



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
JUNE 22, 2021
COLONIAL DOWNS, NEW KENT, VA**

PLEDGE OF ALLEGIANCE

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, you may attend in person or email your comments to khynes@cvwma.com or call 804-612-0552 and leave a voicemail and your comments will be read aloud during the meeting or contact for meeting login information.	
2. Minutes of the Regular Meeting of May 21, 2021	3-11
3. Chairman's Report	
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STAFF AGENDA

ITEM NO.

5. Consideration of Resolution 21-16: Awarding Contracts for Residential Recycling and Drop-Off Processing Services	16-17
6. Financial Reports for May 2021	18-25

OLD/NEW BUSINESS

ADJOURNMENT

STRATEGIC PLAN SESSION

Upcoming Meetings:

Technical Advisory Committee - Thursday, July 1, 2021 – 9:00 a.m.

Executive Committee Meeting - Tuesday, July 6, 2021 – 11:00 a.m.

Board of Directors Meeting – Friday July 16, 2021 – Cancelled

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 MAY 21, 2021

Minutes of the May 21, 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
MAY 21, 2021
RICHMOND, VA & VIRTUAL**

MEMBERS/ALTERNATES PRESENT

Voting:

Patricia Paige (M-New Kent), Chairman
Robert Dunn (M-Chesterfield), Vice Chairman
Miles Jones (M-Richmond), Secretary
Tangela Innis (M-Petersburg), Director
Stephen Chidsey (M-Ashland)
Clay Bowles (M-Chesterfield)
Cary Drane (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Wendy Grady (M-Goochland)
David Howard (A-Hanover County)
J. Allen Lane (M-Henrico)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (M-Hopewell)
Karin Carmack (M-Powhatan)

Non-Voting:

Jennifer Schontag (M-Ashland)
Al Pace (A-Chesterfield)
Dwayne Jones (A-Goochland)
Josh Byerly (A-Henrico)
Bentley Chan (A-Henrico)
Johnny Melis (A-Powhatan)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Nancy Drumheller, Public Affairs 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
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Scott Zaremba (A-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Randy Hardman (M-Hanover)
Susan Dibble (M-Hanover)
Michael Flagg (A-Hanover)
John Lockwood (A-New Kent)
William Rigglesman (A-Petersburg)
Percy Ashcraft (A-Prince George)
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 and recognized Mr. Kevin Halligan of Powhatan County, Virginia. Addressing the Board Mr. Halligan introduced himself and stated that his interest in solid waste management began three years ago, when County Waste announced that they were developing a mega landfill in Eastern Cumberland County. Mr. Halligan noted the 1,200 acre landfill will initially import 5,000 tons of trash from a service area of 500 air miles, which includes most of New England, parts of the Midwest and the Southeastern United States. Central Virginia will become the repository of trash from Boston, Detroit, Indianapolis, Nashville, Atlanta and even Toronto, Canada. Mr. Halligan stated he does not believe that Virginia needs another mega landfill to manage our own solid waste needs and we certainly do not need additional disposal capacity if we manage waste in a more environmentally sustainable manner and seek alternatives to landfills. The governor has signed Senate Bill 1319 which directs the Department of Environmental Quality to establish a Waste Diversion and Recycling Task Force to study and make recommendations to reduce the amount of waste currently being landfilled. Many localities and states are banning organic material from landfills and are developing regional composting centers to process food waste and other organics. Banning organics from landfills would reduce the amount of waste disposed by 20 to 30%. Some localities have enacted "pay to throw" programs, whereby residents pay based on the volume and the amount of waste that they dispose.

The governor also has issued Executive Order 77, allowing Virginia to lead by example to reduce plastic pollution and solid waste which orders state agencies to take actions to eliminate the need for new solid waste disposal facilities in Virginia. Executive Order 77 directs the Secretary of Natural Resources to develop recommendations for reducing solid waste and diverting such waste from landfills through composting, beneficial use, enhanced recycling and other strategies. The Secretary's report is due October 1, 2021, and Mr. Halligan is asking the Central Virginia Waste Management Authority to embrace these initiatives and lead Virginia to more aggressively pursue environmentally responsible and sustainable methods to manage the waste generated in Central Virginia. Mr. Halligan thanked the Board for their time and consideration.

Chairman Paige thanked Mr. Halligan for his comments and stated the Board would take Mr. Halligan's comments and concerns into consideration as decisions are made in the future. She again thanked Mr. Halligan for his time, attendance and comments.

Item No. 2: Minutes of the Regular Meeting of April 16, 2021

Chairman Paige (M-New Kent) opened the floor for a motion to approve the minutes of the regular meeting of April 16, 2021, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. M. Jones (M-Richmond), Secretary, and carried that the minutes of the April 16, 2021, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Paige (M-New Kent) welcomed all to the meeting and thanked attendees for their time and dedication to efforts in Virginia and Virginia Waste Management Authority.

Chairman Paige welcomed back Mr. Stephen Chidsey, who was appointed back to the Board for the Town of Ashland, and she stated the Board is excited that he is with us. Chairman Paige also noted it is a wonderful day with many graduations for both high schools and colleges and she asked that everyone have a joyous celebration but above all to remain safe.

Item No. 4: Nominating Committee Report

Mr. Allen Lane (M-Henrico), Nominating Committee Chair, stated that the committee is very pleased that the majority of the previous officers will be returning. The committee nominates the following slate of officers for 2021: Patricia Paige (M-New Kent), Chairman; Robert Dunn (M-Chesterfield), Vice-Chairman; Miles Jones (M-Richmond), Secretary; and Tangela Innis (M-Petersburg), Director. Mr. Lane noted that there is still one opening, for Treasurer. Chairman Paige thanked Mr. Lane and Ms. M. Robertson (M-Hopewell) for their report and the recommended slate.

Chairman Paige solicited for the position of Treasurer and noted it is a position that is much needed in the Authority and if anyone would like to give it more consideration to please contact Mrs. K. Hynes or Mr. A. Lane. Mrs. K. Hynes reminded the Board that the vote will take place at the June 22nd Board meeting being held at Colonial Downs.

Item No. 5: Strategic Plan Update

Mrs. K. Hynes noted that staff had originally planned to have the Strategic Planning activity at this meeting but that has been moved to the June 22, 2021, Board meeting. Mrs. Hynes gave a status update noting that the stakeholder interviews are predominately completed, and this is the bulk of the work for the GBB consultants. Mrs. Hynes stated there may be a few more meetings to follow up with but the majority of interviews and follow up discussions have been completed. Mrs. Hynes stated GBB has been working on the Board activity and the agenda for next month's meeting will include a summary of the surveys, the highlights from the interviews, the recommendations from the interviews, some of the keywords and emerging themes that have come out of the surveys and interviews. The board activity will include items based on the interview responses and what the main themes are and will include some recommendations and scenarios for consideration. There will be polling activity to gain a consensus on direction. Mrs. Hynes asked that the Board be prepared for those activities and a three-hour meeting is planned. First the regular Board business will be discussed for a few minutes and then dive right into our strategic planning process. Mrs. Hynes thanked Chairman Paige for securing Colonial Downs and noted it was picked because it has a big enough space where all can socially distance and be together in person. Mrs. Hynes noted there will also be a zoom option for those that cannot get there in person and that she hoped all will at least tune in and be a part of the conversation, if not able to attend in person. Originally staff had planned to bring back a draft of the strategic plan to the Board in June but that will be pushed to August.

STAFF AGENDA**Item No. 6: Residential Recycling Program**

Mr. R. Nolan, Director of Operations, reported that the total tonnage of residential recyclables collected in the CVWMA program for May 2021 was 3,092 tons, noting this was 348 tons less than May 2020. Mr. Nolan

added that there was a total of 31,677 tons collected year to date May 2021, 1,466 tons more than the same period in 2020.

In April there were 2,360 misses in all jurisdictions compared to 2,018 misses in March of 2021. Mr. Nolan reminded the Board that our contractors are still having a driver shortage issues. Staff has seen some improvement in service in recent weeks.

Mr. Nolan reported that effective July 1, over 100 homes will be added in Hanover County in the Rutland Grove Community.

Mrs. K. Hynes gave an update on the procurement noting that two companies sent in proposals on the Residential Recycling and Drop-Off Processing Procurement by the March 12th deadline. Staff is working with the committee to interview, follow up, and negotiating. Mrs. Hynes stated the Committee has been involved and locality discussions are happening now to make sure we are all on the same page. Staff and the Selection Committee will bring a recommendation to the board in June to award contract(s).

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

Mr. Thompson, CVWMA Operations Analyst, reported that the Chesterfield's Tax Relief program contractor, County Waste, who was bought by GFL Environmental, has started there rebranding so you may see GFL trucks and trash cans now.

Mr. Thompson reported there were 73 misses recorded in Ashland for Meridian Waste (MW) and 39 misses in the Chesterfield tax relief program for GFL in May. In the Tri-City area, 296 misses were recorded in Colonial Heights, 403 misses in Hopewell and 628 misses in Petersburg.

Referring to the slide, Mr. Thompson noted there were 1,402 misses in April 2021 compared to 273 misses in April 2020. Mr. Thompson noted that Meridian Waste has been hiring and staff saw some improvement in May.

Mrs. Hynes added that staff has been in discussion with Meridian over the last couple of months on service related issues. Staff has issued a Notice of Default and are continuing to negotiate with them. Staff has also been communicating with the city and town managers of those localities regarding the issues and in going forward will continue discussions.

Item No. 8. Operations and Program Statistics

Mr. Thompson provided an update on the 2020 Regional Recycling Rate. It has been adjusted slightly since the April meeting to 58.1% and has been submitted to the DEQ. Once accepted by the DEQ a press release will be sent out.

Mr. Nolan reported the May commodity pricing for Mixed Paper remained at \$30/ton; Old Corrugated Cardboard (OCC) increased by \$5/ton to \$100/ton, and newsprint remained at \$70/ton. Steel increased by \$15/ton to \$270/ton. Oil prices increased from \$.25/gallon to \$.39/gallon. Mr. Nolan noted the Curbside Processing fee will remain the same in May at \$5/ton.

In answer to Mrs. M. Kelley's (M-Henrico) question regarding marketing prices internationally for Mixed Paper, Mr. Nolan stated our vendor TFC has been marketing the majority of the paper to India and parts of Indonesia. They sort through the paper, clean it up, pulp it, and then sell it to China. Mr. Nolan stated staff is

also seeing that companies in the United States are doing that as well. China is still getting pulp, the raw product (mixed paper and OCC) and producing new paper and cardboard boxes.

Mr. Nolan stated that is difficult to forecast the future of the market for paper because India is currently struggling with the pandemic and a lot of the operations have shut down because of it. Mr. Nolan stated he believes TFC is leaning more towards Indonesia and Vietnam to take their paper.

Steel prices are up \$15 a ton to \$270/ton in the month of May due to demand from China. Some manufacturing operations are having a hard time keeping up with the demand for steel products. Our vendors have told us the wait times for some truck parts can be six to eight weeks, while pre-pandemic they were readily available.

Mr. Nolan reported on the locality recycling events in April, noting their turnouts. Mrs. M. Kelley (M-Henrico) stated she was not able to make the e-Waste event in Henrico, but she did take a load of electronics to Securis and had a very good experience. Mr. Nolan reminded the Board that Securis is open on the first Saturday of every month to accept electronics.

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

Mr. Nolan stated the TAC met on May 6, 2021, virtually and topics discussed included: CVWMA Strategic Plan; SWMP approval update; service issues and default issue with trash contracts; and delivered Mixed Paper and OCC contracts. The next TAC meeting is scheduled for June 3rd at 9 a.m. virtually.

Item No. 10: Earth Day

Referring to the slide, Mrs. N. Drumheller, Public Affairs Manager shared a sampling of Earth Day education and outreach efforts and messages as well as locality special collection events. Staff estimates impacting over 2,100 people during the month of April which included over 1,700 students and teachers through virtual classroom programs in Chesterfield, Colonial Heights, Henrico, and Richmond. Ms. D. Gammon, Recycling Education and Outreach Specialist estimates the number of students attending her programs based on the number provided by the teacher and by sending out follow-up surveys for feedback on what information the students were most engaged with, and she uses that information for future focal areas and additional program development.

In addition to classroom programs, staff also worked with our regional ride share partner, RideFinders on their It's a Green Thing 2021 program tagging on all the ways that you can reduce your impact and how it does not have to be by just recycling but by green commuting and reducing your energy use. Staff also partnered with Henrico County for their Earth Day and Energy Fair, through the Keep Henrico Beautiful and Henrico Recreation and Parks and their Energy Management. They were at three different parks and asked us to provide resources where the public could come and get the information in a safe environment by picking up information. Mrs. Drumheller reported she was happy that staff did have a presence this year compared to 2020 events being all virtual. Staff created an Earth Day toolkit that was created for each member locality specifically based on the containers that the residents use and for drop off recycling that was applicable to all of the member localities. Staff was very active on social media and created videos and promoted the locality events. Mrs. Drumheller concluded the Earth Day update by stating the events were different than previous events, but staff is out in the community and people are very active and engaged with us in a plethora of ways.

Item No. 11: Public Information

CVWMA Website, Newsletter, Social Media, Email Reminder

Mrs. Drumheller stated staff continues to focus on educating the public on what to recycle and contamination issues. Residents want to do the right thing, but many are still surprised to learn that things like batteries, hoses, Styrofoam, shredded paper, aluminum foil, and some plastics do not go in the bin. Staff is asking for the people to check with CVWMA on what we do take, and Mrs. Drumheller noted it is a problem nationwide with many localities. Even The Recycling Partnership tells people to check locally. Staff now has documents and guides that can be printed of what to recycle and “Know your No’s”. The North Carolina Department of Environmental Quality gave us permission to use their documents and added the CVWMA logo to them at no cost to us. Mrs. Drumheller stated she is grateful for the partnership with North Carolina and others that enhance the visibility of the Authority.

Mrs. Drumheller stated that in May, staff continues with scheduled virtual education programs (classroom style) in public schools and childcare learning centers. Mrs. Drumheller stated that she loves when a teacher takes the time to post on social media about staff education/outreach and noted that a teacher from Randolph Elementary School in Goochland took the time to share the impact of Ms. D. Gammon’s May 14th program, including pictures of her students using the brown paper bags to create art activism. She noted that students take these messages home to parents.

Mrs. Drumheller stated staff continues to participate in Keep America Beautiful’s Moving Communities to Zero Waste webinar series and to promote the resources they provide. Mrs. Drumheller stated she and Ms. Gammon are both members of the Middle James Roundtable which is a group of by area water quality, stormwater and watershed educators and/or representatives from many of our members localities. She noted these area experts vet all of the information and resources that staff has on the CVWMA Stormwater Resource web page for accuracy. CVWMA shares our outreach numbers and Stormwater webpage stats with the group as they can use for, MS4 Education credits. Staff’s membership with this group is an added value for all of our member localities.

The electronic newsletter went out and included the topics already discussed today. Mrs. Drumheller noted staff is always working to keep the public engaged and aware of other things that localities have going on.

Lastly Mrs. Drumheller stated CVWMA is working on a website refresh, and she thanked those Board members that have provided feedback. Anyone going to our website can immediately go to their member locality, click on the map, and have a very user-friendly experience with the updated technology.

Chairman Paige encouraged all members to visit the new website and noted Mrs. Drumheller welcomes Board member feedback. Chairman Paige asked Mrs. Drumheller to thank Ms. D. Gammon for all that she does to educate the youth and adults on the world of recycling.

Item No. 12: Financial Reports for April 2021

Mrs. Hynes reported the April financial activity is consistent with previous months. The Authority has a combined net income of \$83,998 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 one account is 60 days past due and already taken care of.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for April 2021 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. J. Clary (A-Henrico) and carried that the Financial Reports for April 2021 be approved and filed as submitted.

Item No. 13: 2021 Budgetary Transfers

Mrs. K. Hynes noted that as we approach the end of the fiscal year, 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 more than \$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, but none are needed at this time.

Item No. 14: Consideration of Resolution 21-14: Reaffirming the Pay and Classification Plan for Fiscal Year 2021-2022

Mrs. Hynes noted this is the time of year staff comes back to the Board to reaffirm the salary increase for the next fiscal year. In December the Board adopted the 2022 Operating Budget including an average 3.0% salary increase. Mrs. Hynes stated based on review of the 2022 budget, the Authority had made conservative revenue estimates from the recycling markets and the markets have started to improve. In addition, investment income and cost savings realized over the last year make the 3.0% wage increase budgeted for fiscal year 2022 sustainable. Mrs. Hynes noted staff did look into what some of the localities are doing and wage increases range from 2.0% to 5.0%. Mrs. Hynes ended by noting there were no wage increases for CVWMA in fiscal year 2021.

Chairman Paige noted that fiscal year 2021, we did give a stipend or bonus to CVMWA employees however, they did not receive a salary increase. Even though the localities have not approved their budgets, this increase will not increase the CVWMA budget or the budgets of the localities.

Chairman Paige opened the floor for a motion to adopt **Resolution 21-14**. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. C. Drane (A-Chesterfield) and carried unanimously by roll call vote that **Resolutions 21-14** be approved as submitted.

Item No. 15: Consideration of Resolution 21-15: To Award a Contract for Banking, Depository, Purchasing Card and Merchant Services to Towne Bank

Mrs. K. Hynes introduced **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. A Request for Proposals (RFP) 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 Sona bank.

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

Mr. R. Dunn (M-Chesterfield), Vice Chairman, noted that the one thing that really impressed him during the interviews was that Towne Bank has a lot more customer focus than the other two banks and they seem to take more interest in their customers. Mrs. Hynes stated they are a little smaller bank and newer to the market and she believes we will get more customer focus.

Mrs. M. Kelley (M-Henrico) asked if Towne Bank would be very friendly and supportive of the CVWMA's mission statement and goals and not just a good community bank but also specifically interested in our mission. Vice Chairman Dunn and Mrs. Hynes responded affirmatively.

Chairman Paige opened the floor for a motion to adopt **Resolution 21-15**: A motion was made by Mr. S. Chidsey (M-Ashland), seconded by Mrs. M. Kelley (M-Henrico) and carried that **Resolutions 21-15** be approved as submitted.

Item No. 16: Administrative

The annual Disaster Recovery Training event is scheduled for Wednesday, June 9, 2021, and is to be held virtually from 10:00 a.m. until 12:00 p.m. and all are welcome to participate Mrs. Hynes stated.

Mrs. Hynes reminded the Board the TAC and Executive Committee will meet on their regular meeting dates, and the June Board meeting has been moved to Tuesday, June 22 and a longer meeting is planned from 9 a.m. until 12:00 p.m. to go through the Strategic Plan process.

Old/New Business

Chairman Paige stressed the importance of participation in the strategic plan and if any questions, comments come up at any time, to please feel free to reach out on the phone or email. She noted this is our vision, and where we want to go and how we want to get there so this working, living document will be an asset to the goals and missions and the future for Central Virginia Waste Management Authority. Chairman Paige also noted that RFPs cannot be talked about in public but if you have questions or concerns, please reach out to Mr. Nolan or Mrs. Hynes.

Chairman Paige stated she looked forward to seeing everyone at our next meeting on June 22nd she wished everyone a wonderful and safe holiday and with no further business to come before the Board, Chairman Paige adjourned the CVWMA Board of Directors meeting at 9:56 a.m.



CERTIFICATE

I, Patricia Paige, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the May 21, 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., June 22, 2021. Given under my hand and seal of the CVWMA this 22nd day of June 2021.

Patricia Paige, Chairman



CENTRAL VIRGINIA
WASTE MANAGEMENT AUTHORITY

2100 West Laburnum Avenue, Suite 105, Richmond, Virginia 23227 • 804/359-8413 • Fax 804/359-8421 • www.cvwma.com

Resolution of Appreciation

Presented to

MARCIA R. PHILLIPS

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

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

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

WHEREAS, Mrs. Phillips has provided outstanding leadership with the Authority, serving on the Executive Committee in various roles, including Vice-Chairman and Secretary from July 2004 to June 2012 and again from July 2016 to December 2020; and

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

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

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

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



Adopted this 22nd day of June 2021

Attest:

Patricia Paige, Chairman of the Board

Serving the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, the Town of Ashland and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Prince George



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WASTE MANAGEMENT AUTHORITY

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Resolution of Appreciation

Presented to

LEE J. SLOPPY

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

WHEREAS, Lee J. Sloppy has served on the Central Virginia Waste Management Authority Board of Directors representing the Town of Ashland since September 2011; and

WHEREAS, Mr. Sloppy has promoted regional cooperation by supporting Authority programs in the Town of Ashland; and

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

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

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Mr. Lee J. Sloppy 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 22nd day of June 2021



Attest:

Patricia Paige, Chairman of the Board

Serving the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, the Town of Ashland and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Prince George.



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Resolution of Appreciation

Presented to

MICHAEL PURVIS

UPON COMPLETION OF HIS SERVICE AS A MEMBER OF THE

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

WHEREAS, Mr. Michael Purvis has served on the Central Virginia Waste Management Authority Board of Directors representing Prince George County since October 2017; and

WHEREAS, Mr. Purvis has provided outstanding leadership, serving as Treasurer of the Board of Directors from 2019 to 2021; and

WHEREAS, Mr. Purvis has promoted regional cooperation by supporting Authority programs in the County of Prince George; and

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

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

BE IT RESOLVED that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Mr. Michael Purvis 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 22nd day of June 2021



Attest:

Patricia Paige, Chairman of the Board

Serving the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, the Town of Ashland and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Prince George



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NOMINATING COMMITTEE REPORT

Election of Officers for Fiscal Year 2021-2022

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 of the Nominating Committee 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)
Treasurer*	Allen Lane (Henrico)
Secretary	Miles Jones (City of Richmond)
Director	Tangela Innis (City of Petersburg)

*Mr. Lane agreed to the nomination of Treasurer subsequent to the May Board of Director's meeting

The term of the elected officers will begin July 1, 2021, with the installation process scheduled for the first regular meeting in the new fiscal year.

**STAFF AGENDA
ITEM NO. 5**

CONSIDERATION OF RESOLUTION 21-16: AWARDING CONTRACTS FOR RESIDENTIAL RECYCLING AND DROP OFF PROCESSING SERVICES

The current contract for residential recycling and drop-off processing expires June 30, 2023. Currently, the Town of Ashland, the Counties of Chesterfield, Goochland, Hanover and Henrico and the Cities of Colonial Heights, Hopewell, Petersburg and Richmond participate in the Residential Recycling Program. In addition, Colonial Heights, Goochland, Hanover, Henrico, Hopewell, New Kent, Petersburg, Powhatan, and Richmond participate in the Drop-Off Recycling Program.

Because this is such a large contract and to attract competition, CVWMA issued the procurement with more than two and a half years left on the current contract. A procurement/selection committee began working on identifying the future parameters of the regional program and crafting the procurement in January 2020. A Request for Proposals (RFP) for these services was issued on November 16, 2020.

Proposals were due March 12, 2021, and CVWMA received 2 proposals and began discussions, interviews and negotiations with the top ranked proposer TFC Recycling. As a result, the procurement/selection committee, including CVWMA staff recommends awarding a contract(s) for Residential Recycling and Drop Off Processing Services to TFC Recycling.

Resolution 21-16 is attached authorizing the Executive Director to negotiate and execute a contract(s) for Residential Recycling Services and Drop Off Processing with TFC Recycling and to execute Special Project Service Agreements with participating member jurisdictions.

Procurement/Selection Committee:

Todd Evan, Town of Ashland
Jeff Howard, Chesterfield County
Clay Bowles, Chesterfield County
Todd Flippen, Colonial Heights
Dwayne Jones, Goochland
David Howard, Hanover
Steve Chidsey, Hanover/Ashland
Jon Clary, Henrico
Josh Byerly, Henrico
Monique Robertson, Hopewell
Johnny Melis, Powhatan
Torrence Robinson, Richmond
Rich Nolan, CVWMA
Kim Hynes, CVWMA

Recommended Action: Approval of **Resolution 21-16**

Attachment

RESOLUTION 21-16

A resolution awarding contract(s) for Residential Recycling and Drop-Off Processing Services between the Central Virginia Waste Management Authority and TFC Recycling. This resolution will also authorize Special Project Service Agreements with participating local jurisdictions for a ten (10) year period commencing on or about July 1, 2023.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 5 of the June 2021 Board Agenda outlined the proposed Residential Recycling and Drop-Off Processing Services by TFC Recycling; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute contracts for the Services identified herein between the Central Virginia Waste Management Authority and TFC Recycling; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute Special Project Service Agreements between the Central Virginia Waste Management Authority and member localities as requested; and

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

Adopted this 22nd day of June 2021

Attest: _____

Patricia Paige, Chairman

**STAFF AGENDA
ITEM NO. 6**

FINANCIAL REPORTS FOR MAY 2021

The financial activity for May is consistent with previous months and the Authority continues to remain within total budget as of May 31, 2021. The Authority has a combined net income of \$28,678 year to date as of May 31.

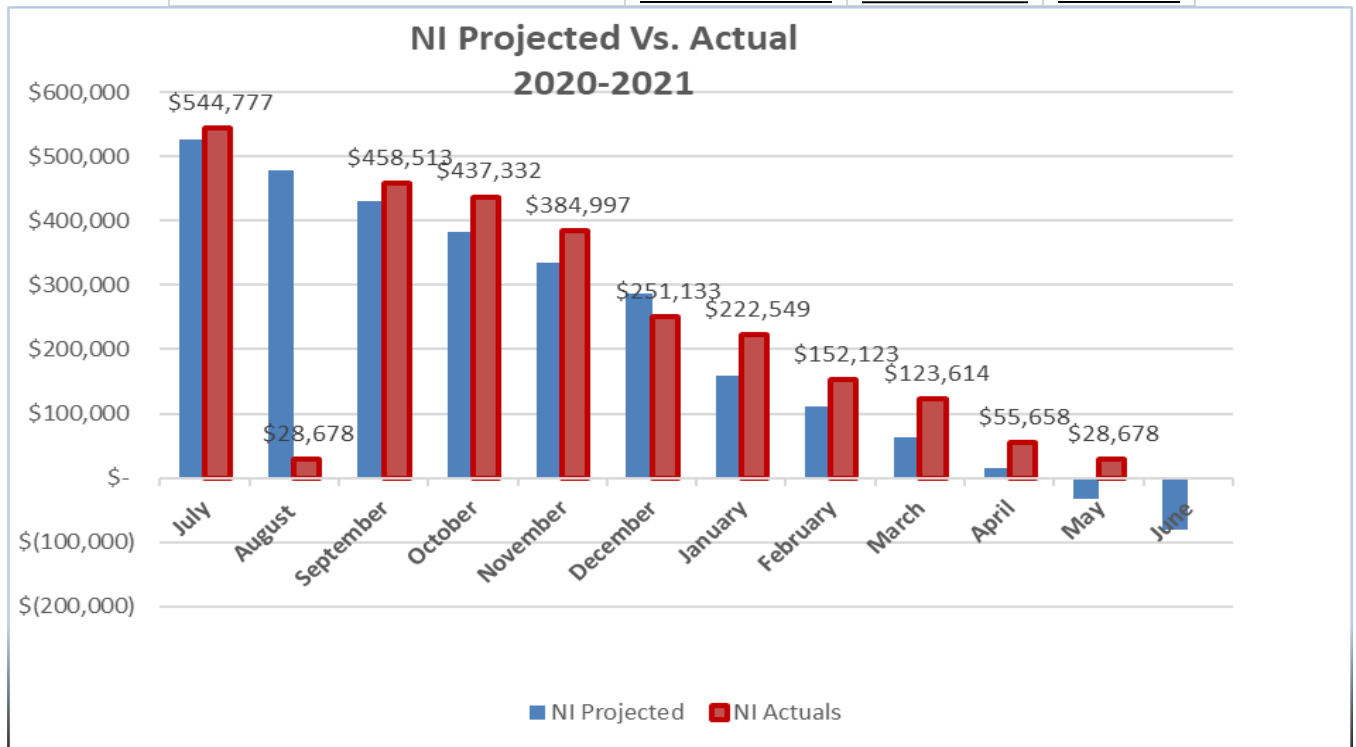
The Accounts Receivable schedule is included and reflects the amounts due to the Authority as of May 31. There is one account that is more than 60 days past due on May 31st for \$1,785. Staff is working with the locality to bring them up to date.

Recommended Action: Approval of the May 2021 Financial Reports

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses by Fund
July 2020 – May 2021

Summary - All Funds			
	Total	Total	
	<u>Revenues</u>	<u>Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 582,829	614,496	\$ (31,667)
Curbside Project Fund	8,334,224	8,300,639	\$ 33,585
Drop-Off Project Fund	1,398,000	1,376,734	\$ 21,266
Municipal Solid Waste Fund	3,220,237	3,214,765	\$ 5,472
CFC/HCFC	103,470	103,470	\$ -
Special Waste Collections	146,843	146,843	\$ -
Waste Tire Fund	48,695	48,695	\$ -
Appliance and Scrap Metal Hauling	570,422	570,422	\$ -
Yard Waste Projects	711,879	711,879	\$ -
Waste Transfer & Disposal	<u>1,587,732</u>	<u>1,587,710</u>	<u>22</u>
Totals	<u>\$ 16,704,332</u>	<u>\$ 16,675,654</u>	<u>\$ 28,678</u>
	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>



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

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 575,228	\$ 575,230	\$ 2	0.0%
Interest on Investments	<u>643</u>	<u>7,601</u>	<u>52,900</u>	<u>45,299</u>	<u>85.6%</u>
Total Revenues	<u>643</u>	<u>582,829</u>	<u>628,130</u>	<u>45,301</u>	<u>7.2%</u>
Expenses:					
Personnel services	36,192	392,452	432,785	40,333	9.3%
Fringe benefits	7,036	81,275	90,800	9,525	10.5%
Professional services	2,514	64,251	115,525	51,274	44.4%
Repairs and maintenance	-	1,482	3,075	1,593	51.8%
Advertising and promotions	-	(392)	1,250	1,642	131.4%
Materials and supplies	527	4,776	4,000	(776)	-19.4%
Other services and charges	2,379	16,503	13,855	(2,648)	-19.1%
Leases	4,069	45,464	50,775	5,311	10.5%
Depreciation	731	8,685	10,000	1,315	13.2%
Total Expenses	<u>53,448</u>	<u>614,496</u>	<u>722,065</u>	<u>107,569</u>	<u>14.9%</u>
Net Income	<u>\$ (52,805)</u>	<u>\$ (31,667)</u>	<u>\$ (93,935)</u>	<u>\$ 62,268</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ -</u>	

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

Curbside Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 659,155	\$ 7,611,202	\$ 8,820,000	\$ 1,208,798	13.7%
Public Relations Assessment	18,532	205,659	229,000	23,341	10.2%
Customer Service Assessment	19,665	217,977	242,000	24,023	9.9%
96-gal Cart Revenue	20,093	257,356	199,800	(57,556)	-28.8%
Contract Admin Costs	-	29,000	-	29,000	
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	-	-		-	
Interest on Investments	237	3,030	15,020	11,990	79.8%
Total Revenues	<u>717,682</u>	<u>8,334,224</u>	<u>9,515,820</u>	<u>1,239,596</u>	<u>13.0%</u>
Expenses:					
Personnel services	17,361	181,210	228,990	47,780	20.9%
Fringe benefits	4,264	73,415	59,875	(13,540)	-22.6%
Professional services	3,572	32,887	29,655	(3,232)	-10.9%
Repairs and maintenance	-	1,931	2,740	809	29.5%
Advertising and promotions	8,788	57,919	79,000	21,081	26.7%
Materials and supplies	373	2,279	3,230	951	29.4%
Other services and charges	1,701	65,135	63,850	(1,285)	-2.0%
Leases	2,818	33,194	35,685	2,491	7.0%
Depreciation	147	2,410	2,500	90	3.6%
Contractual services	659,138	7,611,185	8,820,000	1,208,815	13.7%
96-gal Cart Expense	(1,510)	239,074	190,295	(48,779)	-25.6%
Contingencies	-	-	-	-	-
Total Expenses	<u>696,652</u>	<u>8,300,639</u>	<u>9,515,820</u>	<u>1,215,181</u>	<u>12.8%</u>
Net Income	<u>\$ 21,031</u>	<u>\$ 33,585</u>	<u>\$ -</u>	<u>\$ 33,585</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	

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

Drop Off Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 114,723	\$ 1,177,208	\$ 1,000,000	\$ (177,208)	-17.7%
Materials Sales Rebate	22,680	220,200	150,000	(70,200)	-46.8%
Interest on Investments	<u>36</u>	<u>592</u>	<u>2,240</u>	<u>1,648</u>	<u>73.6%</u>
Total Revenues	<u>137,439</u>	<u>1,398,000</u>	<u>1,152,240</u>	<u>(245,760)</u>	<u>-21.3%</u>
Expenses:					
Personnel services	443	4,504	9,715	5,211	53.6%
Fringe benefits	280	2,945	2,480	(465)	-18.8%
Professional services	3	1,466	1,505	39	2.6%
Repairs and maintenance	-	103	170	67	39.4%
Advertising and promotions	(684)	290	500	210	42.0%
Materials and supplies	27	178	150	(28)	-18.7%
Other services and charges	38	391	435	44	10.1%
Leases	102	1,189	1,350	161	11.9%
Contractual services	114,723	1,177,208	1,000,000	(177,208)	-17.7%
Materials sales rebate	<u>17,759</u>	<u>188,460</u>	<u>123,000</u>	<u>(65,460)</u>	<u>-53.2%</u>
Total Expenses	<u>132,691</u>	<u>1,376,734</u>	<u>1,139,305</u>	<u>(237,429)</u>	<u>-20.8%</u>
Net Income	<u>\$ 4,748</u>	<u>\$ 21,266</u>	<u>\$ 12,935</u>	<u>\$ 8,331</u>	

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

Municipal Solid Waste Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 593,225	\$ 3,177,236	\$ 3,442,000	\$ 264,764	7.7%
Customer Service Assessment	5,678	31,210	35,000	3,790	10.8%
Contract Admin Costs	-	10,900	-	(10,900)	0.0%
Interest on Investments	<u>141</u>	<u>891</u>	<u>4,840</u>	<u>3,949</u>	<u>81.6%</u>
Total Revenues	<u>599,044</u>	<u>3,220,237</u>	<u>3,481,840</u>	<u>261,603</u>	<u>7.5%</u>
Expenses:					
Personnel services	2,900	16,913	19,515	2,602	13.3%
Fringe benefits	1,259	6,791	5,360	(1,431)	-26.7%
Professional services	729	7,044	7,085	41	0.6%
Repairs and maintenance	-	437	965	528	54.7%
Advertising and promotions	-	(21)	500	521	99.0%
Materials and supplies	162	671	745	74	9.9%
Other services and charges	271	1,564	1,765	201	11.4%
Leases	491	3,572	3,055	(517)	-16.9%
Depreciation	101	558	850	292	34.4%
Contractual Services	<u>593,226</u>	<u>3,177,236</u>	<u>3,442,000</u>	<u>264,764</u>	<u>7.7%</u>
Total Expenses	<u>599,139</u>	<u>3,214,765</u>	<u>3,481,840</u>	<u>267,075</u>	<u>7.7%</u>
Net Income	<u>\$ (95)</u>	<u>\$ 5,472</u>	<u>\$ -</u>	<u>\$ 5,472</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ -</u>	

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

Other Special Projects					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 559,652	\$ 2,580,817	\$ 2,370,000	\$ (210,817)	-8.9%
Materials Sales Rebate	<u>176,953</u>	<u>588,225</u>	<u>745,000</u>	<u>156,775</u>	<u>21.0%</u>
Total Revenues	<u>736,605</u>	<u>3,169,042</u>	<u>3,115,000</u>	<u>(54,042)</u>	<u>-1.7%</u>
Expenses:					
Contractual services	559,650	2,580,796	2,370,000	(210,796)	90.0%
Materials sales rebate	<u>176,952</u>	<u>588,224</u>	<u>745,000</u>	<u>156,776</u>	<u>21.0%</u>
Total Expenses	<u>736,602</u>	<u>3,169,020</u>	<u>3,115,000</u>	<u>(54,020)</u>	<u>-1.7%</u>
Net Income	<u>\$ 3</u>	<u>\$ 22</u>	<u>\$ -</u>	<u>\$ 22</u>	

Central Virginia Waste Management Authority
Accounts Receivable
May 31, 2021

Receivables May 31, 2021			Current
	Total	Over 60 days	w/in 60 days
Department of General Services	4,061		4,061
Ashland	15,421		15,421
Charles City	106,800		106,800
Chesterfield	47,021		47,021
Colonial Heights	60,207		60,207
Goochland	523,359		523,359
Hanover	6,088		6,088
Henrico	58,680		58,680
Hopewell	9,060		9,060
New Kent	57,855		57,855
Petersburg	182,362		182,362
Powhatan	129,470		129,470
Prince George	-		-
Richmond	230,707	1,785	228,922
Totals	\$1,431,090	\$ 1,785	\$1,429,305