

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 20, 2020
RICHMOND, VIRGINIA & VIRTUAL**

MEMBERS/ALTERNATES PRESENT

Voting:

Patricia Paige (M-New Kent), Chairman
Robert L. Dunn (M-Chesterfield), Vice-Chairman
Miles Jones (M-Richmond), Secretary
Tangela Innis (M-Petersburg), Director
Marcia Phillips (M-Chesterfield), Past Chair
Jennifer Schontag (M-Ashland)
Scott Zaremba (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Wendy Grady (M-Goochland)
Stephen Chidsey (M-Hanover)
J. Allen Lane (M-Henrico)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
Monique Robertson (M-Hopewell)
Karin Carmack (M-Powhatan)
Nathan Joyce (M-Richmond)

Non-Voting:

Clay Bowles (A-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Josh Byerly (A-Henrico)
Jon Clary (A-Henrico)
John Lockwood (A-New Kent)
Johnny Melis (A-Powhatan)

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

Michael Purvis (M-Prince George), Treasurer
Lee Sloppy (A-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Dwayne Jones (A-Goochland)
Susan Dibble (M-Hanover)
Randy Hardman (A-Hanover)
Michael Flagg (A-Hanover)
Bentley Chan (A-Henrico)
William Riggelman (A-Petersburg)
Rod Compton (A-Prince George)

Guests:

Addressing the Board, Mrs. K. Hynes, CVWMA Executive Director, welcomed the attendees and she reminded members on how to cast their votes using the meeting's electronic functions. Mrs. Hynes instructed ~~members who would like to vote verbally could take themselves off of mute.~~

Chairman Paige started the meeting by having all attendees recite the Pledge of Allegiance. She 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 October 16, 2020

Chairman Paige (M-New Kent) opened the floor for a motion to approve the minutes of the regular meeting of October 16, 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 minutes of the October 16, 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. Leigh Dunn

Chairman Paige asked Mrs. K. Shea, Accounting and Financial Manager, to read the Resolution of Appreciation for Mrs. L. Dunn. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chairman, seconded by Mr. M. Jones (M-Richmond), Secretary, and carried approving the Resolution of Appreciation for Mrs. Leigh Dunn.

Chairman Paige thanked Mrs. Dunn for her outstanding service on the CVWMA Board of Directors, for representing Goochland County and for her dedication to recycling.

Resolution of Appreciation for Mr. William Henley

Chairman Paige asked Mrs. K. Shea to read the Resolution of Appreciation for Mr. William Henley, thanking him for his service on the CVWMA Board of Directors. A motion was made by Mr. T. Flippen (A-Colonial Heights), seconded by Mrs. T. Innes (M-Petersburg), Director, and carried approving the Resolution of Appreciation for Mr. William Henley. Chairman Paige thanked Mr. William Henley for a job well done and for representing the City of Colonial Heights.

Mrs. K. Hynes noted the resolutions would be mailed or delivered to each of them. She thanked them both and stated she appreciated all of their input into the authority and the region.

Item No. 4: Strategic Planning Initiative

Mrs. K. Hynes stated the original strategic plan initiative which culminated in June of 2020 included many goals and objectives that are timeless and the staff continues to use it as a guide. Mrs. Hynes stated she believes we need to continue the momentum to guide us into the future. CVWMA is celebrating 30 years of accomplishments and she noted that as we look back and reflect, it is important that we plan for the future. As the solid waste industry is evolving and changing, involving regional and state leaders and stakeholders in the region in the process is important. Mrs. Hynes noted the landscape is ever changing and solid waste technology is evolving and CVWMA needs to be on the forefront. GBB has provided a proposal which the

executive committee heard last month. At next month's Board meeting GBB representatives will review the process with the Board and be available to answer questions. Mrs. Hynes stated the project will cost in the \$80,000 to \$90,000 range. The Executive Committee has discussed it and is interested in going forward, in this current fiscal year. This will also be important as we procure for our largest and most visible program, Residential Recycling.

Mr. S. Chidsey (M-Hanover) asked if the proposal could be provided to the TAC and Mrs. Hynes stated it would.

Chairman Paige stated strategic plans are plans of vision and in this day and time especially, we need to be a step ahead, or five to ten years ahead of what's going on. Chairman Paige stated we will bring this to the entire board to discuss thoroughly. Chairman Paige stated she would like involvement from everyone.

Mrs. M. Kelley (M-Henrico) asked what the specific focus of this consultant related project. Mrs. Hynes stated it would take a holistic approach to planning for solid waste and recycling and providing direction for the Board and CVWMA as an organization. They will be evaluating what we are doing, what we should be doing, what direction our localities want us to go in, and help us thoughtfully plan for the next 30 years and beyond.

Mr. R. Dunn (M-Chesterfield) stated he thinks it is very critical that we do this so that we stay on the road and don't wander off into the weeds and get lost in some things that are not really where we ought to be spending our time and our money. Continuing, Mr. Dunn stated he thinks it is really critical to have a plan that we can look at and ask, "are we on the plan or are we deviating?", and if we are deviating we need to talk to ourselves and decide whether that deviation is correct or not.

Mrs. M. Phillips (M-Chesterfield), Past Chairman, stated she likes the idea that we talk to the elected and appointed officials around the region to make sure that we have buy in so that we don't get surprised, or they aren't surprised by what we are doing.

Mrs. Hynes stated that regional leaders as well as the solid waste and recycling industries have and are changing and we want to be sure we are keeping up and have a solid plan in place.

STAFF AGENDA

Item No. 5: Residential Recycling Program

Mr. R. Nolan reported that the total tonnage of residential recyclables collected in the CVWMA program for October 2020 was 3,156 tons. This is 131 tons more than October 2019. Mr. Nolan added that there was a total of 12,403 tons collected year to date October 2020, 791 tons more than the same period in 2019.

Mr. Nolan noted there were 1,040 misses for the month of October compared to 1,548 in September.

CVWMA RFP #21-02: Residential Recycling Collection, Processing and Marketing and Drop-Off Recycling Processing and Marketing

Mrs. Hynes gave an executive summary of what is included in the request for proposals for the Residential Recycling, Collection, Processing and Marketing and the Drop-Off Recycling Processing and Marketing RFP that was issued Monday, November 16th. Mrs. Hynes stated this has been a work in progress over the last eight months and has finally gotten to the point where we have consensus and were able to issue. It has been posted on the CVWMA website, noticed in the Richmond Times Dispatch, and listed on eVA, the state's procurement system. It was emailed to those companies that staff know might be interested and it will also be

in the December issue of *Resource Recycling*, a national trade magazine, which should be coming out in the next couple of weeks.

Mrs. Hynes stated this is a large committee with one person from every participating jurisdiction and they have been meeting every two weeks since January and are continuing those meetings even though the procurement has been issued. The committee will continue to meet and discuss next steps such as the selection committee and the preproposal conference. The goal of the process was to develop a regional RFP that also included localities specific program needs and to issue by January 2021. We are hoping that by this time next year, we will have a contract in place and we have the localities buy-in so that we can begin implementing in the following 18 months and working with new contractor on transitioning on or about July 1 2023.

Continuing, Mrs. Hynes noted the contracts awarded will be for 10 years with two five year extension options. The RFP includes the ability to award to multiple contractors.

Included in the scope is a base level of service and that includes collection every other week and everyone that is eligible for the program would have a 95 gallon cart that may or may not be provided by the contractor. The base level of service only includes service from the 95 gallon carts and also includes the ongoing maintenance and repairs to be done by the contractor(), even though they may not own the carts.

Mrs. Hynes stated the RFP went out with the existing recyclable materials to compare apples to apples. The base level of service would be provided to about 190,000 eligible homes in eight jurisdictions. That includes all the single family homes in the cities, Colonial Heights, Hopewell, Petersburg, and Richmond, all single family homes in Henrico and the Town of Ashland, and then those portions of Goochland and Hanover that are whole neighborhoods that we are already in. The other piece of the scope is a subscription type service and that would be provided to about 75,000 homes mostly in Chesterfield. Chesterfield has requested a subscription type service where residents can opt in and opt out of the program. We will need some sort of a mechanism to bill residents, collect payments, and manage accounts. We have included in the RFP for contractors to propose on that as well. We are also evaluating, from the CVWMA standpoint, on whether it's feasible for us to do that or not in the future. Prince George doesn't currently participate in Curbside Recycling but if we negotiate something, they may be interested in participating for their suburban areas that are close to the Tri-Cities.

Mr. R. Dunn (M-Chesterfield), Vice-Chairman, asked Mrs. Hynes if new members coming into the community would be provided a mechanism to let them know how to join the recycling program. Mrs. Hynes stated that someone moving in would have to call in and sign up for service. Mr. J. Howard (A-Chesterfield) stated all new Chesterfield households are receiving a welcome letter from the County. Mr. Howard (A-Chesterfield) noted that this started a couple months back and has been working well. Mr. Dunn asked if it included information about recycling specifically and Mr. Howard answered affirmatively.

Continuing, Mrs. Hynes displayed the cost proposal. She stated the base level of service per household per month cost and that should also include the processing of the materials, so we don't have the fluctuation of processing costs and volume. The other section is jurisdiction specific information. This RFP also includes processing of the drop off material. It includes accepting, processing and marketing of the recyclables delivered to the Material Recovery Facility (MRF) from our program and includes the same recyclable materials as would be in the residential program. We did issue the RFP this past Monday, we have put in a mandatory preproposal conference for December 15th. Anyone who is interested must attend that virtual conference, Mrs. Hynes stated, and the link has already been send out to several who have already indicated an interest in participating. Proposals are due back March 5th which is a little longer time frame than what we have done with our smaller contracts, because of the magnitude and the size of the contract to give proposers

the opportunity to ask all their questions, get all their questions answered and be able to provide a good solid proposal.

Mrs. Hynes stated staff is hoping to be able to bring something back to the board by the June Board of Directors meeting. Then work will begin on the contracts and locality service agreements and hopefully by this time next year, or by the end of next year we will have contracts in place. Mrs. Hynes asked if there were any questions about the process. She stated the procurement is on the CVWMA website, if anyone wanted to review it. The committee meets again on December 3rd, right after the TAC meeting and again we will be discussing the contents of the preproposal conference.

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

Mr. R. Thompson, CVWMA Operations Analyst, reported 27 misses were recorded in Ashland for Meridian Waste (MW) and 24 misses in the Chesterfield tax relief program for County Waste in October. In the Tri-City area, 113 misses were recorded in Colonial Heights, 116 misses in Hopewell; and 107 misses in Petersburg for Meridian Waste. Tim Webb is now the area President for Meridian Waste Mr. Thompson noted.

County Waste established leaf vacuum dates for the Chesterfield Tax Relief Program. The first week will be December 7 – 11, 2020 and the second week will be January 4 – 8, 2021. CVWMA has sent letters to the eligible residents.

Mr. Thompson noted that County Waste has changed their name to GFL (Green For Life) Environmental and he noted they have started to use the name GFL.

Item No. 7: Operations and Program Statistics

Mr. Nolan stated the October program statistics will be available early next week online. He reported the November commodity pricing for Mixed Paper is \$30/ton; Old Corrugated Cardboard (OCC) remained at \$70/ton, and newsprint remained at \$50/ton. Steel remained at \$150/ton. Oil prices are still at \$0 per gallon. The Curbside processing fee will be \$20/ton in November.

Item No. 8: Technical Advisory Committee (TAC) Report

Mr. Nolan stated the TAC met on November 5 virtually and topics discussed included: collecting outstanding Service Agreements from localities; potential of pizza box recycling and Westrock conference call; RFP for C & D Waste; and an update on landfills in the area. The next TAC meeting is scheduled for Thursday, December 3rd at 9 a.m.

Mrs. M. Kelley (M-Henrico) stated that she planned to investigate where Publix is taking their foam products noting they have a collection container outside of their store labeled polystyrene. Mrs. M. Phillips (M-Chesterfield), Past Chairman, stated that Publix has a regional or national contract with somebody. Mrs. Hynes stated we can try to find out more. Mrs. M. Kelley (M-Henrico) stated she thinks we should because there are so many more packing materials now that everyone is ordering online. She stated it would be nice to know where the material is going and what it's being used for. Mr. R. Dunn (M-Chesterfield), Vice-Chairman, stated Dupont use to have a contractor who collected Styrofoam and it was then broken down back into its chemical ingredients. Mrs. M. Phillips (M-Chesterfield), Past Chairman, stated she was told by her local Publix that it gets sent to the main offices of Publix or the company itself. Mrs. K. Carmack (M-Powhatan) asked what the purpose is in finding out this information. Chairman Paige stated it is for informational

purposes. Mrs. M. Kelley (M-Henrico) stated we should be prepared for when there are questions from the public on why we are not taking it in our program.

Item No. 9: America Recycles Day – November 15th

Mrs. N. Drumheller, Public Affairs Manager, stated that the annual regional recycling education and this year's America Recycles Day is going well. The online education and public awareness to recycle right started on November 2nd and will run through November 22nd. According to CVWMA media partner, we went from 1,035 entries, with 643 of those opting in for more information from CVWMA to 1,742 entries, and of those 1,135 have now opted for more information. The campaign/contest ends at 11:59 p.m., Sunday, November 22nd and Channel 8 will announce the random winner on November 23rd. The focus again is contamination and recycling right.

CVWMA continues to collaborate with local, state and national partners to promote America Recycles Day and the importance of reduce, reuse, repurpose and recycling right. Referring to the slides Mrs. Drumheller noted the Keep America Beautiful tweets on social media. On average, staff posted at least 3 times a day on all our platforms starting on November 1st.

CVWMA has a webpage devoted to America Recycles Day and they continue to promote locality events. Staff shares posts/tweets that are on our member localities social media platforms and the Jonathan Austin educational videos. 352 visits were made on the America Recycles Day webpage as of November 19th. The top downloads so far were for Jonathan Austin's America Recycles Day videos – Chesterfield MP4 video 68; New Kent 55; Prince George 51; Richmond 37; Petersburg 26 and Colonial Heights 25.

Item No. 10: Public Information

Mrs. Drumheller reported staff participated in the EPA Recycles 2020 Summit and the EPA wants to increase the national recycling rate to 50% by 2030. Mrs. Drumheller noted it was good to hear that recycling is difficult for others too and it was noted that we need to all have the same messaging. Mrs. Drumheller stated it should be as easy to recycle as it is to throw things in the garbage.

CVWMA Website, Social Media, Email Reminder

As staff continues to concentrate heavily on all of our online platforms, our monthly statistics and analytics show that the public continues to stay engaged. Website Analytics stated we had 14,312 unique visitors, 21,065 visits, to 43,760 pages in October. The Collection Day Email Reminder added 534 during the month of October, now totaling 41,439 subscribers. The Electronic newsletter has over 1,400 subscribers as of November 1, 2020. Mrs. Drumheller noted that we will begin the process of hiring a Recycling Educational and Outreach Specialist soon.

Item No. 11: Financial Reports October 2020

Mrs. K. Shea reported the October financial activity is consistent for the fourth month of the new fiscal year. The Authority has a combined net income of \$437,332 and the net income will continue to decrease each month as expenses are incurred throughout the fiscal year. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month and one account is 60 days past due and the locality has already brought the account current.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for October 2020 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice -Chairman, seconded by Mrs. M.

Phillips (M-Chesterfield), Past Chair, and carried that the Financial Reports for October 2020 be approved and filed as submitted.

Mrs. K. Hynes reminded the Board that typically in May, the Board reaffirms the wage increases that are included in the budget for the ensuing fiscal year. Mrs. Hynes reminded the Board that we did not do that in May of this because of Covid-19 and the uncertainty. No wage increases for fiscal year 2021 were brought before the Board and after some conversation with the Executive Committee, we are still going to hold off on doing any wage increases in 2021.

Chairman Paige stated that since staff has not received an increase and the Board and the localities have witnessed the activity and work done by staff around trash and recycling, she asked the Board to consider giving staff a onetime appreciation bonus. Continuing, Chairman Paige asked for the Board to consider \$300 for the part time employees, \$750 for the fulltime employees and \$1,000 to the director. Chairman Paige opened the floor for discussions, comments or a motion. She added that \$20,000 was already allotted in the 2020 budget for salary increases. Chairman Paige noted the recommended appreciation bonus would only be spending \$8,500 of that \$20,000. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice -Chairman, seconded by Mrs. M. Kelley (M-Henrico), and carried, with two dissenting votes by Mr. S. Chidsey (M-Hanover) and Ms. M. Robertson (M-Hopewell) that the appreciation bonus be approved as recommended.

Mrs. Hynes thanked the Board and Chairman Paige for the bonus and for the ongoing support and commitment to CVWMA and the staff. Chairman Paige stated she appreciated all the work that staff is doing.

Item No. 12: 2021-2022 Proposed Operating Budget

Mrs. K. Hynes presented the 2021-2022 Proposed Operating Budget. She reminded the Board that the budget must be approved by December 31st for the ensuing fiscal year, in accordance with the Bylaws. Mrs. Hynes noted the goals of this budget are to continue fostering our mission and vision as established in the Strategic Plan while also balancing economic challenges and to plan for upcoming procurements and operational changes since we need to plan for a possible transition of operational changes for our largest and our most visible program.

Mrs. Hynes stated she was presenting a balanced budget totaling \$19,671,775 which is an increase of 9.9% over the 2021 operating budget. The majority of our revenues are passed on to our localities based on their participation and activity in our programs, current and projected volumes, participation and any contractual increases.

The annual operating assessment remains at \$.48 per capita, unchanged for 25 years. The only increases we have seen are increases to population, resulting in an increase of \$3,960, which is a less than a 1% increase over the current year. In our programs, we've estimated inflation, participation and anticipated volumes. Staff budgeted for increases in volume at our convenience centers because we have seen a big increase recently. The bulk of the increase in total revenues is programmatic.

Nothing is budgeted for Material Sales in the Residential Recycling program. There is an opportunity for revenue at some point in the future if markets improve significantly. In the drop off program staff budgeted a slight increase based on what the current revenue and current expense has been in the last six months.

In Other projects, staff reduced the amount of projected material sales predominantly because of used oil. Oil prices have been down and our revenue is tied to an industry index, thus we have been not been receiving any rebate on the recycling of used oil.

The calendar sponsorship is budgeted for \$10,000, which is included in the contract with TFC to cover the cost of printing the annual collection schedule.

As interest rates have been declining in the last several months, staff has adjusted interest income conservatively. This line item includes a purchasing card rebate where we earn 1% on everything that we pay vendors on the purchasing card. We did have one of our larger vendors request that we stop using the card to pay them.

Continuing, Mrs. Hynes shared the history of monthly call volume over the last six years, noting the steady increase. Mrs. Hynes noted this is just the call volume and does not include email responses. Referring to the slide Mrs. Hynes noted the spikes that we've seen for various things like the calendar mailing and service related issues. She noted on average monthly call volume has doubled in the last in the last five years from 4,000 to 4,500 calls per month on average, to an average of 10,000 calls per month. 10,000 calls per month translates to 485 calls per workday, 60 calls per hour, one call per minute. The average call is anywhere from a minute and a half to three minutes.

In addition, we are responding to 1,000 emails per month and have enhanced our communication with our localities for various added levels of service. Staff also prepares and mails literature to residents as needed. Staff is doing all of that currently with three full time staff, including two full time customer service representatives and one full time Senior Customer Service Supervisor. Three and a half people are currently budgeted.

Mrs. Hynes stated that the Board is aware of our education and outreach efforts from Mrs. Drumheller's monthly reports. There is significant traffic monthly and daily on the CVWMA website. People are looking for information and we have a strong presence on all social media platforms. Mrs. Hynes stated we are out there seven days a week and we are gearing up to print and mail the annual collection schedule which is a valuable communication tool. We have 40,000 people who get an email from us every other week; are sending out monthly newsletters, various publications, events, and when we have been able to, we are out in the community, doing school programs, keeping up with science and technology, and translating that into programs for students and other civic groups. We have budgeted for two full time people but as you know in the last year it has just been Nancy. We have had some help from some other groups in partnering with people like the Young Scientists and others. We really do need to get another person on board which we are looking to fill that vacancy soon.

Mrs. Hynes reviewed the history of the Customer Service Assessment (CSA). When this contract started the initial CSA was \$.06 per household per month. At this point in time, it is \$.072 per household per month. That is an average annual increase of about \$3,600 over the last 11 years. The costs have increased more than the 1.8% per year that we have been adding to that revenue. Costs have risen for staffing benefits, office space, overhead, supplies and equipment, etc.

On the education side, we originally had in our service agreement \$.08 per household per month. In fiscal year 2011 it was requested by the Board to reduce that by \$.02 per household per month, which resulted in a \$66,000 per year reduction. Since then, the average annual increases have been a little less than \$3,000 per year. Similarly, to customer service, we have experienced increased costs of more than 1.8% per year, particularly in staffing benefits, overhead, publications, educational materials, postage, etc.

Mrs. Hynes indicated the proposed budget for FY2022 includes an increase to the CSA by \$.01 to \$.082 per household per month, effective July 1, 2021 and to increase our customer service team from the three and a half to four, full time equivalents to keep up with the pace and volume of calls, and the volume of engagement with the public and with our localities, and to plan for program changes in our largest most visible program,

the Curbside Program which now makes up half of our budget and will be more by 2023. We need to enhance our phone system, the customer service application and more. In addition, we are requesting to increase the PR Assessment by \$.007 per household per month, to \$.075 per household per month in order to keep up with technology enhancements, revamp the website to be more interactive and the rollout of new programs. Mrs. Hynes stated there are other technological things that more folks are using now including the development of an app and other strategies to keep up with technology and engaging consumers. We would like to get started on the cart rollout and some other things in fiscal year 2022.

To the localities it would mean \$.008 per household in the customer service and \$.005 in the PR, beyond the CPI. In total, that would provide an additional \$57,000 in revenue. This means a \$.017 per household or \$.204 per household per year increase. The increase to the localities of the program overall is about .6 %. That is less than a 1% increase in the overall total program budget.

The budget provides for 11.375 full time equivalents including converting the part time customer service representative to full time, as mentioned. It also includes a 3% wage increase for staff. The salary increase is included in the numbers, but we will come back to the board to affirm wage increases in May when localities have approved their budgets.

In addition, benefits costs have gone up including the VRS contribution and health insurance. The cap on health insurance will be the same for employees, but our health insurance premiums continue to go up every year. The lease has a 3% escalation clause.

The budget includes Capital outlay of \$20,000 to use towards upgrading the phone system, designing our customer service application so that we can be more effective and efficient when we roll out the new program. We had some real challenges in moving to remotely handling calls in the beginning of the pandemic and we heard from many of you and many of our residents that they couldn't get through and even leaving voicemails was limited. These are things we wouldn't have anticipated without the pandemic, but we want to be sure that we plan for that and for an increased higher level of call volume and emails and electronic communication in the future.

Mrs. Hynes reminded the Board that the budget is required to be adopted by December 31 for the ensuing fiscal year. She stated she would be sending out the budget document and encouraged all to read through it, ask questions, and make comments before the Board meeting on December 11th. The budget adoption requires more than a normal majority vote to approve the budget. Two thirds affirmative votes or 14 voting members to vote affirmatively is required to adopt the budget.

Item No. 13: Administrative

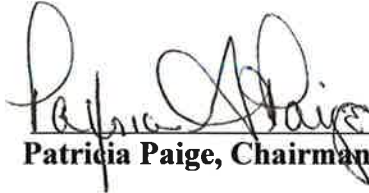
Mrs. Hynes stated information had been sent to the public regarding the holiday schedules for November. Mrs. Hynes stated the CVWMA office will be closed half a day on Wednesday, and then Thursday and Friday for the Thanksgiving Holiday. There will be collections on Friday and Saturday, and staff will be handling calls on the scheduled collection days. In closing Mrs. Hynes wished everyone a happy Thanksgiving and again thanked them for their continued support of the staff and the CVWMA.

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 10:18 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 November 20, 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 November 20, 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., December 11, 2020. Given under my hand and seal of the CVWMA this 11th day of December 2020.


Patricia Paige, Chairman