



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
DECEMBER 10, 2021  
MAIN STREET STATION  
1500 E. MAIN STREET, RICHMOND VA 23219**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**9:00 a.m.**

**CERTIFICATION OF QUORUM**

**AGENDA**

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1. Public Comment Period	
2. Minutes of the Regular Meeting of November 19, 2021	<b>3-13</b>
3. Chairman's Report Resolution of Appreciation for Scott Zaremba	<b>14</b>
4. 2022 Proposed Meeting Dates	<b>15</b>
5. Consideration of <b>Resolution 22-07 – 22-12: 2023 Operating Budget</b>	<b>16-21-</b>
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**OLD/NEW BUSINESS**

**ADJOURNMENT**

**HOLIDAY RECEPTION**

**Upcoming Meetings:**

Executive Committee Meeting - Tuesday, January 11, 2022 – 11:00 a.m.

Technical Advisory Committee - Thursday, January 6, 2022 – 9:00 a.m.

Board of Directors Meeting – Friday January 21, 2022 – 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 NOVEMBER 19, 2021**

Minutes of the November 19, 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  
NOVEMBER 19, 2021  
2104 WEST LABURNUM AVENUE  
RICHMOND, VA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Patricia Paige (M-New Kent), Chairman  
Robert L. Dunn (M-Chesterfield), Vice-Chairman  
J. Allen Lane (M-Henrico), Treasurer  
Stephen Chidsey (M-Ashland)  
Clay Bowles (M-Chesterfield)  
Cary Drane (M-Chesterfield)  
Todd Flippen (A-Colonial Heights)  
Dwayne Jones (A-Goochland)  
David Howard (A-Hanover)  
Michael Flagg (A-Hanover)  
Marcia E. Kelley (M-Henrico)  
John Mitchell (M-Henrico)  
Monique Robertson (M-Hopewell)  
Johnny Melis (A-Powhatan)  
Elizabeth Hall (M-Richmond)

**Non-Voting:**

Scott Zaremba (A-Chesterfield)  
Jeffrey Howard (A-Chesterfield)  
Jon Clary (A-Henrico)  
Josh Byerly (A-Henrico)  
John Lockwood (A-New Kent)

**Staff:**

Kimberly A. Hynes, Executive Director  
Richard Nolan, Director of Operations  
Kenna Shea, Accounting & Financial Manager  
Julie Buchanan, Public Relations Coordinator  
Reginald D. Thompson, Operations Analyst  
Stephanie Breaker, Sr. Customer Service Supervisor

**MEMBERS/ALTERNATES NOT PRESENT**

Miles Jones (M-Richmond), Secretary  
Tangela Innis (M-Petersburg), Director  
Jenny Schontag (A-Ashland)  
Ricky Hicks (M-Charles City)  
Michelle Johnson (A-Charles City)  
Al Pace (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Wendy Grady (M-Goochland)  
Randy Hardman (M-Hanover)  
Susan Dibble (M-Hanover)  
Bentley Chan (A-Henrico)  
William Rigglesman (A-Petersburg)  
Karin Carmack (M-Powhatan)  
Dean Simmons (M-Prince George)  
Percy Ashcraft (A-Prince George)  
Carly Glenn (M-Richmond)

**Guests:**

Matt Terrell, TFC Recycling  
Michael Benedetto, TFC Recycling  
Tad Phillips, TFC Recycling  
Bob Pfister, Meridian Waste  
Dan Ciesla, Republic Services  
Chris Wilson, Republic Services

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 9:02 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 October 15, 2021**

Chairman Paige opened the floor for a motion to consider the minutes of the regular meeting of October 15, 2021, as submitted. Mr. J. Melis (A-Powhatan) noted that Mr. J. Mitchell (M-Henrico) was not included as attending the October meeting. Mrs. Hynes responded that this has been corrected on the official copy. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. A. Lane (M-Henrico), and carried that the minutes of the October 15, 2021, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as amended herein.

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

Chairman Paige welcomed all to the meeting. She introduced Ms. Elizabeth Hall (M-Richmond) as the newest member of the Board representing the City of Richmond.

### **Item No. 4: Presentation – TFC Recycling**

Mrs. K. Hynes, Executive Director introduced Matt Terrell, Vice President of Operations for TFC Recycling. Mr. Terrell is here to provide a summary of the challenges TFC has experienced causing delays in recycling collection and the steps that have and are being taken to ensure timely collection in the future.

Mr. Terrell introduced Mr. Michael Benedetto, President and Owner and Mr. Tad Phillips, Vice President of Business Development of TFC Recycling. Mr. Terrell extended his and TFC's appreciation for CVWMA's support and patience over the last several months as they worked through work force and supply issues, causing significant delays in collection. He indicated the biggest issue that happened is they lost their temporary agency with 72 hours notice. The temp agency supplies helpers on the trucks. In addition, weather over 100 degrees and truck issues coupled with employee shortages resulted in 2-days delay in service. As a result, TFC made some changes including hiring temporary help as employees, relying less on temporary agencies, and changing their wage and benefit program to attract and retain drivers and helpers. Lastly, TFC was able to get parts and supplies for trucks to minimize breakdowns. Mr. Terrell reported they are back on schedule and there have been no delays in collection for the last four cycles.

Mr. Terrell assured the Board TFC is fully staffed and in a good position going forward and is confident in their ability to provide timely service, especially in anticipation of the holidays. He indicated the delays are not indicative of TFC's service and he again extended his thanks to the Board for support and patience. Concluding, Mr. Terrell expressed TFC looks forward to finalizing the new contract and working together for at least 10 more years.

Mrs. M. Kelley (M-Henrico) asked how TFC feels about the potential reduction in the minimum age to 18 to obtain a Commercial Driver's License (CDL). Mr. Terrell responded that TFC would like to work with high school students on career opportunities in driving a recycling truck. TFC started an apprentice program in their Chesapeake location and is looking to start the same here in Chester.

Chairman Paige thanked Mr. Terrell and TFC Recycling for providing the update.

**Item No. 5: Consideration of Resolution 22-03: Renewal of the Contract for Collecting, Transporting and Processing Used Electronic Equipment**

Mr. R. Nolan, Director of Operations informed the Board the current term of the contract between CVWMA and Securis of Hampton Roads for electronics recycling expires November 30, 2021. There is one more one (1) year renewal option. Securis has been a good contractor and has requested minimal increases in fees, averaging 3-5% overall. The Technical Advisory Committee (TAC) has reviewed the renewal request and supports renewing the contract for the last one-year period through November 30, 2022. Mr. Nolan indicated that CVWMA would be conducting a procurement for these services after the first of the year.

A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. S. Chidsey (M-Ashland), and carried that Resolution 22-03 be approved as submitted.

**Item No. 6: Consideration of Resolution 22-04: To Award Contracts for Solid Waste Transporting and Disposal**

Mr. Nolan informed the Board CVWMA currently has contracts with Waste Management for hauling and disposal of municipal solid waste (MSW) from the convenience centers in Goochland, New Kent and Powhatan. In addition, CVWMA has a contract with GFL (formerly County Waste) for disposal from the Chesterfield convenience centers. The initial term of these contracts expires June 30, 2023. It was decided by CVWMA and the Participating Jurisdictions to issue a procurement for these services for a 10-year term to begin on or about July 1, 2023.

The selection committee, consisting of CVWMA staff, Mr. J. Melis (A-Powhatan), Mr. D. Jones (A-Goochland), Mr. J. Howard (A-Chesterfield), and Mr. Richard Stewart (New Kent), recommends awarding and entering into contracts with two (2) companies: Republic Services and Waste Management. The committee recommends Republic Services for hauling and disposal from the Goochland and Powhatan convenience centers and Waste Management to continue those services from the New Kent convenience centers. In addition, both contractors will accept waste delivered from Chesterfield County as well as other localities that might have a disposal need in the future.

Mr. Nolan reported that this is a significant increase in costs from the current contract, ranging from 35%-70% increases for the localities. CVWMA and participating jurisdictions have enjoyed low rates for many years, however as landfill capacity changes and shrinks, there have been significant increases in costs.

Mr. J. Clary (A-Henrico) asked which landfill Republic Services would be using. Mr. Nolan responded Old Dominion Landfill in Henrico County.

Mr. S. Chidsey (M-Ashland) asked if the vendors would be allowed to substitute Marathon compactors for another company. Mr. Nolan replied, the procurement requested Marathon equipment. Mr. Chidsey

asked if vendors wanted to provide an alternative to Marathon if that would be considered. Mr. Nolan indicated it could be considered and the request would be evaluated by TAC members.

Mr. J. Howard (A-Chesterfield) clarified that the contracts for the convenience center operations would begin in 2023, however the disposal portion could begin sooner. Mr. Nolan confirmed.

Mr. J. Melis (A-Powhatan) confirmed this is a 10 year contract and asked about the renewal options. Mr. Nolan responded there are two (2) five (5) year renewal options.

Mr. J. Mitchell (M-Henrico) noted that one or more of the Henrico delegation will probably abstain from voting on this contract because Henrico County is the host locality for one of the landfills and receives a fee for disposal, however does not object to the contract.

A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. S. Chidsey (M-Ashland), and carried with abstentions by Mrs. M. Kelley (M-Henrico) and Mr. J. Mitchell (M-Henrico) that Resolution 22-04 be approved as submitted.

#### **Item No. 7: Consideration of Resolution 22-05: To Award a Contract for Municipal Solid Waste (MSW) Collection and Disposal Services**

Mr. Nolan reported that the CVWMA currently has contracts with Meridian Waste (formerly CFS Group, LLC) for Municipal Solid Waste (MSW) Collection and Disposal Services for the Cities of Colonial Heights, Hopewell and Petersburg and the Town of Ashland. The contract for Colonial Heights expires on June 30, 2022 prompting a procurement. The contracts for Ashland, Hopewell and Petersburg expire June 30, 2024. Although, there are nearly 3 years left on those Contracts, all 4 localities were included in the Requests for Proposals for economies of scale purposes.

Mr. Nolan indicated the CVWMA received five proposals and referred the Board for proposed pricing information. He indicated significant increase in prices from the current contract, due in part to the closing of the Petersburg Landfill for proximity and current vendor increasing market share in the last procurement.

An Evaluation Committee was formed and included Todd Evans (Ashland), Ed Watson (Hopewell), Todd Flippen (Colonial Heights), Bill Rigglesman (Petersburg), Kim Hynes (CVWMA) and Rich Nolan (CVWMA). The evaluation committee recommends awarding a contract for all four (4) jurisdictions to Waste Management.

Mr. S. Chidsey (M-Ashland) asked if carts were included in the pricing. Mr. Nolan responded the purchase of carts is not included in the pricing, however the pricing includes storage, inventorying, maintaining, delivering and removing carts throughout the contract. Mrs. Hynes responded that the current costs include the carts but the proposal prices do not.

Mr. T. Flippen (A-Colonial Heights) asked if the rates proposed for Hopewell, Petersburg and Ashland will begin in 2024 or will there be a CPI added prior to the start date. Mr. Nolan responded that the rates would be for a 2022 start, and would include a maximum CPI increase of 3% prior to the start in 2024. Mr. J. Clary (A-Henrico) asked if the increase would be automatic. Mr. Nolan responded that the contractor would have to request the increase and it would be the lesser of the index or 3%.

A motion was made by Mr. S. Chidsey (M-Ashland), seconded by Mr. T. Flippen (A-Colonial Heights), and carried that Resolution 22-05 be approved as submitted.

## **Item No. 8: Consideration of Resolution 22-06: To Award a Contract for Subscription Level Service of the Residential Recycling Services and Drop-Off Processing Services**

Mrs. K. Hynes reminded the Board it issued an RFP for Residential Recycling and Drop-Off Processing Services in November 2020. Portions of the contract were awarded by the Board at the June Board meeting. In the procurement, there were two parts of residential recycling service requested. The base level option included approximately 200,000 eligible households in eight jurisdictions. A subscription type service was requested for Chesterfield County and Prince George was also included in the event they wanted to take advantage of those services. At the regular meeting of June 22, 2021, the Board of Directors awarded the Base Level of Service portion of the Residential Recycling Services and the Drop Off Processing Services procurement to TFC Recycling. As discussions continued for a Subscription Level Service program in Chesterfield County, this portion was not awarded at the same time as the Base Level Service.

Continuing Mrs. Hynes indicated Resolution 22-06 will award the Subscription Level Service for Chesterfield County to TFC Recycling and allow us to continue the negotiations and enter into a contract. Mrs. Hynes reminded the Board the RFP included working towards an executed contract with the selected vendor(s) by December 31, 2021. She referred the Board to the slide indicating price proposed for collection, cart costs and billing and account management as the resident would contact TFC directly to signup, cancel service, etc.

Mrs. M. Kelley (M-Henrico) asked if we can proceed with the eight jurisdictions formulating the baseline services contract if we can't finalize the subscription portion by the end of December. Mrs. Hynes responded affirmatively and indicated that CVWMA will continue moving forward with the base level of service and drop off processing contract. She indicated staff is about 85%-90% complete in drafting the contract. The subscription level could be a separate contract under the RFP or could be an addendum to the contract that includes the base level service.

Mrs. M. Kelley (M-Henrico) asked if we were to need more time working on a subscription service contract, do we need to have a timeline on that or an optimal finishing date. Mrs. Hynes responded we probably should. The contract is so large that as soon as we execute a contract, we need to start on implementation and she indicated CVWMA would work with the County and TFC on a timeline.

Chairman Paige asked about the December deadline. Mrs. Hynes responded that the RFP included working towards an executed contract by December 31, 2021. After that, CVWMA would be working with each of the participating jurisdictions after the first of the year on the Service Agreements.

Chairman Paige asked if the County would be contracting directly with TFC. Mrs. Hynes responded typically, CVWMA would contract with the selected vendor and in turn would have a service agreement with the participating localities, although the County could execute an agreement directly with TFC via the Authority's procurement.

Mr. J. Mitchell (M-Henrico) asked if there is any precedent for a contract where the public is billed directly by the vendor. Mrs. Hynes responded that CVWMA has not had a contract for that type of service in the past. Mrs. Hynes mentioned that TFC has a contract with the Town of Nags Head where they bill directly to the resident.

Mr. S. Chidsey (M-Ashland) commented that even though this is a subscription program, there could be some impact to the Authority of oversight, public relations and customer service. Mrs. Hynes responded staff would be working out the nuances of those concerns during the negotiations process.

Mrs. M. Kelley (M-Henrico) said it seems the CVWMA would not be involved once a contract is negotiated. Mrs. Hynes responded that if CVWMA enters into a contract with TFC for the service, then CVWMA would be involved and responsible for implementation and administration of the contract. She asked to what extent would CVWMA be involved in terms of customer relations, complaints from customers, billing issues that come up, information provided, adding and subtracting homes from the program, etc. Mrs. Hynes responded that CVWMA, the County and TFC would be working out those details in the process in addition to working with legal counsel on ensuring any contract is enforceable. Further, Mrs. Hynes said CVWMA would be responsible for enforcing the contract, however the contractor would be responsible under the contract for everything mentioned. Mr. M. Flagg (A-Hanover) commented that its his understanding that their stated goal would be to minimize that interaction under the new contract as the CVWMA proceeds to negotiate.

Mr. J. Clary (A-Henrico) asked where the money comes from to provide education and outreach, such as school programs to the participating jurisdictions. Mrs. Hynes responded CVWMA charges a public relations assessment in the curbside recycling program which is a monthly cost per household. That money is used to promote the program and provide education and outreach, publications, tools and resources in the participating jurisdictions. Currently that rate is 7.5 cents per household per month. Similarly, CVWMA charges a customer service assessment. Mr. J. Clary (A-Henrico) asked what the total of the two assessments are, to which Mrs. Hynes responded about 15 cents per household per month. Mr. J. Clary (A-Henrico) asked about the projected assessments going forward of about 20 cents. Mrs. Hynes responded the CVWMA hasn't come up with final numbers and will need to make some cost projections beginning in FY24 to determine what the assessments should be.

Mr. J. Mitchell (M-Henrico) asked if Chesterfield has provided any estimates of who might use this program. Mrs. Hynes responded that it would be available to all single family homes who call and sign up for the service. Mr. C. Bowles (M-Chesterfield) confirmed it would be available to anyone who wants to use it.

Chairman Paige asked why CVWMA issued the RFP versus the jurisdiction. Mrs. Hynes responded the RFP was part of a regional effort to continue residential recycling in the region. Chesterfield is part of the existing contract, so all were put out for procurement together. Chairman Paige confirmed staff wants the Board to approve a contract but the Board doesn't have the agreed upon terms. Mrs. Hynes responded the vote today would give CVWMA the authority to continue the negotiations and enter into a contract. CVWMA Board does not typically vote on the contracts themselves, but gives the staff the authority to enter into a contract with legal approval. Mrs. Hynes noted that if something changes dramatically from what is included in the proposal or from what has been presented here today, staff will bring this back to the Board.

Mr. S. Chidsey (M-Ashland) asked what the annual impact of the loss of customer service and public relations assessment would be without Chesterfield in the base level program. Mrs. Hynes responded the financial impact would be about \$170,000 annually.

Chairman Paige confirmed this is a 10 year contract and asked if Chesterfield wanted to change their mind later, is the contract amendable. Mrs. Hynes responded yes, any contract can be amended by mutual agreement of all parties.

Chairman Paige requested that once this has been negotiated, staff bring this topic back to the Executive Committee.

Chairman Paige asked if there were further questions and then opened the floor for consideration of Resolution 22-06. A motion was made by Mr. C. Bowles (M-Chesterfield), seconded by Ms. M. Robertson (M-Hopewell), and the Chairman asked for a roll call vote. The ayes included: Mr. C. Bowles (M-Chesterfield), Ms. M. Robertson (M-Hopewell), Mr. S Chidsey (M-Ashland), Mr. C. Drane (M-Chesterfield), Mr. R. Dunn (M-Chesterfield), Mr. T. Flippen (A-Colonial Heights), Mr. D. Jones (A-Goochland), Mr. M. Flagg (A-Hanover), Mr. D. Howard (A-Hanover), Mr. A. Lane (M-Henrico), Mrs. M. Kelley (M-Henrico), Mr. J. Mitchell (M-Henrico), Mr. J. Melis (A-Powhatan), Ms. E. Hall (M-Richmond) and Chairman Paige. There was no opposition and no abstentions. Motion carried 14-0-0.

### **Item No. 9: Operations and Technical Advisory Committee (TAC) Report**

Mr. Rich Nolan, CVWMA Director of Operations indicated there are a few copies on the table of the September program statistics as well as online. He reported that the published market prices for the various commodities, fiber and steel in particular, remain very strong, however have dropped somewhat. Paper prices have dropped by \$10/ton since last month.

Mr. Nolan informed the Board, the Technical Advisory Committee (TAC) met on November 4, 2021 for a tour of Republic Services' Old Dominion Landfill in Henrico.

Mr. S. Chidsey (M-Ashland) referring to the program statistics noticed that yard waste is now reported in cubic yards vs tons and asked if the cubic yards is incoming or outgoing yards. Mr. Nolan responded this is reported in outgoing cubic yards.

Mr. M. Flagg (A-Hanover) asked about the drastic changes in Hanover's set out rate in the residential recycling program. Mr. Nolan indicated he would check that and indicated that he did not account for the canceled collection day in September. Mr. Flagg (A-Hanover) asked for a note or explanation on the program statistics for that change.

Mrs. Hynes reported that the TAC met subsequent to the tour to discuss CVWMA purchasing carts in the residential recycling and trash collection programs. As CVWMA has just awarded these two contracts, which will require purchase and distribution of more than 100,000 carts. In the proposals for these contracts, monthly amortization of cart costs is significant and CVWMA believes we could save the jurisdictions money by purchasing them ourselves. On the recycling carts, there is significant grant money out there for municipalities in addition to free financing that the private sector can't get. In addition, the CVWMA can amortize the cost of carts for a longer term and the carts would survive any contract change. In addition, a CVWMA cart would result in uniformity of color, phone number, information etc. and would lessen the confusion with different color containers, particularly in the trash program. The TAC is supportive of CVWMA issuing a procurement for the purchase and distribution of carts for both the trash and recycling program. A procurement will be issued in the next month or so in order to obtain carts to start the trash collection contract in Colonial Heights in July.

Mrs. M. Kelley (M-Henrico) asked how we will control giving another recycling cart to those who already have them. Mrs. Hynes noted that the Authority will work with the jurisdictions on those details so that we are not delivering new carts to folks who don't want a new can. Ideally, information would be put out in advance so that residents could let us know if they do not want another can or don't want one at all. Chairman Paige commented then you would still have the different color carts. Mrs. Hynes indicated that the standard green carts for recycling will probably remain the same. There are some jurisdictions whose recycling cans are green but have a different color lid.

Mr. J. Clary (A-Henrico) indicated there would be some details to work out, but generally the TAC is supportive of this. Mrs. Hynes indicated the staff will solicit the TAC's help and will bring back to the Board the results of the procurement.

#### **Item No. 10: Public Information and America Recycles Days**

Mrs. Hynes introduced Ms. Julie Buchanan, CVWMA's new Public Relations Coordinator. She began on November 15, ironically America Recycles Day (ARD). Julie has spent the last 11 years in a similar capacity with the Virginia Department of Conservation and Recreation. Prior to DCR she worked in the Chesterfield Public Affairs Department and as a staff writer for the Progress Index. Mrs. Hynes indicated she has a plethora of experience and has already hit the ground running. She encouraged the Board to introduce themselves and to feel free to reach out with any questions related to public information.

Mrs. Hynes continued noting that CVWMA has been working in the last month promoting ARD by working with WRIC channel 8 and K95 radio as noted in the Board package. In addition, the 2022 collection schedule is at the printer and is on schedule to be mailed after the Christmas holiday.

#### **Item No. 11: Financial Reports for October 2021**

Mrs. K. Shea, Accounting and Financial Manager reported the October financial activity is consistent with previous months. The Authority has a combined Net Income of \$451,272 and she reminded the Board the net income will continue to decrease each month as expenses are incurred throughout the fiscal year. The Authority remains in total budget in all funds as of October 31, 2021. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month and there are no accounts more than 60 days past due.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for October 2021 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chair seconded by Mr. T. Flippen (A-Colonial Heights) and carried that the Financial Reports for October 2021 be approved and filed as submitted.

#### **Item No. 12: 2022-2023 Proposed Operating Budget**

Mrs. Hynes reminded the Board that the budget for the ensuing fiscal year is required to be adopted by December 31, 2021 in accordance with the ByLaws. She informed the Board that there are copies of the proposed budget for board members to take and after the meeting, she will send out an electronic copy to all board members for review. She encouraged the Board members to review the proposed budget and reach out to her with any questions prior to next month's Board meeting, when it will be brought before the Board for approval. She reminded the Board that a 2/3 affirmative vote is needed to approve the budget, meaning 14 members.

Mrs. Hynes presented the proposed budget. She indicated that the budget continues to provide the level of service to our members that they have come to expect. The budget was developed keeping in mind our strategic plan while balancing the economic challenges. We are continuing with the vision and mission in mind and planning for the implementation of the plan. The budget includes for planning for all of our recent and upcoming procurements and operational changes that will occur with new and existing contracts. Overall, the budget is balanced with a little more than \$20 million. It's the first time that our budget will exceed \$20 million. The budget is increased by 5.8% over the 2022 adopted budget.

Mrs. Hynes reminded the Board that approximately 94% of revenues are programmatic and are passed through to member localities based on participation. Program revenues are increased by inflation adjustments and estimated volumes as well as new contract terms. The Customer Service and Public Relation assessments are increased by the Consumer Price Index. Material sales revenue is increased slightly as we have seen improvement in the recycling markets. CVWMA keeps a portion of the revenue in the drop-off recycling program. This revenue is budgeted conservatively as the markets are volatile. The revenue received from the sale of carts in the residential recycling program is reduced as at the end of FY 23, carts will be provided to everyone as part of the program. The annual operating assessment will remain at \$.48 per capita and is adjusted by the increase in population resulting in additional revenue of \$15,000. Lastly, this budget places less reliance on interest income, however anticipates increases in the purchasing card rebate with the change in contractors.

Mrs. Hynes indicated administrative expenses are increased by an overall 3.8%. The budget provides for 11.875 full time equivalents, which is an increase of .5. This is 11 full-time and 2 part-time staff. The increase is converting a part-time Administrative Assistant to full-time. Currently this position is vacant and this position is needed full-time to fully support the Executive Director, staff and the Board. The proposed budget also provides for a 3% wage increase for staff, and this will be brought back to the Board in May to reaffirm the wage increase prior to the start of the fiscal year. The health insurance cap remains the same at \$650/month. The office lease, another large expense, has a 3% annual escalator that is also included. Capital outlay is budgeted at \$35,000, which is significantly more than budgeted in previous years. As the CVWMA moves toward implementation of new contracts in our 3 largest programs, many of our systems, such as phones and website application, need to be upgraded in order to provide the highest level of customer service.

Mrs. Hynes asked the Board to take the next few weeks to review the document and to reach out with any questions. The resolutions to approve the 2023 Operating budget will be on the December 10 agenda for consideration. She reminded the Board that 14 affirmative votes are needed to adopt the budget.

### **Item No. 13: Strategic Plan Update**

Mrs. Hynes updated the Board on the strategic plan process. The Board has spent the last few meetings solidifying the vision, mission and goals. After the holidays, the compilation of the vision, mission and goals will be brought back the Board for formal adoption. After that, we will start working in committees on initiatives to achieve those goals.

Mr. M. Flagg (A-Hanover) encouraged staff and the Board look at disposal capacity in the region. Over the next 20 years, it is going to look drastically different. With regard to disposal, we have elements in the strategic plan to specifically evaluate these topics in combination with waste reduction, recycling and overall landfill capacity, and what it means in terms of increasing costs.

Mrs. M. Kelley (M-Henrico) asked if we finished goal #5. She wanted to be clear that since we were talking about economic development opportunities that we are concentrating on the sustainable materials hierarchy.

### **Item No. 14: Administrative**

Mrs. Hynes reminded the Board that next month's meeting is one week earlier than normal on December 10. She reported that the meeting will not be in the normal location, so be on the look-out for information on the location. In addition, she informed the Board that after the December meeting, we will have our traditional holiday reception and include our contractors.

## **OLD/NEW BUSINESS**

Chairman Paige asked if there was any old or new business to come before the Board. Chairman Paige again welcomed Ms. E. Hall (M-Richmond) and Mrs. Julie Buchanan to the CVWMA and wished everyone a wonderful Thanksgiving.

## **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 10:15am. The motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chairman, seconded by Mr. T. Flippen (A-Colonial Heights) and carried that the November 19, 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 November 19, 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., December 10, 2021. Given under my hand and seal of the CVWMA this 10th day of December 2021.

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**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

***SCOTT ZAREMBA***

UPON COMPLETION OF HIS SERVICE AS A MEMBER OF THE

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS

***WHEREAS***, Mr. Scott Zaremba has served on the Central Virginia Waste Management Authority Board of Directors representing Chesterfield County since December 2016; and

***WHEREAS***, Mr. Zaremba has provided outstanding leadership; and

***WHEREAS***, Mr. Zaremba has promoted regional cooperation by supporting Authority programs in the County of Chesterfield; and

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

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

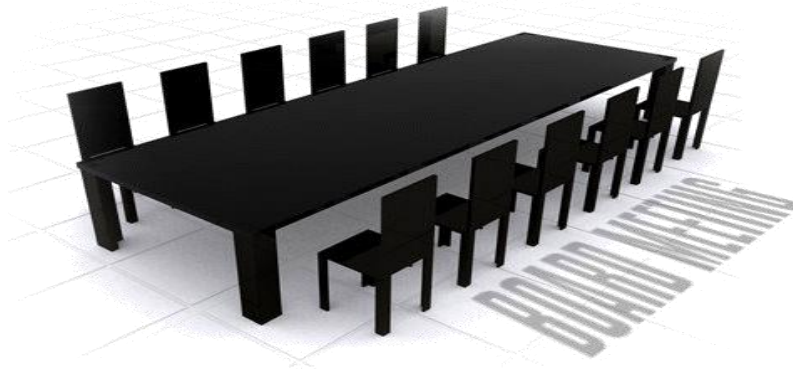
***BE IT RESOLVED*** that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Mr. Scott Zaremba for his outstanding service, efforts, and achievements as an invaluable leader to the Authority and upon completion of his service, presents this Resolution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

**Adopted this 10<sup>th</sup> day of December 2021**

**Attest:**

**Patricia Paige, Chairman of the Board**





**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETINGS – 2022  
Generally – 3<sup>rd</sup> Friday each month at 9:00 a.m.**

DATE	LOCATION	TIME
JANUARY 21, 2022	CRATER	9:00 a.m.
FEBRUARY 18, 2022	RICHMOND	9:00 a.m.
MARCH 18, 2022	RICHMOND	9:00 a.m.
APRIL 15, 2022	CRATER	9:00 a.m.
MAY 20, 2022	RICHMOND	9:00 a.m.
JUNE 17, 2022	RICHMOND	9:00 a.m.
JULY 15, 2022 (CANCELLED)	CANCELLED	CANCELLED
AUGUST 19, 2022	RICHMOND	9:00 a.m.
SEPTEMBER 16, 2022	RICHMOND	9:00 a.m.
OCTOBER 21, 2022	CRATER	9:00 a.m.
NOVEMBER 18, 2022	RICHMOND	9:00 a.m.
DECEMBER 16, 2022	RICHMOND	9:00 a.m.

# RESOLUTION 22-07

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, and appropriating the estimated revenues for the year for the principal purposes stated.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the General Operating Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2022-2023 approved Budget, and
2. That the General Operating Fund Budget includes anticipated revenues of \$626,360 and expenses of \$672,950. This budget anticipates a transfer from the Drop-Off Project Fund in the amount of \$46,590. The General Operating Fund Contribution Rate is to be forty-eight (48) cents per capita for each member locality, and
3. That the General Operating Fund Budget reflects the acquisition of Capital Outlay in the amount of \$5,000 which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP), and
4. That the Executive Director is authorized to execute budget transfers for any amount within General Operating Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
5. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
6. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
7. That this resolution shall be in full force and effect on and after the first day of July 2022, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

**Adopted this 10th day of December, 2021**

**Attest:**

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

# RESOLUTION 22-08

A resolution adopting the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, and appropriating the estimated revenues for the year for the principal purposes stated.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2022-2023 approved Budget, and
2. That the Residential Recycling Project Fund Budget includes anticipated revenues and expenses of \$10,112,450, and
3. That the Residential Recycling Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$25,000, which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP), and
4. That the Executive Director is authorized to execute budget transfers for any amount within Residential Recycling Project Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
5. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
6. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
7. That this resolution shall be in full force and effect on and after the first day of July 2022, and shall constitute the Residential Recycling Project Fund Budget for the fiscal year commencing on that date.

**Adopted this 10th day of December, 2021**

**Attest:**

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

## **RESOLUTION 22-09**

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, and appropriating the estimated revenues for the year for the principal purposes stated.

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

1. That the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2022-2023 approved Budget, and
2. That the Drop-Off Project Fund Budget includes anticipated revenues of \$1,797,000 and expenses of \$1,750,410. This budget anticipates a transfer \$46,590 to the General Operating Fund, and
3. That the Executive Director is authorized to execute budget transfers for any amount within Drop-Off Project Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
4. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
5. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
6. That this resolution shall be in full force and effect on and after the first day of July 2022, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

**Adopted this 10th day of December, 2021**

**Attest:**

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

# RESOLUTION 22-10

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2022-2023 approved Budget, and
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$4,211,435, and
3. That the Executive Director is authorized to execute budget transfers for any amount within Municipal Solid Waste Project Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
4. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
5. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
6. That this resolution shall be in full force and effect on and after the first day of July 2022, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

**Adopted this 10th day of December, 2021**

**Attest:**

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

# **RESOLUTION 22-11**

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Special Project Funds Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2022-2023 approved Budget, and
2. That the Special Project Funds Budget includes anticipated revenues and expenses of \$4,062,000.
3. That the Executive Director is authorized to execute budget transfers for any amount within Special Project Funds Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
4. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
5. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
6. That this resolution shall be in full force and effect on and after the first day of July 2022, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

**Adopted this 10th day of December, 2021**

**Attest:**

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

# RESOLUTION 22-12

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2022, and ending June 30, 2023, which is attached as part of this budget document, is hereby adopted by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2022-2023 approved Pay and Classification Plan, and
2. That the Pay and Classification Plan includes an open range pay scale consisting of thirty two grades, and
3. That the Pay and Classification Plan reflects a 3.0% merit-based salary increase for employees, to be reaffirmed by the Board of Directors at their regular meeting in May 2022, and
4. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2022-2023, and
5. That this resolution shall be in full force and effect on and after the first day of July 2022, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

**Adopted this 10th day of December, 2021**

**Attest:**

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

## OPERATIONS AND TECHNICAL ADVISORY COMMITTEE REPORT

***Recycling*** – Due to the timing of this agenda, staff will provide November volumes of recycling at the Board meeting.

Service delays have been minimal the month November 2021 and collections are back on a regular schedule consistently.

***Municipal Solid Waste*** - Staff is meeting with Meridian Waste monthly to address service issues and delays. Although, we are still addressing some service issues, collections are mostly back on regular schedule in the MSW program. CVWMA is working with Meridian on consistently collecting on schedule and with recent delays in cart deliveries.

CVWMA is also working on drafting the new contract for MSW Collection services in order to provide timely implementation for Colonial Heights in July 2022.

***Technical Advisory Committee (TAC)*** - The TAC met on December 2, 2021 and discussed the newly awarded contracts and the renewal of the electronics recycling contract. The TAC also discussed the shrinking landfill capacity and will be working on evaluating current and future capacity and alternatives in accordance with the strategic plan. The next regularly scheduled meeting is January 6, 2021 at 9:00am.

***Program Statistics*** - Monthly program statistics can be found on our website <https://cvwma.com/about-us/monthly-program-statistics/>.

## PUBLIC INFORMATION AND AMERICA RECYCLES DAY

### WRIC Recycling Spots

Four spots for CVWMA are running now on WRIC. The spots (two :30 and two :15) will air 90 times between Dec. 6 and Jan. 31. The spots address recycling contamination and collection schedules. Each features a special QR code for broadcast that viewers can scan with their smartphones. This will either take them to the CVWMA customer app to look up their collection day or to the “Know Your No’s” information on the website.

WRIC Creative Services produced the spots. They are engaging and whimsical!



### America Recycles Day Promotions

Paid promotions ran on K95 and WRIC to raise awareness about recycling for America Recycles Day, Nov. 15.

#### K95

Dates: Nov. 1-28

This campaign consisted of a 10-minute interview with Kim Hynes on Focus Richmond (aired twice in advance of America Recycles Day), 120 commercial-style endorsements by radio personality Garret Doll and social media posts.

Near the end of the campaign, prize packs were awarded to two people during a remote broadcast in Chesterfield County. Prize packs contained CVWMA swag, a reusable utensil set and other Earth-friendly items.

**Estimated reach for this campaign was 189,000 adults.**

#### WRIC

Dates: Nov. 15-21

Visitors to WRIC.com could take a recycling quiz if they lived in the CVWMA service area (verified by ZIP code). If they answered four multiple-choice questions, they were entered to win a \$250 Visa gift card. They also could opt in to CVWMA’s Waste Reduction E-Newsletter. The questions were:

- Which of the following items are not accepted by CVWMA for recycling at home or at a drop-off recycling location?
- What items should not be placed in your recycling container or in a CVWMA drop-off recycling container?

- *Why does CVWMA not want plastic bags or plastic bagged recyclables placed in recycling containers at home or at drop-off recycling location?*
- *What will you pledge to reduce, reuse, and recycle?*

**1,823 people entered the contest.** WRIC is working to contact the winner, a Richmond resident.

**796 opted to receive the e-newsletter.**

### **Waste Reduction E-Newsletter**

The newsletter is back. The December issue featured holiday tips and information about Christmas tree recycling and disposal.

The September newsletter had the highest open rate ever (43.5%).

### **2022 Recycling Collection Schedule**

The schedule is with the printer, Professional Printing Center, and will begin mailing Dec. 28.

### **Media**

PR Coordinator provided information about recycling at the holidays to Roslyn Ryan of The Goochland Gazette.

**FINANCIAL REPORTS FOR NOVEMBER 2021**

The monthly financial activity is consistent with the anticipated monthly level of service. The Authority has a combined Net Income of \$425,305 year to date and remains within total budget in all funds.

The Accounts Receivable schedule is included and reflects the amounts due to the Authority as of November 30. There is one account more than 60 days past due on November 30 and staff is working with the locality on becoming current.

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

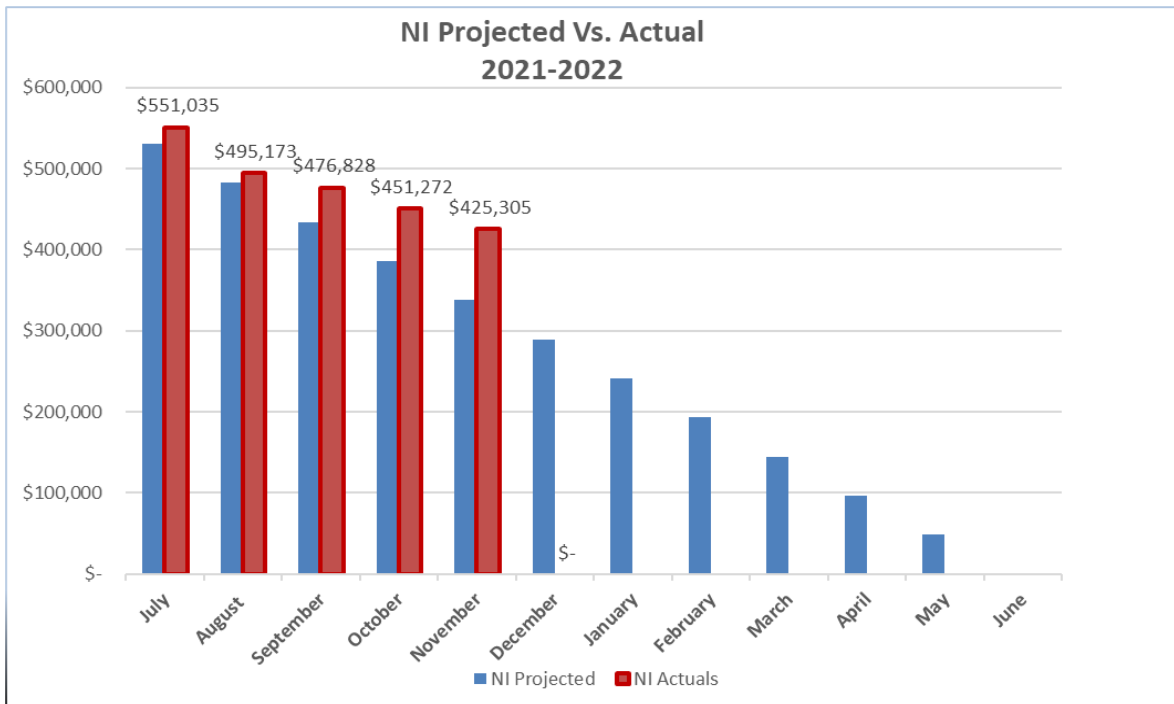
Attachments

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

**Summary - All Funds**

	<u><b>Total Revenues</b></u>	<u><b>Total Expenses</b></u>	<u><b>NI Totals</b></u>
General Operating Fund	\$ 593,865	265,544	\$ 328,321
Curbside Project Fund	3,388,572	3,322,918	\$ 65,654
Drop-Off Project Fund	710,651	674,802	\$ 35,849
Municipal Solid Waste Fund	1,452,561	1,456,792	\$ (4,231)
CFC/HCFC	37,980	37,980	\$ -
Special Waste Collections	83,181	83,477	\$ (296)
Waste Tire Fund	14,930	14,930	\$ -
Appliance and Scrap Metal Hauling	410,180	410,180	\$ -
Yard Waste Projects	177,126	177,126	\$ (1)
Waste Transfer & Disposal	731,057	731,049	\$ 9
<b>Totals</b>	<b><u>\$ 7,600,103</u></b>	<b><u>\$ 7,174,798</u></b>	<b><u>\$ 425,305</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-November 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>761</u>	<u>14,677</u>	<u>40,870</u>	<u>26,193</u>	<u>64.1%</u>
<b>Total Revenues</b>	<u>761</u>	<u>593,865</u>	<u>620,060</u>	<u>26,195</u>	<u>4.2%</u>
<b>Expenses:</b>					
Personnel services	31,688	163,560	435,185	271,625	62.4%
Fringe benefits	8,877	40,522	93,980	53,458	56.9%
Professional services	2,537	21,285	34,550	13,265	38.4%
Repairs and maintenance	245	1,570	1,950	380	19.5%
Advertising and promotions	-	75	1,250	1,175	94.0%
Materials and supplies	1,484	3,730	3,800	70	1.8%
Other services and charges	1,382	9,236	9,515	279	2.9%
Leases	4,077	21,576	50,710	29,134	57.5%
Depreciation	<u>798</u>	<u>3,990</u>	<u>12,000</u>	<u>8,010</u>	<u>66.8%</u>
<b>Total Expenses</b>	<u>51,088</u>	<u>265,544</u>	<u>642,940</u>	<u>377,396</u>	<u>58.7%</u>
<b>Net Income</b>	<u><b>\$ (50,327)</b></u>	<u><b>\$ 328,321</b></u>	<u><b>\$ (22,880)</b></u>	<u><b>\$ 351,201</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-November 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>Revenues:</b>					
Project Service Fees	\$ 660,132	\$ 2,393,880	\$ 9,100,000	\$ 6,706,120	73.7%
Public Relations Assessment	20,495	104,103	253,000	148,897	58.9%
Customer Service Assessment	22,332	113,524	276,000	162,476	58.9%
96-gal Cart Revenue	19,995	106,716	238,800	132,084	55.3%
Contract Admin Costs	-	-	-	-	
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Material Sales Rebate	120,903	659,404		(659,404)	
Interest on Investments	<u>181</u>	<u>945</u>	<u>9,780</u>	<u>8,835</u>	<u>90.3%</u>
<b>Total Revenues</b>	<u>844,038</u>	<u>3,388,572</u>	<u>9,887,580</u>	<u>6,499,008</u>	<u>65.7%</u>
<b>Expenses:</b>					
Personnel services	13,941	81,392	262,565	181,173	69.0%
Fringe benefits	5,690	27,108	74,330	47,222	63.5%
Professional services	2,900	18,054	28,855	10,801	37.4%
Repairs and maintenance	-	887	1,750	863	49.3%
Advertising and promotions	1,538	13,447	82,000	68,553	83.6%
Materials and supplies	55	1,107	2,800	1,693	60.5%
Other services and charges	2,232	9,411	63,780	54,369	85.2%
Leases	3,069	15,978	38,000	22,022	58.0%
Depreciation	230	1,149	5,500	4,351	79.1%
Contractual services	660,132	2,393,880	9,100,000	6,706,120	73.7%
96-gal Cart Expense	19,236	101,101	228,000	126,899	55.7%
Material Sales Rebate	<u>-</u>	<u>659,404</u>	<u>-</u>	<u>(659,404)</u>	<u>-</u>
<b>Total Expenses</b>	<u>709,023</u>	<u>3,322,918</u>	<u>9,887,580</u>	<u>6,564,662</u>	<u>66.4%</u>
<b>Net Income</b>	<b><u>\$ 135,015</u></b>	<b><u>\$ 65,654</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 65,654</u></b>	
<b>Capital Outlay</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 10,000</u></b>	<b><u>\$ -</u></b>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July-November 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	\$ 122,661	\$ 484,169	\$ 1,420,000	\$ 935,831	65.9%
Materials Sales Rebate	61,366	226,187	195,000	(31,187)	-16.0%
Interest on Investments	<u>56</u>	<u>295</u>	<u>3,000</u>	<u>2,705</u>	<u>90.2%</u>
<b>Total Revenues</b>	<u>184,083</u>	<u>710,651</u>	<u>1,618,000</u>	<u>907,349</u>	<u>56.1%</u>
<b>Expenses:</b>					
Personnel services	651	3,787	11,135	7,348	66.0%
Fringe benefits	219	1,043	3,100	2,057	66.4%
Professional services	95	1,395	2,395	1,000	41.8%
Repairs and maintenance	-	104	150	46	30.7%
Materials and supplies	15	146	235	89	37.9%
Other services and charges	26	171	530	359	67.7%
Leases	129	677	1,575	898	57.0%
Contractual services	122,662	484,169	1,420,000	935,831	65.9%
Materials sales rebate	<u>49,918</u>	<u>183,310</u>	<u>156,000</u>	<u>(27,310)</u>	<u>-17.5%</u>
<b>Total Expenses</b>	<u>173,715</u>	<u>674,802</u>	<u>1,595,120</u>	<u>920,318</u>	<u>57.7%</u>
<b>Net Income</b>	<b><u>\$ 10,368</u></b>	<b><u>\$ 35,849</u></b>	<b><u>\$ 22,880</u></b>	<b><u>\$ 12,969</u></b>	

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

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**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	\$ 296,433	\$ 1,440,388	\$ 3,525,285	\$ 2,084,897	59.1%
Customer Service Assessment	2,927	11,523	35,500	23,977	67.5%
Contract Admin Costs	-	-	-	-	0.0%
Interest on Investments	<u>125</u>	<u>650</u>	<u>6,350</u>	<u>5,700</u>	<u>89.8%</u>
<b><i>Total Revenues</i></b>	<u>299,485</u>	<u>1,452,561</u>	<u>3,567,135</u>	<u>2,114,574</u>	<u>59.3%</u>
<b><i>Expenses:</i></b>					
Personnel services	1,415	7,329	21,590	14,261	66.1%
Fringe benefits	453	2,152	6,290	4,138	65.8%
Professional services	377	3,931	7,020	3,089	44.0%
Repairs and maintenance	-	314	550	236	42.9%
Advertising and promotions	-	-	-	-	99.0%
Materials and supplies	38	351	615	264	42.9%
Other services and charges	106	685	1,715	1,030	60.1%
Leases	251	1,317	3,170	1,853	58.5%
Depreciation	67	336	900	564	62.7%
Contractual Services	<u>296,602</u>	<u>1,440,377</u>	<u>3,525,285</u>	<u>2,084,908</u>	<u>59.1%</u>
<b><i>Total Expenses</i></b>	<u>299,309</u>	<u>1,456,792</u>	<u>3,567,135</u>	<u>2,110,343</u>	<u>59.2%</u>
<b><i>Net Income</i></b>	<b><u>\$ 176</u></b>	<b><u>\$ (4,231)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ (4,231)</u></b>	
<b><i>Capital Outlay</i></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July-November 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	\$ 187,757	\$ 1,005,901	\$ 3,359,000	\$ 2,353,099	70.1%
Materials Sales Rebate	<u>99,050</u>	<u>448,553</u>	<u>620,000</u>	<u>171,447</u>	<u>27.7%</u>
<b><i>Total Revenues</i></b>	<u>286,807</u>	<u>1,454,454</u>	<u>3,979,000</u>	<u>2,524,546</u>	<u>63.4%</u>
<b><i>Expenses:</i></b>					
Contractual services	188,692	1,006,828	3,359,000	2,352,172	90.0%
Materials sales rebate	<u>98,411</u>	<u>447,914</u>	<u>620,000</u>	<u>172,086</u>	<u>27.8%</u>
<b><i>Total Expenses</i></b>	<u>287,103</u>	<u>1,454,742</u>	<u>3,979,000</u>	<u>2,524,258</u>	<u>63.4%</u>
<b><i>Net Income</i></b>	<u><u>\$ (296)</u></u>	<u><u>\$ (288)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (288)</u></u>	

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

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	<b>Total</b>	<b>Over 60 days</b>	<b>Current w/in 60 days</b>
Department of General Services	2,120		2,120
Ashland	19,795		19,795
Charles City	-		-
Chesterfield	267,951		267,951
Colonial Heights	71,523		71,523
Goochland	41,721		41,721
Hanover	47,797		47,797
Henrico	177,829		177,829
Hopewell	112,458		112,458
New Kent	34,798		34,798
Petersburg	127,570		127,570
Powhatan	102,038	20,448	81,590
Prince George	-		-
Richmond	311,606		311,606
Totals	<u>\$ 1,317,206</u>	<u>\$ 20,448</u>	<u>\$ 1,296,757</u>



# Join CVWMA

for a

## Holiday Reception

### December 10, 2021 @ 9:30am

(Immediately Following the CVWMA Board Meeting)

Main Street Station

1500 E Main St, Richmond VA 23219

1st Floor on 15th & Franklin Street Side - Glass Doors on the Left