



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
MAY 21, 2021  
RICHMOND, VA & 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 information.

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**9:00 a. m.**

**CERTIFICATION OF QUORUM**

**CHAIRMAN'S AGENDA**

<b>ITEM NO.</b>	<b>Page(s)</b>
1. Public Comment Period– to address and/or provide input to the Board, please email your comments to <a href="mailto:khynes@cvwma.com">khynes@cvwma.com</a> 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 the Regular Meeting of April 16, 2021	<b>3-10</b>
3. Chairman's Report	
4. Nominating Committee Report	<b>11</b>
5. Strategic Plan Update	

**STAFF AGENDA**

<b>ITEM NO.</b>
6. Residential Recycling Program
7. Municipal Solid Waste (MSW) Program
8. Operations and Program Statistics
9. Technical Advisory Committee (TAC) Report

<b>10.</b>	Earth Day 2021 Recap	
<b>11.</b>	Public Information	
<b>12.</b>	Financial Reports for April 2021	<b>12-19</b>
<b>13.</b>	2021 Budgetary Transfers	<b>20</b>
<b>14.</b>	Consideration of <b>Resolution 21-14:</b> Reaffirming the Pay and Classification Plan for Fiscal Year 2021-2022	<b>21-22</b>
<b>15.</b>	Consideration of <b>Resolution 21-15:</b> To Award A Contract for Banking, Depository, Purchasing Card and Merchant Services to Towne Bank	<b>23-24</b>
<b>16.</b>	Administrative	

## **OLD/NEW BUSINESS**

## **ADJOURNMENT**

### **Upcoming Meetings:**

Technical Advisory Committee - Thursday, June 3, 2021 – 9:00 a.m.

Executive Committee Meeting - Tuesday, June 8, 2021 – 11:00 a.m.

Board of Directors Meeting – TBD –

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 APRIL 16, 2021**

Minutes of the April 16, 2021 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  
APRIL 16, 2021  
RICHMOND, VA & VIRTUAL**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Patricia Paige (M-New Kent), Chairman  
Robert Dunn (M-Chesterfield), Vice Chairman  
Michael Purvis, (M-Prince George), Treasurer  
Miles Jones (M-Richmond), Secretary  
Jennifer Schontag (M-Ashland)  
Ricky Hicks (M-Charles City)  
Clay Bowles (M-Chesterfield)  
Cary Drane (M-Chesterfield)  
Todd Flippen (A-Colonial Heights)  
Wendy Grady (M-Goochland)  
Randy Hardman (M-Hanover)  
Michael Flagg (A-Hanover)  
J. Allen Lane (M-Henrico)  
Marcia E. Kelley (M-Henrico)  
Jon Clary (A-Henrico)  
Johnny Melis (A-Powhatan)

**Non-Voting:**

Scott Zaremba (A-Chesterfield)  
Jeffrey Howard (A-Chesterfield)  
David Howard (A-Hanover County)  
Bentley Chan (A-Henrico)  
Percy Ashcraft (A-Prince George)

**Staff:**

Kimberly A. Hynes, Executive Director  
Richard Nolan, Director of Operations  
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**

Tangela Innis (M-Petersburg), Director  
Lee Sloppy (A-Ashland)  
Michelle Johnson (A-Charles City)  
Al Pace (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Dwayne Jones (A-Goochland)  
Susan Dibble (M-Hanover)  
Josh Byerly (A-Henrico)  
Monique Robertson (M-Hopewell)  
John Lockwood (A-New Kent)  
William Rigglesman (A-Petersburg)  
Karin Carmack (M-Powhatan)  
Nathan Joyce (M-Richmond)

**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 to take themselves off of mute.

Chairman Paige (M-New Kent) 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 March 19, 2021**

Chairman Paige (M-New Kent) opened the floor for a motion to approve the minutes of the regular meeting of March 19, 2021 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mrs. M. Kelley (M-Henrico) and carried, with one abstention by Chairman Paige (M-New Kent), that the minutes of the March 19, 2021, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

### **Item No. 3: Chairman's Report**

#### ***Nominating Committee***

Chairman Paige (M-New Kent) thanked Mr. A. Lane (M-Chesterfield) for agreeing to be Chairman of the Nominating Committee and she asked that others on the Board volunteer to assist Mr. Lane on the Nominating Committee.

### **Item No. 4: Treasurer's Report for March 2021**

#### ***Financial Reports***

Mr. M. Purvis (M-Prince George), Treasurer, deferred to Mrs. K. Shea, Accounting and Financial Manager, to provide the finance report. Mrs. Shea reported the March financial activity is consistent with previous months. The Authority has a combined net income of \$123,614 and the net income continues 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. Staff is following up with those localities regarding payment.

Chairman Paige opened the floor for a motion to accept and file the Treasurer's Report for March 2021 as submitted. A motion was made by Mr. M. Jones (M-Richmond), Secretary, seconded by Mr. R. Dunn (M-Chesterfield) and carried that the Treasurer's Report for March 2021 be approved and filed as submitted.

### **Item No. 5: Strategic Plan Update**

Mrs. K. Hynes thanked the Board members for completing the initial survey as part of the strategic planning process, noting the input is invaluable as we plan for the future of solid waste in the region and CVWMA.

She stated there were 49 respondents to the initial survey and GBB is now reaching out to follow up on some of the questions and suggestions from the survey.

Mrs. K. Hynes provided the Board with a high-level summary of the initial GBB survey results, including some of the responses and next steps to take in going forward. The survey asked for input on the current vision, mission and guiding principles and how well CVWMA is implementing goals and objectives. The survey also addressed current programs, sustainable materials management and planning and asked for input on opportunities to be more effective for the region. Mrs. Hynes referred to the timeline for adopting a strategic plan, noting the stakeholder interviews will take most of the time.

The next step is the planning activity which is planned for May 21, 2021 after a short Board meeting. Mrs. Hynes asked that everyone plan for a longer meeting and noted it is imperative that all be involved in the process. It will be an in person meeting and Chairman Paige has secured a meeting room upstairs at Colonial Downs in New Kent County, where the Board will be able to social distance. Our consultants, GBB, will be sending one person and there will be a Zoom meeting set up for anyone who cannot attend in person or does not want to be in person yet. There will be a short business meeting to take care of Board business in the beginning and then move on to the strategic planning activity. Mrs. Hynes stated that she hopes that by June we can have a draft of the strategic plan and she asked if all were satisfied with the process or if it is meeting their expectations or if there is anything the Board would like to see done differently. Mrs. M. Kelley (M-Henrico) clarified that the Board would be meeting in person in New Kent on May 21<sup>st</sup> and that Colonial Downs was about an hour from Henrico. Mrs. Hynes responded affirmatively, and it should take Mrs. Kelley about an hour to get to Colonial Downs. Mrs. Hynes stated that participation in the creating of a strategic plan is crucial and that the CVWMA has provided the opportunity for everyone to have a voice at the table.

Chairman Paige (M-New Kent) stated it would be the ask of the chair, that everyone would take the time to participate and talk to your other board members, coworkers, and the community to get their comments and to give us all of the help we can to formulate a better and more useful strategic plan. Mrs. Hynes noted that even the approved strategic plan will be a living and working document, so we can always go back and review it. Mrs. Hynes thanked the Board and noted it has been and will continue to be a lot of work to get this done. Mrs. Hynes stressed the importance of as many as possible participating, especially for the Strategic Plan discussion.

Chairman Paige (M-New Kent) assured Mr. R. Dunn (M-Chesterfield), Vice Chairman, that though she could not promise sunny weather, she would promise to pray for sunshine. Continuing Chairman Paige stated we may not want the day to be too beautiful because then folks may not want to spend the time indoors. She closed by saying it will be a different meeting but very productive.

## **STAFF AGENDA**

### **Item No. 6: 2020 Regional Recycling Rate Report**

Mr. R. Thompson, CVWMA Operations Analyst, presented the calculation of the regional 2020 Recycling Rate. Mr. Thompson reminded the Board that each year staff calculates regional recycling rate for the members of the Solid Waste Management Plan Unit but not an individual rate by locality.

Regulations requiring regions such as the CVWMA and towns, cities and counties not part of a designated region and that have a population more than 100,000 to submit a recycling rate report to the Department of Environmental Quality (DEQ) annually by April 30th for the previous calendar year that documents the

recycling efforts of the area. He noted that Virginia has a two-tier recycling rate which requires a 25 percent recycling rate or a 15 percent rate if qualified. He asserted that the solid waste planning unit must have a population density less than 100 persons per square mile or an unemployment rate of 50 percent greater than the statewide average to qualify for a 15 percent recycling rate. Further, Mr. R. Thompson reminded the Board that under the 2012 legislation, those with a population less than 100,000 are now required to submit a report every 4 years. The CVWMA region is required to report every year and is required to meet the 25 percent mandate.

Mr. Thompson reported the Recycling Rate is calculated by dividing the amount of recycling by the amount of MSW generated within the region. He added that the amount of MSW is estimated by multiplying the population 1,218,399, obtained from the Weldon Copper Center for Public Service, by the Environmental Protection Agency's (EPA's) waste generation estimate of 4.9 pounds per person per day, which calculates to 1,089,553 tons of MSW generated in the CVWMA Region in 2020.

Continuing, Mr. Thompson stated, in order to calculate the amount of waste recycled in the region, staff takes the data from various recycling processors that participated in our survey to get the region's Principle Recyclable Materials (PRM). Referring to the slides, Mr. Thompson noted that Paper, Metal and Yard Waste are the 3 largest contributors to the recycling rate by weight. Mr. Thompson noted an increase in Yard Waste, but the other categories remained consistent with last year's reported volume.

The total amount of PRM reported in calendar year 2020 is 625,426 and taking the amount of PRM collected in the region along with the amount of MSW generated, staff used this formula to calculate the base recycling rate of 57.40%. The DEQ allows recycled or reused tons of certain materials to be used as credit tons. For 2020, 77,135 tons of Construction and Demolition Debris waste is factored in as credit tonnage. Using this formula for the adjusted rate and adding the credit tons, the adjusted rate is 60.22%. The DEQ allows an adjusted rate no greater than 5% of the base recycling rate. Since the adjusted rate is only 2.82% greater than the base rate, the adjusted rate of 60.22% is our preliminary recycling rate for 2020. Mr. Thompson noted staff is waiting to hear from a few processors for information and if we get more information, the rate may change slightly. Staff will update the Board at the May meeting. Referring to the slide, Mr. Thompson noted the rate has been consistent over the past four years.

Mrs. M. Kelley (M-Henrico) asked how we are doing in terms of the reporting from the companies and processors we requested data from and asked if we are doing better in terms of overall reply rate. Mr. Thompson stated the processors do have to respond if they are under contract with CVWMA, but the others are not required to respond. He noted staff may have to explain year from year why the data is needed and in what form it is needed. Mrs. Hynes noted it does get better every year and Mr. Thompson noted there are some processors that send the data in routinely. Mrs. Hynes noted they are not mandated to respond by the DEQ.

#### **Item No. 7: Residential Recycling Program**

Mr. R. Nolan, Director of Operations, reported that the total tonnage of residential recyclables collected in the CVWMA program in March 2021 was 3,273 tons, noting this was 248 tons more than March 2020. Mr. Nolan added that there was a total of 28,585 tons collected year to date, 1,815 tons more than the same period in 2020.

In March 2021 there were 2,018 misses in all jurisdictions compared to 1,302 misses in February 2021. Staff noted collection issues, particularly on Blue week. Mr. Nolan also added that TFC is experiencing driver shortages and that it takes a lot of training to get the drivers up to speed. When they are short drivers, some

of the supervisors end up running routes and are not able to spend as much time as they normally would following up with daily services issues. Mr. Nolan noted that Petersburg is also experiencing an increase in the number of recycling misses by Meridian. He noted there are challenges nationwide to find CDL drivers to pick up trash and recycling that there is a lot of competition in the marketplace for qualified drivers.

Chairman Paige (New Kent) asked if TFC had a plan in process and Mr. Nolan stated that TFC has made offers to several new drivers and their plan is to over hire going forward so they have backup drivers as needed.

#### **Item No. 8: Municipal Solid Waste (MSW) Program**

Mr. Thompson, CVWMA Operations Analyst, reported there were 52 misses recorded in Ashland for Meridian Waste (MW) and 43 misses in the Chesterfield tax relief program for County Waste in February. In the Tri-City area, 155 misses were recorded in Colonial Heights, 310 misses in Hopewell and 224 misses in Petersburg.

Referring to the slide, Mr. Thompson noted there were a total of 742 misses in March and 276 misses in February and 929 misses logged as of Friday, April 16<sup>th</sup>, for the month of April.

Mrs. K. Hynes stated that staff met with city and town managers and some others in the effected localities on Wednesday, April 14, 2021 because this has become a consistent problem. Mrs. Hynes noted Meridian is trying to hire more drivers and have had COVID issues in the last few weeks and had some drivers quit. Similar problems to TFC but the magnitude of the trash collection issue is greater. Mrs. Hynes noted things have gotten better this past week, but staff will be responding and we expect to get a plan in writing from Meridian.

Mrs. M. Kelley (M-Henrico) asked if the driver shortage problem was a salary issue or a lack of individuals with a CDL license and if there is a way to communicate to the Virginia Employment Commission training that is needed to obtain more qualified people. Mrs. Hynes stated she believes it is both issues, and the stimulus unemployment has contributed as well. She noted in the last year, some are making enough on unemployment. Mrs. Hynes stated she believes that is about to change in the near future because the unemployed will soon have to log where they have been looking for work which they have not had to do in the past year. Mrs. Hynes noted Amazon seems to pay a more attractive rate to delivery drivers and they don't have to have a CDL license. Mr. R. Dunn (M-Chesterfield), Vice Chairman, stated that he knows several restaurants in the Chester area who do not have enough people to wait on tables and the owners are saying that staff can stay home and earn more money than working in a restaurant. Mrs. Hynes agreed that unemployment has contributed to the issue.

Mr. C. Drane (M-Chesterfield) stated that County Waste had not picked up trash in his entire neighborhood noting it is an issue for many. Mrs. Hynes agreed it has affected everyone. Mr. C. Drane (M-Chesterfield) stated the whole logistics world is having issues with drivers.

#### **Item No. 9: Consideration of Resolution 21-13: Awarding Contracts for Delivered Paper and OCC**

Mr. R. Nolan introduced **Resolution 21-13: Awarding Contracts for Delivered Paper and OCC** for Board consideration. An Invitation for Bid (IFB) was issued on January 28, 2021 and five responses were received by the February 26, 2021 due date. Three companies, Sonoco Recycling, Recycling Resource Management (RMR), and TFC Recycling are recommended for approval by the CVWMA and TAC. The terms of the current contracts between CVWMA and Sonoco Recycling, LLC, RMR and Butler Paper Recycling for



Delivery of OCC and Mixed Paper Services and Collection of Baled OCC expire June 30, 2021 and there are no renewals remaining. Both Sonoco and RMR have been accepting OCC and Mixed Paper from participating member jurisdictions for the past 6 years. TFC has been a provider of recycling services for the CVWMA for many years and all three vendors have provided excellent service over the years. In addition, Sonoco will also be collecting and recycling the baled OCC from participating jurisdictions. The contracts will be for an initial three (3) year period with the option for two (2) two (2) year extensions.

Chairman Paige opened the floor for a motion to adopt **Resolution 21-13**. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. M. Jones (M-Richmond), Secretary, and carried that **Resolution 21-13** be approved as submitted.

#### **Item No. 10. Operations and Program Statistics**

Mr. Nolan reported the April commodity pricing for Mixed Paper remained at \$30/ton; Old Corrugated Cardboard (OCC) increased by \$5/ton to \$95/ton, and newsprint increased by \$10/ton to \$70/ton. Steel increased by \$10/ton to \$255/ton. Oil prices remained at \$.25/gallon. Mr. Nolan noted the Curbside Processing fee will decrease by \$5/ton to \$5/ton in April.

Mr. Nolan informed the Board of the following spring events: April 17, 2021 Hanover County will hold an e-Cycling event and Prince George County will hold a Household Hazardous Waste (HHW) event; and on April 24, 2021, Hanover County will hold a HHW event, Henrico County will hold an e-Waste event, and Powhatan County will hold a tire recycling and appliance event, paper shredding, and e-Waste; May 8, 2021 the City of Richmond will hold an e-Cycling event; May 22, 2021 Goochland County will hold a tire and HHW event. Mrs. Hynes reminded the Board that Securis, our e-Cycling vendor, has an office near Staples Mill Road and will accept electronics on the first Saturday of each month from the public.

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

Mr. Nolan stated the TAC met on April 1<sup>st</sup> virtually and topics discussed included: CVWMA Strategic Plan; award of contracts for Delivered Paper and OCC; 2020 Regional Recycling Rate; Solid Waste Plan; Convenience Center Contract RFP; Colonial Heights Trash Collection Renewal; e-Cycling events; service issues in Ashland, the Tri-Cities and with TFC; and Disaster Recovery Training. The next TAC meeting is scheduled for May 6, 2021, at 9 a.m. virtually.

#### **Item No. 12: Earth Day and Public Information**

##### ***Earth Day 2021***

Filling in for Mrs. N. Drumheller, Public Affairs Manager, Mrs. K. Hynes updated the Board on Earth Day 2021 education and outreach, noting Ms. D. Gammon, Recycling Education and Outreach Specialist, has hit the ground running in helping out. Mrs. Hynes noted Mrs. Gammon has been live on Facebook several times recently educating.

Mrs. K. Hynes stated CVWMA has an Earth Day Education Tool Kit and it includes links to virtual content resources based on the residential recycling container options offered to residents, as well as one for drop off recycling programs. It explains how residents can get involved in recycling, beautifying their communities, and a number of other things. In addition, staff has scheduled virtual programs that will impact over 1,500 students in Chesterfield County, Henrico County, and the City of Richmond. Staff is working on confirming programs in Colonial Heights and other jurisdictions.

Mrs. Hynes noted, staff has been promoting all of our resources on social media throughout the month of April including promoting Earth Day, community cleanup days, e-cycling events, and Household Hazardous Waste events. Mrs. Drumheller will provide a complete update on Earth Day activities at the next meeting.

### **Item No. 13: Public Information**

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

Mrs. K. Hynes stated Mrs. Drumheller and Ms. Gammon have been busy on outreach and the Spring Break lesson plan content and working with schools and preschools virtually on a routine basis. The April 2021 Waste Reduction News electronic newsletter went out and staff continues to report each month on the website and social media activity.

Mrs. Hynes stated staff is revamping the CVWMA website to make it more user friendly and aesthetically pleasing and it should be done before the end of the fiscal year. Mrs. Hynes stated the education staff has adjusted to virtual platforms for education/outreach due to the pandemic and is constantly adjusting to make sure we get the information out to the jurisdictions as best we can.

### **Item No. 12: Administrative**

Mrs. K. Hynes reminded the Board of the upcoming meetings and noted all are welcome to participate in any or all of them. The TAC meets on the first Thursday of the month and they will continue to be virtual. The Executive Committee meets on the Tuesday of the week prior to the Board meeting and the next meeting is May 11, 2021, at 11:00 a.m. The next Board meeting is on May 21, 2021 and it will be an extended meeting to continue the strategic planning process. Mrs. K. Hynes stated she hoped that everybody would make it either in person or on the Zoom call.

### **Old/New Business**

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 10:03 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 April 16, 2021, 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 April 16, 2021, 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., May 21, 2021. Given under my hand and seal of the CVWMA this 21st day of May 2021.

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**Patricia Paige, Chairman**

**NOMINATING COMMITTEE REPORT**

The Nominating Committee has developed a slate of officers for the ensuing fiscal year. It is the consensus recommendation of Mr. Allen Lane (M-Henrico), Chair and Ms. Monique Robertson (M-Hopewell) that the following be nominated for the officers of the Central Virginia Waste Management Authority for fiscal year 2021-2022:

Chairman	Patricia Paige (New Kent County)
Vice-Chairman	Robert Dunn (Chesterfield County)
Secretary	Miles Jones (City of Richmond)
Treasurer	TBD
Director	Tangela Innis (City of Petersburg)

The Committee is in search of a Treasurer. Any Board member interested in serving as Treasurer of the Executive Committee, please contact Allen Lane or Kim Hynes, Executive Director.

The elections will be held at the June 2021, Board of Directors meeting, at which time, any Board member may make additional nominations.

The term of the elected officers will begin July 1, 2021.

**FINANCIAL REPORTS FOR APRIL 2021**

The financial activity for April is consistent with previous months and the Authority continues to remain within total budget as of April 30, 2021. The Authority has a combined net income of \$83,998 year.

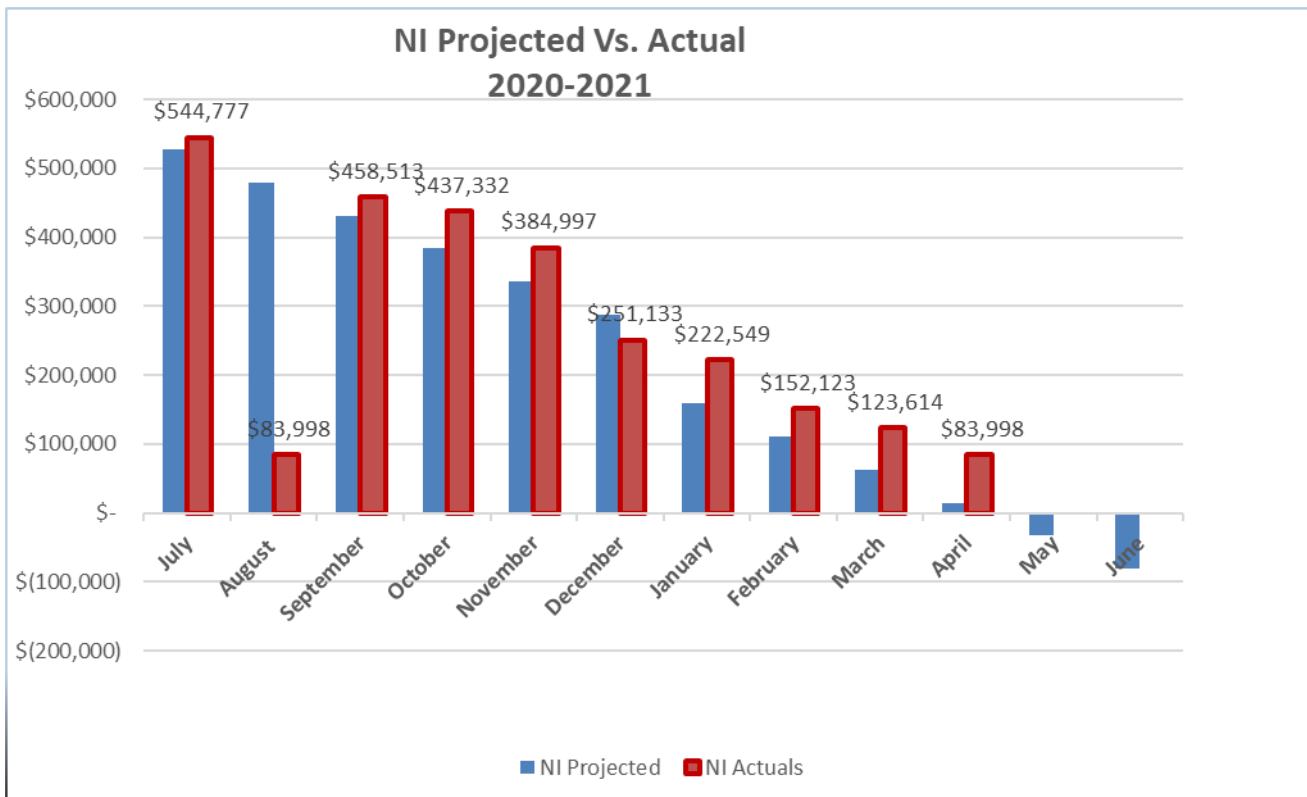
The Accounts Receivable schedule is included and reflects the amounts due to the Authority as of April 30. There is one account that is more than 60 days past due on April 30th for \$795. Staff is working with the locality to bring them up to date.

**Recommended Action:** Approval of the April 2021 Financial Reports

Attachments

**Central Virginia Waste Management Authority**  
**Summary Statement of Actual Revenues and Expenses By Fund**  
**July 2020 – April 2021**

Summary - All Funds			
	<b>Total</b>	<b>Total</b>	
	<b><u>Revenues</u></b>	<b><u>Expenses</u></b>	<b><u>NI Totals</u></b>
General Operating Fund	\$ 582,186	561,048	\$ 21,138
Curbside Project Fund	7,616,542	7,575,648	\$ 40,895
Drop-Off Project Fund	1,260,561	1,244,043	\$ 16,518
Municipal Solid Waste Fund	2,918,628	2,913,181	\$ 5,447
CFC/HCFC	103,470	103,470	\$ -
Special Waste Collections	110,373	110,373	\$ -
Waste Tire Fund	45,210	45,210	\$ -
Appliance and Scrap Metal Hauling	483,095	483,095	\$ -
Yard Waste Projects	673,246	673,246	\$ -
Waste Transfer & Disposal	<u>1,421,974</u>	<u>1,421,974</u>	<u>-</u>
<b>Totals</b>	<b><u>\$ 15,215,285</u></b>	<b><u>\$ 15,131,288</u></b>	<b><u>\$ 83,998</u></b>
	<b><u>Month to date</u></b>	<b><u>Year to date</u></b>	<b><u>Budget</u></b>
<b>Capital Outlay</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 10,000</u></b>



**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2020 – April 2021**

<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>653</u>	<u>6,958</u>	<u>52,900</u>	<u>45,942</u>	<u>86.8%</u>
<b>Total Revenues</b>	<u>653</u>	<u>582,186</u>	<u>628,130</u>	<u>45,944</u>	<u>7.3%</u>
<b>Expenses:</b>					
Personnel services	36,061	356,260	432,785	76,525	17.7%
Fringe benefits	4,966	74,239	90,800	16,561	18.2%
Professional services	11,630	61,737	115,525	53,788	46.6%
Repairs and maintenance	-	1,482	3,075	1,593	51.8%
Advertising and promotions	-	(392)	1,250	1,642	131.4%
Materials and supplies	257	4,249	4,000	(249)	-6.2%
Other services and charges	1,014	14,124	13,855	(269)	-1.9%
Leases	3,968	41,395	50,775	9,380	18.5%
Depreciation	732	7,954	10,000	2,046	20.5%
<b>Total Expenses</b>	<u>58,628</u>	<u>561,048</u>	<u>722,065</u>	<u>161,017</u>	<u>22.3%</u>
<b>Net Income</b>	<u>\$ (57,975)</u>	<u>\$ 21,138</u>	<u>\$ (93,935)</u>	<u>\$ 115,073</u>	
<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 2020 – April 2021**

<b>Curbside 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	\$ 656,370	\$ 6,952,047	\$ 8,820,000	\$ 1,867,953	21.2%
Public Relations Assessment	18,532	187,127	229,000	41,873	18.3%
Customer Service Assessment	19,628	198,312	242,000	43,688	18.1%
96-gal Cart Revenue	21,991	237,263	199,800	(37,463)	-18.8%
Contract Admin Costs	-	29,000	-	29,000	
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	-	-	-	-	0.0%
Interest on Investments	<u>230</u>	<u>2,793</u>	<u>15,020</u>	<u>12,227</u>	<u>81.4%</u>
<b>Total Revenues</b>	<u>716,751</u>	<u>7,616,542</u>	<u>9,515,820</u>	<u>1,957,278</u>	<u>20.6%</u>
<b>Expenses:</b>					
Personnel services	18,287	163,849	228,990	65,141	28.4%
Fringe benefits	7,002	69,151	59,875	(9,276)	-15.5%
Professional services	4,251	29,315	29,655	340	1.1%
Repairs and maintenance	-	1,931	2,740	809	29.5%
Advertising and promotions	273	49,131	79,000	29,869	37.8%
Materials and supplies	258	1,906	3,230	1,324	41.0%
Other services and charges	854	63,434	63,850	416	0.7%
Leases	2,928	30,376	35,685	5,309	14.9%
Depreciation	147	2,263	2,500	237	9.5%
Contractual services	656,370	6,952,048	8,820,000	1,867,953	21.2%
96-gal Cart Expense	(748)	212,244	190,295	(21,949)	-11.5%
Contingencies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenses</b>	<u>689,622</u>	<u>7,575,648</u>	<u>9,515,820</u>	<u>1,940,173</u>	<u>20.4%</u>
<b>Net Income</b>	<u>\$ 27,129</u>	<u>\$ 40,895</u>	<u>\$ -</u>	<u>\$ 40,895</u>	
<b>Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2020 – April 2021**

<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	\$ 125,882	\$ 1,062,485	\$ 1,000,000	\$ (62,485)	-6.2%
Materials Sales Rebate	25,782	197,520	150,000	(47,520)	-31.7%
Interest on Investments	<u>34</u>	<u>556</u>	<u>2,240</u>	<u>1,684</u>	<u>75.2%</u>
<b>Total Revenues</b>	<u>151,698</u>	<u>1,260,561</u>	<u>1,152,240</u>	<u>(108,321)</u>	<u>-9.4%</u>
<b>Expenses:</b>					
Personnel services	465	4,061	9,715	5,654	58.2%
Fringe benefits	281	2,665	2,480	(185)	-7.5%
Professional services	65	1,463	1,505	42	2.8%
Repairs and maintenance	-	103	170	67	39.4%
Advertising and promotions	-	974	500	(474)	-94.8%
Materials and supplies	13	151	150	(1)	-0.7%
Other services and charges	17	353	435	82	18.9%
Leases	109	1,087	1,350	263	19.5%
Contractual services	125,882	1,062,485	1,000,000	(62,485)	-6.2%
Materials sales rebate	<u>21,366</u>	<u>170,701</u>	<u>123,000</u>	<u>(47,701)</u>	<u>-38.8%</u>
<b>Total Expenses</b>	<u>148,198</u>	<u>1,244,043</u>	<u>1,139,305</u>	<u>(104,738)</u>	<u>-9.2%</u>
<b>Net Income</b>	<b><u>\$ 3,500</u></b>	<b><u>\$ 16,518</u></b>	<b><u>\$ 12,935</u></b>	<b><u>\$ 3,583</u></b>	



**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2020 – April 2021**

<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	\$ 294,526	\$ 2,878,537	\$ 3,442,000	\$ 563,463	16.4%
Customer Service Assessment	2,839	28,371	35,000	6,629	18.9%
Contract Admin Costs	-	10,900	-	(10,900)	0.0%
Interest on Investments	<u>70</u>	<u>820</u>	<u>4,840</u>	<u>4,020</u>	<u>83.1%</u>
<b>Total Revenues</b>	<u>297,435</u>	<u>2,918,628</u>	<u>3,481,840</u>	<u>563,212</u>	<u>16.2%</u>
<b>Expenses:</b>					
Personnel services	1,484	15,497	19,515	4,018	20.6%
Fringe benefits	632	6,164	5,360	(804)	-15.0%
Professional services	489	6,804	7,085	281	4.0%
Repairs and maintenance	-	437	965	528	54.7%
Advertising and promotions	-	(21)	500	521	99.0%
Materials and supplies	53	562	745	183	24.6%
Other services and charges	69	1,362	1,765	403	22.8%
Leases	251	3,332	3,055	(277)	-9.1%
Depreciation	50	507	850	343	40.4%
Contractual Services	<u>294,527</u>	<u>2,878,537</u>	<u>3,442,000</u>	<u>563,463</u>	<u>16.4%</u>
<b>Total Expenses</b>	<u>297,555</u>	<u>2,913,181</u>	<u>3,481,840</u>	<u>568,659</u>	<u>16.3%</u>
<b>Net Income</b>	<u>\$ (120)</u>	<u>\$ 5,447</u>	<u>\$ -</u>	<u>\$ 5,447</u>	
<b>Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ -</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2020 – April 2021**

<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	\$ 324,561	\$ 2,345,726	\$ 2,370,000	\$ 24,274	1.0%
Materials Sales Rebate	<u>80,370</u>	<u>491,642</u>	<u>745,000</u>	<u>253,358</u>	<u>34.0%</u>
<b>Total Revenues</b>	<u>404,931</u>	<u>2,837,368</u>	<u>3,115,000</u>	<u>277,632</u>	<u>8.9%</u>
<b>Expenses:</b>					
Contractual services	324,580	2,345,726	2,370,000	24,274	90.0%
Materials sales rebate	<u>80,370</u>	<u>491,642</u>	<u>745,000</u>	<u>253,358</u>	<u>34.0%</u>
<b>Total Expenses</b>	<u>404,950</u>	<u>2,837,368</u>	<u>3,115,000</u>	<u>277,632</u>	<u>8.9%</u>
<b>Net Income</b>	<b><u>\$ (19)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	

**Central Virginia Waste Management Authority**  
**Accounts Receivable**  
**April 30, 2021**

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<b>Receivables 4/30/2021</b>	<b>Total</b>	<b>Over 60 days</b>	<b>Current w/in 60 days</b>
Department of General Services	\$ 1,090	\$ -	\$ 1,090
Ashland	-	-	-
Charles City	-	-	-
Chesterfield	4,940	-	4,940
Colonial Heights	4,051	-	4,051
Goochland	996	-	996
Hanover	56,288	-	56,288
Henrico	303,134	-	303,134
Hopewell	97,216	-	97,216
New Kent	2,542	-	2,542
Petersburg	128,365	-	128,365
Powhatan	61,840	-	61,840
Prince George	-	-	-
Richmond	4,157	795	3,363
Totals	\$ 664,619	\$ 795	\$ 663,824

**2021 BUDGETARY TRANSFERS**

The CVWMA staff has reviewed revenues and expenses by line item and made projections through the end of the fiscal year. Each line item was compared to budget to identify any necessary transfers in excess of \$2,500 between categories in the 2021 Budget. CVWMA has deemed no budgetary transfers are necessary for the 2021 fiscal year. Any transfers that do not meet the \$2,500 criteria will be presented and reviewed with the CVWMA Audit Committee at the completion of the 2021 audit.

**CONSIDERATION OF RESOLUTION 21-14: REAFFIRMING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2021-2022**

The CVWMA Board approved the 2021-2022 Operating Budget presented by staff at the regular meeting on December 11, 2020. **Resolution 21-10** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2021 and ending June 30, 2022 and the 2022 Operating Budget reflects a 3% salary increase for all employees effective July 1, 2021, based on merit. This resolution calls for the Board to reaffirm the 3% salary increase at their regular meeting in May 2021. Staff has reviewed the upcoming budget and current and anticipated levels of activity. The 2022 Operating Budget maintains conservative estimates of revenues from recycling markets and investment income. In addition, the Authority has realized cost savings over the last year, including keeping employee salaries level. Recycling markets have improved significantly over the last year, from which CVWMA keeps a portion for operating expenses. This uptick in revenues and cost savings CVWMA has realized ensures the 3% wage increase budgeted for fiscal year 2022 is sustainable.

**Resolution 21-14**, attached for consideration, will reaffirm and adopt the 3% salary increase as presented and approved in December 2020.

**Recommended Action:** Approval of **Resolution: 21-14**

Attachment.

# RESOLUTION 21-14

A resolution reaffirming and adopting the 3% salary increase included in the Pay and Classification Plan of the adopted 2022 Operating Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

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

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2021, and ending June 30, 2022, included as part of the 2021-2022 Operating Budget approved by the Board of Directors at the regular meeting on December 11, 2020, is hereby affirmed by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2021-2022 approved Pay and Classification Plan, and
2. That the Pay and Classification Plan reflects a 3% salary increase for all employees, and
3. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2021-2022, and
4. That this resolution shall be in full force and effect on and after the first day of July 2021 and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

**Adopted this 21st day of May 2021**

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

**CONSIDERATION OF RESOLUTION 21-15: TO AWARD A CONTRACT FOR BANKING, DEPOSITORY, PURCHASING CARD AND MERCHANT SERVICES TO TOWNE BANK**

The contract for banking services between the CVWMA and BB&T expires June 30, 2021 with no renewal options. Request for Proposals was issued on March 8, 2021, with a return deadline of March 31, 2021. The CVWMA received three proposals including BB&T, Towne Bank and Sonabank.

Mr. R. Dunn (M-Chesterfield) assisted staff with the interview process and met with the three bankers on Wednesday, May 5, 2021. After evaluating the proposals, interviewing the banks, and contacting references, the Staff with support of the Audit Committee recommends awarding a contract for Banking Services to Towne Bank effective July 1, 2021.

**Resolution 21-15**, attached will authorize the Executive Director to execute a four-year contract for banking, depository, purchasing card and merchant services with Towne Bank.

**Recommended Action:** Approval of **Resolution 21-15**.

Attachment.

# **RESOLUTION 21-15**

A resolution authorizing a contract for Banking, Depository, Purchasing Card and Merchant Services between Central Virginia Waste Management Authority and Towne Bank for a four year period commencing July 1, 2021.

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

- 1.** That the report included as Staff Agenda Item No. 15 of the May 2021 Board of Directors Agenda outlined the selection process for a contract for Banking, Depository and Purchasing Card and Merchant Services, and
- 2.** That the Executive Director is authorized to execute, subject to General Counsel's review and approval, a Professional Service Contract between the Central Virginia Waste Management Authority and Towne Bank based on the Requests for Proposals dated March 8, 2021 and
- 3.** That this resolution shall be in full force and effect on or after the execution of the professional services contract.

**Adopted this 21st day of May 2021**

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