



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
SEPTEMBER 10, 2021  
2104 WEST LABURNUM AVENUE  
RICHMOND, VA, 23227**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**9:00 a.m.**

**CERTIFICATION OF QUORUM**

**AGENDA**

**Page(s)**

1. Public Comment Period
2. Minutes of the Regular Meeting of August 13, 2021 **3-11**
3. Chairman's Report
4. Audit Committee Report  
2021 Annual Comprehensive Financial Report (ACFR) **12**
5. Financial Reports for August 2021 **13-20**
6. Operations and Technical Advisory Committee Report **21**
7. Public Information Report **22**
8. Strategic Planning
9. Resolution of Appreciation for Nancy Drumheller **23**

**OLD/NEW BUSINESS**

**ADJOURNMENT**

**Upcoming Meetings:**

Executive Committee Meeting - Tuesday, October 5, 2021 – 11:00 a.m.

Technical Advisory Committee - Thursday, October 7, 2021 – 9:00 a.m.

Board of Directors Meeting – Friday October 15, 2021 – 9:00 a.m.

At any time during the meeting the Board may go into a closed session pursuant to Virginia Code Section 2.2-3712 for purposes of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice, as authorized under Virginia Code Section 2.2-3711 (A) (7).

**MINUTES OF THE REGULAR MEETING OF AUGUST 13, 2021**

Minutes of the August 13, 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  
AUGUST 13, 2021  
RICHMOND, VA & VIRTUAL**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Patricia Paige (M-New Kent), Chairman  
Robert L. Dunn (M-Chesterfield), Vice-Chairman  
J. Allen Lane (M-Henrico), Treasurer  
Miles Jones (M-Richmond), Secretary  
Stephen Chidsey (M-Ashland)  
Ricky Hicks (M-Charles City)  
Cary Drane (M-Chesterfield)  
Dwayne Jones (A-Goochland)  
Randy Hardman (M-Hanover)  
Michael Flagg (A-Hanover)  
Marcia E. Kelley (M-Henrico)  
Jon Clary (A-Henrico)  
Monique Robertson (M-Hopewell)  
Johnny Melis (A-Powhatan)  
Dean Simmons (M-Prince George)

**Non-Voting:**

Jeffrey Howard (A-Chesterfield)  
Josh Byerly (A-Henrico)  
John Lockwood (A-New Kent)

**MEMBERS/ALTERNATES NOT PRESENT**

Tangela Innis (M-Petersburg), Director  
Jenny Schontag (A-Ashland)  
Michelle Johnson (A-Charles City)  
Clay Bowles (M-Chesterfield)  
Scott Zaremba (A-Chesterfield)  
Al Pace (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Todd Flippen (A-Colonial Heights)  
Wendy Grady (A-Goochland)  
Susan Dibble (M-Hanover)  
David Howard (A-Hanover)  
Bentley Chan (A-Henrico)  
William Riggleman (A-Petersburg)  
Karin Carmack (M-Powhatan)  
Percy Ashcroft (A-Prince George)  
Nathan Joyce (M-Richmond)

**Staff:**

Kimberly A. Hynes, Executive Director  
Richard Nolan, Director of Operations  
Nancy Drumheller, Public Affairs Manager (virtual)  
Reginald D. Thompson, Operations Analyst  
Stephanie Breaker, Sr. Customer Service Supervisor

**Guests:**

Chairman Paige (M-New Kent) welcomed all to the meeting and started the meeting by having all attendees recite the Pledge of Allegiance. With a quorum in attendance, she called the meeting to order at 11:05 a.m.

## **CHAIRMAN'S AGENDA**

### **Item No. 1: Public Comment Period**

Chairman Paige (M-New Kent) opened the public comment period and with no one in attendance to address the Board and no one had contacted staff previously, she closed the public comment period.

### **Item No. 2: Minutes of the Regular Meeting of June 22, 2021**

Chairman Paige opened the floor for a motion to approve the minutes of the regular meeting of June 22, 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 June 22, 2021, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

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

#### ***Resolutions of Appreciation for Mr. Michael Purvis***

Chairman Paige asked Mrs. K. Shea, Accounting and Financial Manager, to read the Resolution of Appreciation for Mr. M. Purvis (M-Prince George), former Treasurer and Board member. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. J. Clary (A-Henrico), and carried approving the Resolution of Appreciation for Mr. Michael Purvis. Mrs. Hynes indicated she would deliver the resolution and token of appreciation to Mr. Purvis.

#### ***Resolutions of Appreciation for Mr. Dick Howe***

Mrs. K. Shea read the Resolution of Appreciation for Mr. Charles "Dick" Howe. A motion was made by Mr. J. Clary (A-Henrico), seconded by Mr. S. Chidsey (M-Ashland) and carried approving the Resolution of Appreciation for Mr. Dick Howe.

Chairman Paige thanked Mr. Howe for his many years of service. She stated she would keep his number in her rolodex for questions as they arise.

Mrs. Hynes also thanked Mr. Howe for his 22 years of service with CVWMA and she noted Mr. Howe has been the comic relief in the office when things are tough. He would often share a joke that relieved the stress. Mrs. Hynes also stated that Mr. Howe has been an asset to the Authority, the staff and the region. Mr. Howe expressed his thanks and has enjoyed his time and work at CVWMA.

Chairman Paige introduced and welcomed Mr. Dean Simmons from Prince George County as the newest member to the Board.

### **Item No. 4: Installation of Officers for Fiscal Year 2021-2022**

Mrs. Shea administered the Oath of Office to the new officers for the 2021-2022 fiscal year, requesting that all officers-elect stand and recite the Oath of Office after her.

Officers Sworn in for the 2021-2022 Fiscal Year are as follows:

Ms. Patricia Paige (M-New Kent)..... Chairman  
Mr. Robert Dunn (M-Chesterfield)..... Vice-Chairman  
Mr. Allen Lane (M-Henrico)..... Treasurer  
Mr. Miles Jones (M-Richmond)..... Secretary  
Ms. T. Innes (M-Petersburg)..... Director

## STAFF AGENDA

## Item No. 5: 2021 Education and Outreach and Program Statistics Presentation

Mrs. Nancy Drumheller, CVWMA Public Affairs Manager, shared the 2021 efforts of the Education and Outreach and Customer Service staff. Mrs. Drumheller noted that it has been a different fiscal year because of the continuing Covid-19 pandemic restrictions but staff and the customer service representatives continued to provide educational resources and customer service.

Using our existing mission and visions goals to align our education and outreach efforts, staff stayed engaged, provided consistent messaging, and maximized influence by equipping members and customers with current information and tools needed to impact a positive environment where they live, work and play.

Mrs. Drumheller noted the Education Resource Goals:

- |   |          |
|---|----------|
| <ul style="list-style-type: none"> <li>• Maximize our influence by equipping members and customers with information and tools to impact a positive environment</li> </ul> | Maximize |
| <ul style="list-style-type: none"> <li>• Maximize the use of technology while balancing the need for face-to-face communication</li> </ul>                                | Maximize |
| <ul style="list-style-type: none"> <li>• Provide educational tools and resources that meet the needs of a diverse audience</li> </ul>                                     | Provide  |
| <ul style="list-style-type: none"> <li>• Identify and use subject matter experts to further CVWMA goals</li> </ul>  | Identify |
| <ul style="list-style-type: none"> <li>• Have a significant impact with limited resources</li> </ul>  | Have a   |

## Staying connected with CVWMA

Understanding the need for face-to-face communication, staff offered many ways for member localities and the public to stay connected with CVWMA. The CVWMA website was refreshed to make the experience more user friendly and offer a one stop experience based on the locality. Each locality has its own location page and staff promoted locality events on the CVWMA calendar and the Recycling Wizard feature and is searchable by all 13 member localities. Staff continues to look for more ways to provide connections with all 13 of our member localities and if you participate in the Residential Curbside Recycling Program you have the email reminders. The top pages visited on the website are What To Recycle, the Collection Schedule pdf, the Collection Schedules webpage and the electronic recycling events. Mrs. Drumheller explained the importance of the Authority having an online presence noting it enhances the education and outreach efforts. Staff provides great information in a timely manner.

### *Other Outreach Services*

Mrs. Drummheller noted there were more than 41,000 email subscribers for the Curbside Email Reminder. Staff works with the Senior Customer Service Supervisor for phone queue messaging and the electronic newsletter. In addition, CVWMA sends out the monthly Waste Reduction News e-newsletter sharing current program information and other recycling information. This year staff started a member locality

spotlight and August highlighted the town of Ashland showing their Public Service Announcements on pet waste and the information on the Chesapeake Bay License Plate grant they received.

### ***Social Media***

Continuing Mrs. Drumheller noted consistent messages, transparency, and resources online are important to CVWMA customers. Staff continues to report on the importance of online communications and the CVWMA presence on social media. It is a resource that engages the public on multiple platforms. Mrs. Drumheller stated the website and social media are two major “hubs” for education and resources, and people want visuals and a good reason to recycle correctly.

### ***Virtual Resources and Outreach Programs***

With Covid 19 closures, staff converted to virtual resources for our member localities by working with Jonathan Austin to create 13 locality specific, 30 minute educational videos on how to Reduce, Reuse, and Recycle. The CVWMA Kids Page offers a plethora of resources that benefit kids and families in all 13 of our member localities.

Between July and November of 2020, the Young Scientists provided 10 programs with an estimated reach to over 400 students/families in Henrico and Richmond. Ms. Denise Gammon, a former classroom teacher, was hired in February of 2021 and offered programs virtually that were viewed in classrooms. From March to June of 2021, staff estimates Ms. Gammon reached over 2,500 students and teachers during classroom programs in Chesterfield, Colonial Heights, Henrico, and the City of Richmond.

Staff provides educational tools and resources that meet the needs of a diverse audience with educational materials, bilingual resources, visual guides and contests. The annual collection schedule continues to be our biggest educational piece and each year we try to incorporate as many educational messages as possible.

### ***Customer Service Team***

Mrs. Drumheller reminded the Board there is only one Senior Customer Service Supervisor and two full time Customer Service Agents currently. They average over 15,000 calls a month and the call volume continues to increase. The top calls continue to be service issues, collection day verification and what can I recycle questions.

### ***Subject Matter Experts and CVWM***

Continuing, Mrs. Drumheller noted CVWMA is fortunate to connect with people to further the CVWMA goals and the U.S. Plastics Pact has lofty goals for reducing, reusing, recycling and composting plastic waste by 2025. Mrs. Drumheller stated the national voice of the Recycling Partnerships has given CVWMA the best practices for recycling, reducing, reusing and recycling, right; many free images, resources, toolkits, webinars, staff development; and aligned staff with other people that are doing similar work.

Continuing Mrs. Drumheller stated she is grateful for the expertise and partnerships with the Virginia Department of Environmental Quality (DEQ) and Keep America Beautiful for statewide goals and resources. Mrs. Drumheller stated we couldn't do what we do without the member localities and the partnerships throughout the community such as Richmond Family Magazine which is delivered from Ashland to Petersburg and has offered CVWMA numerous opportunities for articles in their publication.

In closing, Mrs. Drumheller stated it will be interesting to hear the recommendations the Board makes for education and outreach on the strategic plan. She stated staff would like to stay current and maximize

technologies because we want to stay engaged. Mrs. Drumheller stated staff would like to create additional curriculum tools that support classroom teachers in all of our 13 member localities and continue to collaborate with our member localities and contractors so that all of our messages are consistent to the public. Mrs. Drumheller stated the job has been the best job ever and she appreciates all for listening to her stories because stories are what CVWMA is about, as they connect us all. Mrs. Drumheller stated it has been her pleasure to work for the Board and to brand CVWMA.

Mr. R. Nolan, Director of Operations, stated that Mrs. Drumheller will be missed and Chairman Paige thanked Mrs. Drumheller for her reporting and was especially amazed at the volume of phone calls the Customer Service Team averages per month, 15,000. Chairman Paige thanked the Customer Service staff for the awesome job they do. Mrs. Hynes took this opportunity to remind the Board of the Customer Service Agent opening.

Chairman Paige also noted that if Nancy were in the room of the meeting instead of virtually, she would have a Richmond Family Magazine (RFM) to show the Board. Chairman Paige noted that Nancy has been in continuous contact with RFM to showcase a do it yourself (DIY) craft. Chairman Paige thanked Nancy and her team of one for all that they do. Chairman Paige stated we are not replacing Nancy, only filling her position. As times get tighter and we hear of landfills closing, education will be the key for Central Virginia to be able to sustain.

Mr. Nolan, Director of Operations, presented the annual program statistics. He noted that 9 of the CVWMA jurisdictions participate in the Residential Recycling program and FY2021 saw a volume bump in recyclables collected at the curb of 728 tons; 37,508 tons of recycling were collected, increases in all jurisdictions as a result of the Covid-19 pandemic.

Mr. Nolan also reported on other Programs including Scrap Metal which is down slightly from last year due to Chesterfield County using a third party to pick up their metals. The CFC/HCFC (freon) Recovery is up by 1,453 units and Mr. Nolan noted the volume of collected Used Oil, Category 1 (paints and solvents), antifreeze and oil filters, were slightly lower than FY2020. The Goodwill Textile program saw a slight increase of 25 tons.

Mr. Nolan reported that the MSW Program supported by a contract with Waste Management, experienced an increase in tonnage at the Convenience Centers.

Mr. Nolan noted that over \$994,769 in recycling rebates was returned to the jurisdictions in FY21 compared to \$630,295 in FY20. The reason for the increase is due the dramatic increase in commodity prices over the last six months of FY 2021. The price of steel is now over \$300/ ton. In FY20 the price for Mixed Paper was at \$0.00/ton and in August 2021, is up to \$100/ton. The commodity price of OCC increased from under \$100/ton to \$185/ton by July 2021. Newsprint which was under \$50/ton increased to \$125/ton. Mr. Nolan also noted the CVWMA is receiving a rebate for Used Oil that we haven't received in the last two years.

Mr. Nolan reminded the Board, prior to Covid, we were paying \$30/ton to process recyclables through the contract with TFC Recycling. In August 2021, we will be receiving a rebate of \$50/ton, an \$80/ton swing in one year, all of which goes back to the jurisdictions.

Mr. Nolan reminded the Board that a Request for Proposal (RFP) was completed for the Residential Recycling Program which expires in 2023. It has been awarded to TFC for most of the jurisdictions. He



noted that recycling carts will be provided for everyone. CVWMA has also issued two RFPs for MSW collection at the Convenience Centers and Residential MSW Collection.

In conclusion, Mr. Nolan mentioned what can be expected in future operations of CVWMA, including the impact of commodity pricing, the new Residential Recycling Contract and implementing a cart program; new MSW programs; the impact closure of 3 landfills will have on the region; continued Covid-19 impacts; new Strategic Plan initiatives and a establishing a multi-family recycling program.

Mr. J. Clary (A-Henrico) asked what month the rebate flipped, and Mr. Nolan stated it started in June. Mr. Clary asked what attributed to the increase in demand. Mr. Nolan explained more domestic capacity for various commodities have come on line since the China bans that have increased demand. Mrs. K. Hynes also noted that Covid-19 also impacted demand for recycled goods for items such as paper towels and toilet paper.

#### **Item No. 6: Consideration of Resolution 22-01: Renewal of Contracts for Recycling and Solid Waste Consultant Services**

Mr. Nolan referred the Board to the resolution to extend the Contracts for Recycling and Solid Waste Consultant Services. He noted the terms of the current Contracts between CVWMA and Gershman, Bricker, & Bratton, Incorporated (GBB) and SCS Engineers (SCS) expire September 30, 2021. The current contracts have three one-year renewal options remaining. This request is to renew the contracts for one additional year.

The partnership with both vendors has been exceptional. GBB assisted the CVWMA in evaluating the current Residential Recycling Contract and development of the CVWMA Strategic Plan. Their presentations have been well received and met the requirements of scope of work. SCS is well known in the industry as a leading environmental consulting firm. At least one of our jurisdictions has used SCS and the CVWMA may utilize them in the future for some vendor and third-party auditing and other upcoming projects. This renewal was reviewed and approved by the TAC members during the August 2021 TAC meeting.

Mr. A. Lane (M-Henrico), Treasurer, asked if we know how we intend to use SCS in the future. Mr. Nolan stated for the upcoming year there has been discussion on using them as a third-party company to evaluate environmental audits on CVWMA vendors and to potentially use them to help with evaluating multi family dwelling recycling. Mr. Lane asked if there was a maximum and Mr. Nolan replied we only have hourly rates in the contract and so we would ask them for a scope and then we would get approval from the Board before moving forward with any project.

Mrs. M. Kelley (M-Henrico) asked if we have to vote to extend contracts on both of these companies at the same time or could we separate the two contracts for voting. Mrs. Hynes noted, extended the contract(s) doesn't indicate we would use them. For any project, approval of the Board would be necessary. Mr. S. Chidsey (M-Ashland) asked to Mrs. Kelley's question, could the contract separate the two vendors. Mrs. Hynes noted, the CVWMA has separate contracts with each of the vendors and if the Board wanted to separate the resolutions to consider the extension of the contracts separate, we can do that.

Mrs. Kelley (M-Henrico) made a motion to separate the two contracts for voting, seconded by Mr. A. Lane (M-Henrico), Treasurer. Mr. R. Dunn (M-Chesterfield), Vice Chairman, asked why they wanted the contractors to be separated. Mrs. Kelley explained that she believes the Board could find someone as an

alternative to GBB. Chairman Paige asked for a roll call and the vote was unanimous to separate the approval of the extending the contracts with GBB and SCS.

Chairman Paige asked for a motion to approve **Resolution 22-01** Renewal of Contract for Recycling and Solid Waste Consultant Services with GBB and a motion was made by Mr. M. Flagg (A-Hanover) and seconded by Mr. J. Clary (A-Henrico) and via a roll call vote, the resolution was approved, with one dissenting vote by Mrs. M. Kelley (M-Henrico).

Chairman Paige asked for a motion to approve **Resolution 22-02** Renewal of Contracts for Recycling and Solid Waste Consultant Services with SCS and a motion was made by Mr. J. Clary (A-Henrico) and seconded by Mr. J. Melis (A-Powhatan) and via a roll call vote, the resolution approved unanimously.

#### **Item No. 7: Technical Advisory Committee (TAC) Report**

Mr. Nolan stated the TAC met on August 5th and topics discussed were the MSW Collection RFP, the Convenience Centers RFP; the two pre-proposal meetings that took place; and multi-family recycling. The next TAC meeting is scheduled for September 2<sup>nd</sup>.

#### **Item No. 8: Financial Reports for July 2021**

Mrs. K. Shea, CVWMA Accounting and Financial Manager, reported July is the first month of the new fiscal year and financial activity is consistent. The Authority has a combined Net Income of \$551,035. She reminded the Board, the annual operating assessments are billed annually at the beginning of the year and thus net income will decrease monthly as operating expenses are incurred. 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 staff is working to bring the account current.

##### ***2021 Annual Audit***

Ms. Shea reported the CVWMA audit firm Brown & Edwards conducted their field work the week of July 28<sup>th</sup>. Staff is completing the 2021 Comprehensive Annual Financial Report (CAFR) and will be discussing the results of the audit and the draft CAFR with the Audit Committee in early September and the CAFR will be presented at the September Board of Directors meeting for consideration and approval.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for July 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 Financial Reports for July 2021 be approved and filed as submitted.

#### **9. Administrative**

Mrs. K. Hynes informed the Board Meridian Waste has petitioned the CVWMA for a rate increase on the five contracts. Mrs. Hynes stated staff has reached out to each of the four municipalities and to the CVWMA General Counsel.

Mrs. K. Hynes stated Mrs. Drumheller could never be replaced but the CVWMA does need to find a Public Relations Coordinator and it is posted on the CVWMA website. Mrs. Hynes also noted her vacation was the next week and there may be a need to move the September Board meeting to September 10th and Nancy will be recognized at that meeting.

## **OLD BUSINESS**

### **10. Strategic Plan Draft Review**

Chairman Paige stated the next agenda item is the planning process and everyone's comments and thoughts are important.

Mrs. K. Hynes began reviewing the strategic plan draft and after some discussion the Chairman recommended sending the strategic plan out to the Board members again and then at the September meeting, make the plan discussion the main agenda item. Chairman Paige suggested that would give the Board time to write in suggestions and get them back to Mrs. Hynes. The Board agreed to reviewing and the comments would be discussed at the next meeting.

## **NEW BUSINESS**

### **11. Board Meeting Format**

Chairman Paige stated she would like to change the board meeting format and asked the Board to think outside of the box. She asked them what they would like to see at the meetings and she made the suggestion that staff provide operational and public information reports in written form in the Board package and highlight any necessary topics at the meeting. She suggested the Board invite agencies, legislators, contractors and others to educate the Board on what's going on relevant to CVWMA's work and strategic plans. She posed some questions to Board members to think about in regards to making the most of the meeting time. For instance, what are the needs of the Call Center? Would you like to see Financial Reports in a different way? What about a roundtable discussion to help localities solve issues?

## **ADJOURNMENT**

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 12:51 p.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 August 13, 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 August 13, 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., September 10, 2021. Given under my hand and seal of the CVWMA this 10th day of September 2021.

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**Patricia Paige, Chairman**

## AUDIT COMMITTEE REPORT

### *2021 Annual Comprehensive Financial Report (CAFR)*

The CVWMA Audit Committee met on Tuesday, August 31, 2021 with the CVWMA staff and representatives of Brown Edwards, CVWMA's audit firm to discuss the results of the annual audit.

An overview of the ACFR was reviewed with the committee and staff will be presenting the ACFR and auditor's comments to the Board at the meeting on September 10, 2021 for approval before submitting to the Virginia Auditor of Public Accounts by the September 30 deadline. The Board will receive a draft ACFR electronically before the Board meeting next week.

#### Audit Committee Members:

Mr. Allen Lane (M-Henrico), Treasurer

Mr. Robert Dunn (M-Chesterfield), Vice-Chairman

Mr. Clay Bowles (A-Chesterfield)

**Recommended Action:** Approval of the 2021 Annual Comprehensive Financial Report

**FINANCIAL REPORTS FOR AUGUST 2021**

The monthly financial activity is consistent with anticipated levels of service and budget in August. The Authority has a combined Net Income of \$495,173. The annual operating assessment is billed annually at the beginning of the year; therefore, net income will decrease monthly as operating expenses are incurred throughout the year.

The Accounts Receivable schedule is included and reflects the amounts due to the Authority as of August 31. There is one account that is 60 days past due on August 31<sup>st</sup> for \$596. Staff is in communication with the locality and payment is expected shortly.

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

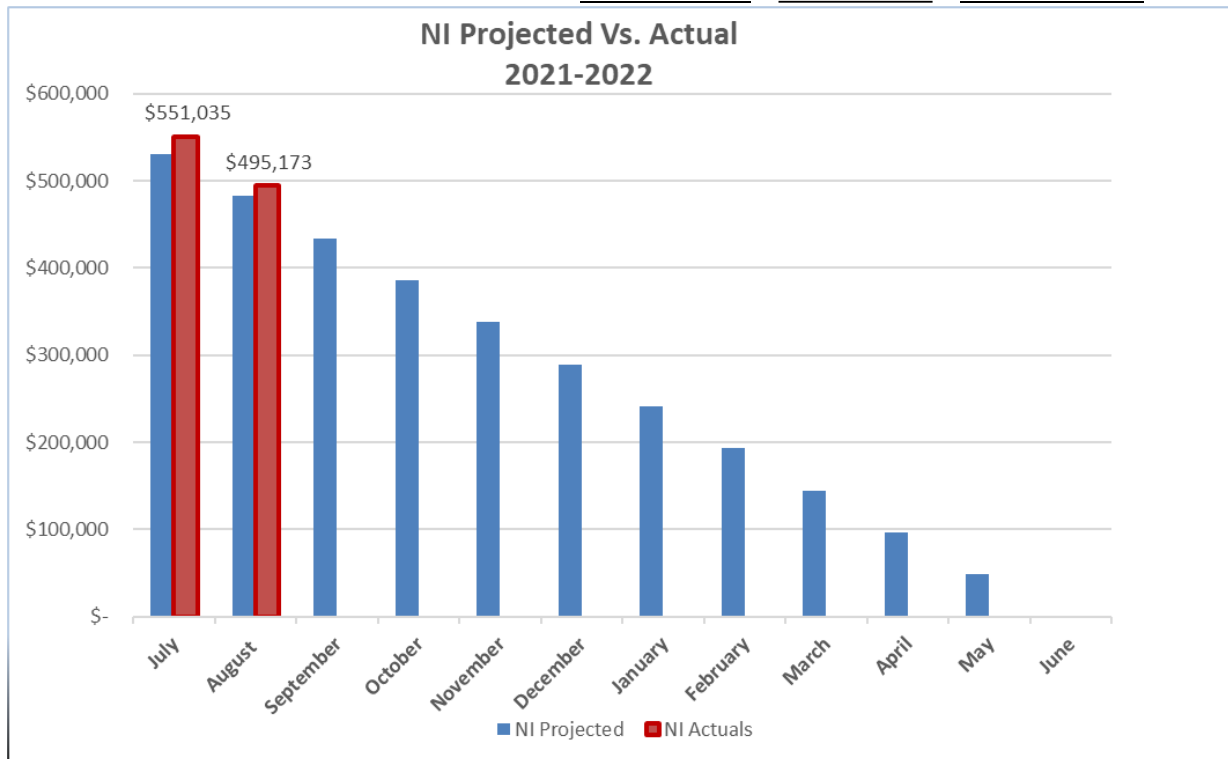
Attachments

**Central Virginia Waste Management Authority**  
**Summary Statement of Actual Revenues and Expenses by Fund**  
**July-August 2021**

**Summary - All Funds**

	<u><b>Total</b></u> <u><b>Revenues</b></u>	<u><b>Total</b></u> <u><b>Expenses</b></u>	<u><b>NI Totals</b></u>
General Operating Fund	\$ 580,291	111,907	\$ 468,384
Curbside Project Fund	1,374,625	1,349,841	\$ 24,784
Drop-Off Project Fund	196,472	191,523	\$ 4,949
Municipal Solid Waste Fund	563,064	566,014	\$ (2,950)
CFC/HCFC	10,620	10,620	\$ -
Special Waste Collections	31,862	31,862	\$ -
Waste Tire Fund	2,770	2,770	\$ -
Appliance and Scrap Metal Hauling	192,069	192,069	\$ -
Yard Waste Projects	47,729	47,729	\$ -
Waste Transfer & Disposal	303,975	303,969	\$ 6
<b>Totals</b>	<b><u>\$ 3,303,477</u></b>	<b><u>\$ 2,808,304</u></b>	<b><u>\$ 495,173</u></b>

	<u><b>Month to date</b></u>	<u><b>Year to date</b></u>	<u><b>Budget</b></u>
<b>Capital Outlay</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 20,000</u></b>



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

**General Operating Fund**

	<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	\$ -	\$ 579,188	\$ 579,190	\$ 2	0.0%
Interest on Investments	<u>399</u>	<u>1,103</u>	<u>40,870</u>	<u>39,767</u>	<u>97.3%</u>
<b>Total Revenues</b>	<u>399</u>	<u>580,291</u>	<u>620,060</u>	<u>39,769</u>	<u>6.4%</u>
<b>Expenses:</b>					
Personnel services	35,250	70,463	435,185	364,722	83.8%
Fringe benefits	9,106	17,634	93,980	76,346	81.2%
Professional services	6,085	7,783	34,550	26,767	77.5%
Repairs and maintenance	534	1,839	1,950	111	5.7%
Advertising and promotions	-	-	1,250	1,250	100.0%
Materials and supplies	805	905	3,800	2,895	76.2%
Other services and charges	2,644	3,253	9,515	6,262	65.8%
Leases	4,230	8,434	50,710	42,276	83.4%
Depreciation	<u>798</u>	<u>1,596</u>	<u>12,000</u>	<u>10,404</u>	<u>86.7%</u>
<b>Total Expenses</b>	<u>59,452</u>	<u>111,907</u>	<u>642,940</u>	<u>531,033</u>	<u>82.6%</u>
<b>Net Income</b>	<u><b>\$ (59,053)</b></u>	<u><b>\$ 468,384</b></u>	<u><b>\$ (22,880)</b></u>	<u><b>\$ 491,264</b></u>	
<b>Capital Outlay</b>					
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	

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

**Curbside Project Fund**

	<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><i>Revenues:</i></b>					
Project Service Fees	\$ 554,436	\$ 1,243,373	\$ 9,100,000	\$ 7,856,627	86.3%
Public Relations Assessment	20,486	42,634	253,000	210,366	83.1%
Customer Service Assessment	22,323	46,538	276,000	229,462	83.1%
96-gal Cart Revenue	27,652	41,689	238,800	197,111	82.5%
Contract Admin Costs	-	-	-	-	
Sponsorship and Grants	-	-	10,000	10,000	100.0%
Material Sales Rebate	-	-	-	-	
Interest on Investments	<u>178</u>	<u>391</u>	<u>9,780</u>	<u>9,389</u>	<u>96.0%</u>
<b><i>Total Revenues</i></b>	<u>625,075</u>	<u>1,374,625</u>	<u>9,887,580</u>	<u>8,512,955</u>	<u>86.1%</u>
<b><i>Expenses:</i></b>					
Personnel services	19,240	40,415	262,565	222,150	84.6%
Fringe benefits	5,807	11,737	74,330	62,593	84.2%
Professional services	5,282	7,017	28,855	21,838	75.7%
Repairs and maintenance	363	1,250	1,750	500	28.6%
Advertising and promotions	273	273	82,000	81,727	99.7%
Materials and supplies	277	343	2,800	2,457	87.8%
Other services and charges	996	2,128	63,780	61,652	96.7%
Leases	3,173	6,340	38,000	31,660	83.3%
Depreciation	230	460	5,500	5,040	91.6%
Contractual services	554,436	1,243,373	9,100,000	7,856,627	86.3%
96-gal Cart Expense	35,615	36,505	228,000	191,495	84.0%
Contingencies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b><i>Total Expenses</i></b>	<u>625,692</u>	<u>1,349,841</u>	<u>9,887,580</u>	<u>8,537,739</u>	<u>86.3%</u>
<b><i>Net Income</i></b>	<u><u>\$ (617)</u></u>	<u><u>\$ 24,784</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 24,784</u></u>	
<b><i>Capital Outlay</i></b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 10,000</u></u>	<u><u>\$ -</u></u>	



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

**Drop Off Project Fund**

	<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	\$ 128,732	\$ 128,732	\$ 1,420,000	\$ 1,291,268	90.9%
Materials Sales Rebate	57,689	67,618	195,000	127,382	65.3%
Interest on Investments	<u>55</u>	<u>122</u>	<u>3,000</u>	<u>2,878</u>	<u>95.9%</u>
<b>Total Revenues</b>	<u>186,476</u>	<u>196,472</u>	<u>1,618,000</u>	<u>1,421,528</u>	<u>87.9%</u>
<b>Expenses:</b>					
Personnel services	953	2,061	11,135	9,074	81.5%
Fringe benefits	228	466	3,100	2,634	85.0%
Professional services	442	499	2,395	1,896	79.2%
Repairs and maintenance	163	267	150	(117)	-78.0%
Materials and supplies	35	45	235	190	80.9%
Other services and charges	33	73	530	457	86.2%
Leases	134	268	1,575	1,307	83.0%
Contractual services	128,732	128,732	1,420,000	1,291,268	90.9%
Materials sales rebate	<u>49,331</u>	<u>59,112</u>	<u>156,000</u>	<u>96,888</u>	<u>62.1%</u>
<b>Total Expenses</b>	<u>180,051</u>	<u>191,523</u>	<u>1,595,120</u>	<u>1,403,597</u>	<u>88.0%</u>
<b>Net Income</b>	<b><u>\$ 6,425</u></b>	<b><u>\$ 4,949</u></b>	<b><u>\$ 22,880</u></b>	<b><u>\$ (17,931)</u></b>	

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

**Municipal Solid Waste Fund**

	<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><i>Revenues:</i></b>					
Project Service Fees	\$ 293,642	\$ 558,824	\$ 3,525,285	\$ 2,966,461	84.1%
Customer Service Assessment	1,132	3,971	35,500	31,529	88.8%
Contract Admin Costs	-	-	-	-	0.0%
Interest on Investments	<u>122</u>	<u>269</u>	<u>6,350</u>	<u>6,081</u>	<u>95.8%</u>
<b><i>Total Revenues</i></b>	<u>294,896</u>	<u>563,064</u>	<u>3,567,135</u>	<u>3,004,071</u>	<u>84.2%</u>
<b><i>Expenses:</i></b>					
Personnel services	1,650	3,381	21,590	18,209	84.3%
Fringe benefits	453	911	6,290	5,379	85.5%
Professional services	1,221	1,519	7,020	5,501	78.4%
Repairs and maintenance	8	322	550	228	41.5%
Advertising and promotions	-	-	-	-	99.0%
Materials and supplies	83	107	615	508	82.6%
Other services and charges	133	293	1,715	1,422	82.9%
Leases	261	522	3,170	2,648	83.5%
Depreciation	68	135	900	765	85.0%
Contractual Services	<u>293,642</u>	<u>558,824</u>	<u>3,525,285</u>	<u>2,966,461</u>	<u>84.1%</u>
<b><i>Total Expenses</i></b>	<u>297,519</u>	<u>566,014</u>	<u>3,567,135</u>	<u>3,001,121</u>	<u>84.1%</u>
<b><i>Net Income</i></b>	<b><u><u>\$ (2,623)</u></u></b>	<b><u><u>\$ (2,950)</u></u></b>	<b><u><u>\$ -</u></u></b>	<b><u><u>\$ (2,950)</u></u></b>	
<b><i>Capital Outlay</i></b>					
	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	

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

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**Other Special Projects**

	<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><i>Revenues:</i></b>					
Project Service Fees	\$ 223,504	\$ 379,015	\$ 3,359,000	\$ 2,979,985	88.7%
Materials Sales Rebate	<u>117,332</u>	<u>210,010</u>	<u>620,000</u>	<u>409,990</u>	<u>66.1%</u>
<b><i>Total Revenues</i></b>	<u>340,836</u>	<u>589,025</u>	<u>3,979,000</u>	<u>3,389,975</u>	<u>85.2%</u>
<b><i>Expenses:</i></b>					
Contractual services	223,498	379,009	3,359,000	2,979,991	90.0%
Materials sales rebate	<u>117,332</u>	<u>210,010</u>	<u>620,000</u>	<u>409,990</u>	<u>66.1%</u>
<b><i>Total Expenses</i></b>	<u>340,830</u>	<u>589,019</u>	<u>3,979,000</u>	<u>3,389,981</u>	<u>85.2%</u>
<b><i>Net Income</i></b>	<u><u>\$ 6</u></u>	<u><u>\$ 6</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 6</u></u>	

**Central Virginia Waste Management Authority**  
**Accounts Receivable**  
**August 2021**

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	<b>Total</b>	<b>Over 60 days</b>	<b>Current w/in 60 days</b>
Department of General Services	2,484		2,484
Ashland			-
Charles City			-
Chesterfield	83,880		83,880
Colonial Heights	56,580		56,580
Goochland	4,296		4,296
Hanover	23,817	596	23,221
Henrico	170,620		170,620
Hopewell	83,580		83,580
New Kent	2,517		2,517
Petersburg	126,903		126,903
Powhatan	26,324		26,324
Prince George			-
Richmond	(6,911)		(6,911)
Totals	\$ 574,090	\$ 596	\$ 573,494

## **OPERATIONS AND TECHNICAL ADVISORY COMMITTEE REPORT**

### ***Residential Recycling***

As of the date of this Board package, we have not received the tonnage information. The Staff will update the Board at the meeting on September 10. Significant service delays have surfaced over the past few weeks due to driver and helper shortages and the extreme heat.

Paper markets have continued to increase over last couple of months. Mixed Paper and Newsprint prices increased significantly in August. Market prices continue to be strong so far this year. In addition, plastics and metal markets continue to improve more than usual. CVWMA continues to work with locality staff and contractors in addressing the impact the disruption in the paper recycling markets is having on our programs and to educate the public on the importance of, recycling correctly.

### ***Municipal Solid Waste***

Driver shortages and COVID-19 infections have hindered Meridian Waste from collecting MSW in a timely manner, particularly in Hopewell and Petersburg Recycling. Staff is meeting with Meridian Waste staff monthly to discuss the service issues.

Requests for Proposals for MSW Services in the Tri-Cities and Town of Ashland are due to be submitted on September 14, 2021. The current contract for Colonial Heights expires June 30, 2022. The other three expire June 30, 2024.

### ***Technical Advisory Committee Meeting***

The committee will meet on September 9, 2021 at 9:00am and will discuss the current and potential new format for the meetings, overview of the pending RFPs and mattress disposal/recycling.

## **PUBLIC INFORMATION REPORT**

### ***Education and Outreach***

Staff estimates impacting approximately 75 campers and camp staff at three onsite summer camp outreach programs in Charles City County and the City of Richmond during the month of August.

In addition, to summer camp programs, Denise Gammon, our Recycling Education and Outreach Specialist has been working on Classroom Teacher PR Kits to promote her free programs in all our member localities. She has provided 300 resource kits to classroom teachers and support staff in City of Hopewell Public Elementary Schools) and plans to make deliveries to Colonial Heights, Goochland, and City of Petersburg Public Schools in early September.

Finally, Ms. Gammon is the Authority's representative on a Textile Recycling Pilot Program partnership that is student driven through VCU School of Fashion Design and Merchandising. Other partners include CIRC (<https://circ.earth/>) and City of Richmond Office of Sustainability.

### ***CVWMA Website, Social Media and Electronic Newsletter***

As staff reports each month, our social media is active, and the public continues to engage with us daily.

Charles City County is our member focus in our September 2021 Waste Reduction News electronic newsletter. The newsletter will also include message from our Executive Director, contamination issues, and locality upcoming events.

### ***Collection Delay/Holiday Messaging***

Staff has been providing daily collection delay information on the CVWMA website. The curbside email reminder has been paused to avoid messaging delay confusion.

News release sent out for Labor Day Holiday and CVWMA Collection delays the week of September 6-10.

### ***America Recycles Day 2021***

Staff is busy working on regional educational campaign and contest to promote America Recycles Day this year.

### ***2022 CVWMA Recycling Collection Schedule***

Staff has started working on our biggest educational piece.



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

*Nancy W. Drumheller*

UPON COMPLETION OF HER SERVICE AS PUBLIC AFFAIRS MANAGER OF THE  
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

**WHEREAS**, Nancy W. Drumheller joined the Central Virginia Waste Management Authority on March 11, 2008 as Public Information Coordinator and

**WHEREAS**, Mrs. Drumheller has served as Public Affairs Manager since July 1, 2015; and

**WHEREAS**, Mrs. Drumheller has served the Authority with enthusiasm, dedication, professionalism, initiative, and creativity for more than thirteen years; and

**WHEREAS**, Mrs. Drumheller has promoted Authority programs through research, development, implementation, and coordination of recycling education and outreach programs and initiatives, and through increased presence on social media, development of valuable relationships with local media, member locality staff, and the Authority Board and Staff; and

**WHEREAS**, Mrs. Drumheller by providing her knowledge and expertise in the area of public affairs guided the creation and implementation of many timeless resources, has been instrumental in raising awareness about recycling opportunities throughout the entire region; and

**WHEREAS**, as a result of Mrs. Drumheller's energy, efforts and personal and professional commitment to the environment, she has created a positive image for the Authority and has served as a benefit to the purpose of the Authority and the region; and therefore

**BE IT RESOLVED**, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Nancy W. Drumheller for her outstanding service, efforts, and achievements as an invaluable leader to the Authority upon completion of her over 13 years of service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 10<sup>th</sup> day of September 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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