350	1,022	75.7%
Contractual services	114,346	235,619	1,000,000	764,381	76.4%
Materials sales rebate	<u>12,734</u>	<u>32,507</u>	<u>123,000</u>	<u>90,493</u>	<u>73.6%</u>
<b>Total Expenses</b>	<u>128,197</u>	<u>271,722</u>	<u>1,139,305</u>	<u>867,583</u>	<u>76.2%</u>
<b>Net Income</b>	<b><u>\$ 1,772</u></b>	<b><u>\$ 1,433</u></b>	<b><u>\$ 12,935</u></b>	<b><u>\$ (11,502)</u></b>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July - September 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	\$ 290,608	\$ 840,166	\$ 3,442,000	\$ 2,601,834	75.6%
Customer Service Assessment	2,838	8,505	35,000	26,495	75.7%
Contract Admin Costs	-	10,900	-	(10,900)	0.0%
Interest on Investments	<u>71</u>	<u>292</u>	<u>4,840</u>	<u>4,548</u>	<u>94.0%</u>
<b>Total Revenues</b>	<u>293,516</u>	<u>859,862</u>	<u>3,481,840</u>	<u>2,621,978</u>	<u>75.3%</u>
<b>Expenses:</b>					
Personnel services	1,451	4,366	19,515	15,149	77.6%
Fringe benefits	1,978	3,047	5,360	2,313	43.1%
Professional services	778	3,750	7,085	3,335	47.1%
Repairs and maintenance	15	417	965	548	56.8%
Advertising and promotions	1,280	1,280	500	(780)	99.0%
Materials and supplies	71	127	745	618	83.0%
Other services and charges	136	459	1,765	1,306	74.0%
Leases	252	1,085	3,055	1,970	64.5%
Depreciation	51	152	850	698	82.1%
Contractual Services	<u>290,643</u>	<u>840,166</u>	<u>3,442,000</u>	<u>2,601,834</u>	<u>75.6%</u>
<b>Total Expenses</b>	<u>296,655</u>	<u>854,849</u>	<u>3,481,840</u>	<u>2,626,991</u>	<u>75.4%</u>
<b>Net Income</b>	<b><u>\$ (3,138)</u></b>	<b><u>\$ 5,014</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 5,014</u></b>	
<b>Capital Outlay</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 1,000</u></b>	<b><u>\$ -</u></b>	

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

---

<b>Other Special Projects</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	\$ 194,746	\$ 704,703	\$ 2,370,000	\$ 1,665,297	70.3%
Materials Sales Rebate	<u>44,409</u>	<u>115,136</u>	<u>745,000</u>	<u>629,864</u>	<u>84.5%</u>
<b>Total Revenues</b>	<u>239,156</u>	<u>819,840</u>	<u>3,115,000</u>	<u>2,295,160</u>	<u>73.7%</u>
<b>Expenses:</b>					
Advertising and Promotions	-	-	-	-	0.0%
Contractual services	195,540	704,701	2,370,000	1,665,299	90.0%
Materials sales rebate	<u>44,409</u>	<u>115,136</u>	<u>745,000</u>	<u>629,864</u>	<u>84.5%</u>
<b>Total Expenses</b>	<u>239,950</u>	<u>819,838</u>	<u>3,115,000</u>	<u>2,295,162</u>	<u>73.7%</u>
<b>Net Income</b>	<u>\$ (794)</u>	<u>\$ 2</u>	<u>\$ -</u>	<u>\$ 2</u>	

**Central Virginia Waste Management Authority**  
**Accounts Receivables**  
**September 30, 2020**

---

	<b>Total</b>	<b>Over 60 days</b>	<b>Current w/in 60 days</b>
Department of General Services	5,272		5,272
Ashland	-		-
Charles City	-		-
Chesterfield	306,124		306,124
Colonial Heights	93		93
Goochland	85		85
Hanover	34,807	341	34,465
Henrico	486,922	180,612	306,310
Hopewell	117,923		117,923
New Kent	33,163		33,163
Petersburg	128,498		128,498
Powhatan	59,242	16,136	43,105
Prince George	-		-
Richmond	1,011,088	407,981	603,106
<b>Totals</b>	<b>\$ 2,183,215</b>	<b>\$ 605,071</b>	<b>\$ 1,578,144</b>

**CONSIDERATION OF RESOLUTION 21-04: TO AWARD A CONTRACT FOR PRINTING AND MAILING SERVICES**

The CVWMA issued a Request for Proposals (RFP) seeking a qualified firm(s) to provide Printing and Mailing Services of the 2021 Annual Collection Schedule on September 1, 2020. The goal and objective of the solicitation was to identify a printer and mail house that will provide the highest quality service at the most competitive cost. The project will include the printing and mailing of the 2021 collection schedule and may be extended for two (2) optional one (1) year extensions (printing and mailing of the 2022 and 2023 collection schedules).

Thirteen proposals were received by the deadline of September 23, 2020. Four offerors were interviewed by the evaluation committee consisting of Kim Hynes and Nancy Drumheller. Staff recommends awarding a contract to Professional Printing Center in Chesapeake.

Attached is **Resolution 21-04** authorizing the Executive Director to execute a Contract for Printing and Mailing Services of the 2021 Annual Collection Schedule with Professional Printing Center in Chesapeake.

**Recommended Action:** Approval of **Resolution: 21-04**

Attachment

# RESOLUTION 21-04

A resolution awarding a contract for Printing and Mailing Services for the 2021 Annual Collection Schedule between the Central Virginia Waste Management Authority and Professional Printing Center for a one (1) year period commencing on or about October 16, 2020.

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

**WHEREAS**, the report included as Staff Agenda Item No. 9 of the October 2020 Board Agenda outlined the proposed Printing and Mailing Services 2021 Annual Collection Schedule to be provided by Professional Printing Center; and

**WHEREAS**, the Executive Director is authorized, subject to General Counsel's review and approval to execute a contract for Printing and Mailing Services between the Central Virginia Waste Management Authority and Professional Printing Center; and

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

**Adopted this 16<sup>th</sup> day of October 2020**

**ATTEST:**

\_\_\_\_\_  
**Patricia Paige, Chairman**