



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
MAY 20, 2022  
2104 W LABURNUM AVE, RICHMOND VA**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**9:00 a.m.**

**CERTIFICATION OF QUORUM**

**AGENDA**

|   | <b>Page(s)</b> |
|---|----------------|
| 1. Public Comment Period  |                |
| 2. Minutes of the Regular Meeting of April 15, 2022   | <b>3 – 9</b>   |
| 3. Chairman's Report  |                |
| 4. Presentation – Jeff Steers, Director of Central Operations, Virginia Department of Environmental Quality         |                |
| 5. Nominating Committee Report  |                |
| 6. Strategic Plan   |                |
| 7. Operations and Technical Advisory Committee Report   | <b>10</b>      |
| 8. Public Information   | <b>11</b>      |
| 9. Financial Reports for April 2022   | <b>12 - 19</b> |
| 10. 2022 Budgetary Transfers  | <b>20</b>      |
| 11. <b>Consideration of Resolution 22-16:</b> Reaffirming the Pay and Classification Plan for Fiscal Year 2022-2023 | <b>21 - 22</b> |
| 12. Administrative  |                |

**OLD/NEW BUSINESS**

**ADJOURNMENT**

**Upcoming Meetings:**

Technical Advisory Committee - Thursday, June 2, 2022 – 9:00 a.m.

Executive Committee Meeting – Tuesday, June 7, 2022 – 11:00 a.m.

Disaster Recovery Training – Wednesday, June 8, 2022 – 8:30-12:30, Henrico Training Center

Board of Directors Meeting – Friday, June 17, 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 APRIL 15, 2022**

Minutes of the April 15, 2022, CVWMA Board of Directors meeting are attached for review and consideration.

**Recommended Action:** Approval of minutes

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
APRIL 15, 2022  
TFC RECYCLING  
12200 OLD STAGE ROAD, CHESTER VA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Patricia Paige (M-New Kent), Chairman  
Robert L. Dunn (M-Chesterfield), Vice-Chairman  
Stephen Chidsey (M-Ashland)  
Cary Drane (M-Chesterfield)  
Clay Bowles (M-Chesterfield)  
Dwayne Jones (A-Goochland)  
Michael Flagg (A-Hanover)  
Marcia E. Kelley (M-Henrico)  
John Mitchell (M-Henrico)  
Josh Byerly (A-Henrico)  
Monique Robertson (M-Hopewell)  
Johnny Melis (A-Powhatan)  
Elizabeth Hall (M-Richmond)  
Carly Glenn (M-Richmond)

**Non-Voting:**

Dawn Bowyer (A-Chesterfield)  
Jon Clary (A-Henrico)

**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  
Angela Burley, Customer Service Representative  
Stephanie Anderson, Customer Service Representative

**MEMBERS/ALTERNATES NOT PRESENT**

J. Allen Lane (M-Henrico), Treasurer  
Miles Jones (M-Richmond), Secretary  
Tangela Innis (M-Petersburg), Director  
Jenny Schontag (A-Ashland)  
Ricky Hicks (M-Charles City)  
Michelle Johnson (A-Charles City)  
Mindy Ritchey (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Todd Flippen (A-Colonial Heights)  
Wendy Grady (M-Goochland)  
Susan Dibble (M-Hanover)  
Randy Hardman (M-Hanover)  
Bentley Chan (A-Henrico)  
John Lockwood (A-New Kent)  
William Riggleman (A-Petersburg)  
Karin Carmack (M-Powhatan)  
Dean Simmons (M-Prince George)

**Guests:**

Randall Williams, City of Petersburg

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 9:00 a.m.

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

Chairman Paige (M-New Kent) opened the public comment period and asked for anyone from the public who wishes to address the Board to come forward. Seeing no one, Chairman Paige closed the public comment period.

### **Item No. 2: Minutes of the Regular Meeting of March 18, 2022**

Chairman Paige opened the floor for a motion to consider the minutes of the regular meeting of March 18, 2022, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Ms. M. Robertson (M-Hopewell), and carried that the minutes of the March 18, 2022, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Mrs. M. Kelley (M-Henrico) noted that page 6 of the draft minutes indicate that she represents Hanover and that should be changed to reflect she represents Henrico.

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

#### *Appointment of the Nominating Committee*

Chairman Paige appointed Mr. C. Bowles (M-Chesterfield) and Mr. T. Flippen (A-Colonial Heights) to the Nominating Committee, who will present a slate of officers for the ensuing year at the next meeting. She also asked Board members to reach out to the Nominating Committee with their interest in serving as an officer.

#### *Team Recognitions*

Chairman Paige expressed her excitement to recognize the great work of CVWMA staff members. She indicated that our customer service team is the glue that holds us together and is pleased to recognize their efforts today. Mrs. K. Hynes, Executive Director, first provided the Board with some perspective of that amount of work and work ethic of the team. In a year's time, CVWMA has received 150,000 in bound calls, 23,500 voicemails and 16,500 emails. That breaks down to 15,800 contacts per month, 731 per day, 70 per hour and 1.2 per minute.

Mrs. Hynes continued, stating the last two years have been challenging in many ways for all of us and she is proud of our group for adjusting and transitioning to working from home during the pandemic, which was a huge adjustment and it took us some time to implement and not without a lot of frustration along the way. Everyone was patient and persevered and figured it out. Recently, post COVID effects on operations has taken a toll on everyone also, especially our frontline team as they take the brunt of that initial contact with the customer. The customer service team is the connection between CVWMA and the public and they keep a pulse on what's happening on the street and serve as a resource for our customers. Today we want to take a moment to recognize and thank these three individuals for their dedication and service to CVWMA.

Mrs. Hynes introduced Stephanie Anderson is our newest customer service team member, joining us in November 2018, at first part time and then became full time in August 2020. She began work right at the start of our busiest time, the holidays and mailing the collection schedule. There was a snowstorm shortly after she came on board for her to deal with and she did not disappoint. Mrs. Hynes expressed her gratitude that Stephanie stayed after all of that and continues to be a steady calming voice for customers.

Mrs. Hynes then introduced Angela Burley. Angela joined CVWMA part time almost 12 years ago now and became full time three and a half years later. Angela has been with CVWMA through many ups and downs, lows and spikes and through it all always has that smile on her face. Her smile can be heard through phone. Her laughter around the office is infectious and reminds us that we need to laugh every day to survive.

Mrs. Hynes then introduced Stephanie Breaker, Senior Customer Service Supervisor. Stephanie has been a part of our team since the inception of the call center in June 1999, the start of the then new contract with TFC. Mrs. Hynes indicated that she and Ms. Breaker have grown up together over the last 23 years and she has been a steady calming force. She is solutions oriented and proactive and really serves as her ‘right hand’ person in managing all aspects of customer communications. She is a huge asset to the whole team and the CVWMA. Mrs. Hynes indicated she couldn’t imagine doing this without her as part of our team.

Mrs. Hynes thanked the customer service team again and provided each with a certificate of appreciation and token of appreciation. Ms. Anderson expressed her thanks and indicated she loves what she does. Ms. Burley also thanked the Board. Ms. Breaker thanked the Board for the recognition and for all of the support.

Continuing Chairman Paige thanked TFC Recycling for hosting the Board today. She asked everyone going on the tour after the meeting to sign the waiver forms on the back table. This is a great opportunity to see their facility and obtain more details on the work they do for the Authority.

#### **Item No. 4: 2022 Virginia General Assembly Update**

Mrs. K. Hynes provided an update on the 2022 General Assembly Session. SB 250 Nonhazardous Solid Waste Fees, increases the annual fees for nonhazardous solid waste management facilities and indexes the fees annually based on the change in the Consumer Price Index. This bill was presented after stakeholder recommendation to cover the cost of the compliance and permitting program at DEQ. This bill had passed the Senate 24-16 and passed the House 67-30; however has since been vetoed by the Governor. The statement by the Governor for vetoing the bill indicated he did not want to increase fees for doing business in Virginia and did not want increased fees passed on to consumers particularly at a time when inflation is resulting in significantly higher costs for goods and services.

Continuing, she noted that HB 831/SB 248 Composting; definition of anaerobic digestion has passed both Houses and has been signed by the Governor.

Mrs. Hynes noted that SB 14 Prescription drug donation; awareness and coordination program has passed the Senate and the House and the Governor has sent it back to the Senate for some revisions. The revision entails establishing a time frame to report back to the General Assembly.

Mrs. Hynes reported on HB 1261 State environmental board; members to be appointed by the Governor, Senate Rules Committee and Speaker of the House. Currently, the Boards are appointed solely by the Governor. Mrs. Hynes mentioned much support and opposition to this bill. It passed the House narrowly 52-48, was rejected by the Senate. The Senate recommended revisions, however the House rejected the revisions and the bill is currently in Conference. In addition, one of the suggested revisions that is in debate is to limit the Air and Water Boards ability to issue, amend or deny any environmental permit. The bill has been continued to the 2022 Special Session to continue the debate.

Lastly, Mrs. Hynes reported on HB 1287 Public Procurement Act – preference for recycled materials. This Bill has passed the House and Senate. The Governor has also sent this one back to the House for some revisions. She indicated those revisions had to do with plastic materials, specifically.

#### **Item No. 5: Strategic Plan Goal Committee Reports**

Mrs. Hynes mentioned that each of the five goal committees have met a second time and are working on fine-tuning objectives and implementation strategies. Each goal committee provided an update to the Board.

Mr. J. Clary (A-Henrico) updated that Board on Goal #1: *Increase recycling rate to 80% (DEQ Recycling Rate Report) while exploring alternative options to landfilling non-recyclable waste*. He reported that much of the first meeting was focused on understanding what we can do, while at the same time balancing economics. The second meeting focused on prioritizing initiatives, beginning with actionable items that could be achieved in the short term. The committee talked about a number of ways to increase recycling, including exploring organics recycling and composting opportunities.

Mrs. J. Buchanan, CVWMA Public Relations Coordinator updated the Board on Goal #2: *Ensure positive customer experience by providing 24/7 access to customer service*. She reported the committee divided the work into three overall priorities including improving the overall customer service experience, which includes evaluating the existing experience. Secondly, the committee discussed implementing a multi-faceted communication system that balances human and digital interaction. This would include adding more self-service options for customers. The third priority is to increase resolution time and provide an easier, more efficient process. She indicated that this committee may not meet again as the group has established objectives and initiatives for reporting to the Board.

Mrs. J. Buchanan updated the Board on Goal #3: *to provide and expand educational services based on the Sustainable Materials Management Hierarchy to meet the needs of schools, local governments, and citizens in all localities*. She reported this committee also developed three objectives to include building a comprehensive outreach strategy based on the sustainable materials management hierarchy, improve the CVWMA user experience and work to increase brand awareness in the community.

Ms. C. Glenn (M-Richmond) reported on Goal #4: *increase access to recycling services to multi-family units*. She indicated the committee divided this goal into two main objectives. First, we want to ensure that any new development has the right template to start having recycling rather than retroactively thinking about recycling. It's really important moving forward that those multifamily homes know what to do, therefore we need to ensure that we have best practices and an easy blueprint to follow. Secondly, we want to increase convenient access to recycling in existing multifamily homes. This will follow a phased approach, the first being determining what can be done now, such as making them aware of drop off recycling opportunities. Phase one would include research to determine the number and type of multifamily units in the region. We definitely want to work with national experts to determine best practices. Phase three would include developing a program/procurement for providing the recycling service collection and education. Chairman Paige indicated a new development of 212 units in New Kent County is already planning for recycling.

Mrs. M. Kelley (M-Henrico) reported on Goal #5: *spur regional economic development opportunities to support the Sustainable Materials Management Hierarchy through education and research*. She reported the committee decided to start off with a two-way educational process. First, we will reach out to the localities and their economic development people and provide an overview of what CVWMA does and educate them on the sustainable materials management hierarchy. The committee also discussed the need

for CVWMA to learn from the economic development officials about their processes, what they are looking for and how they are looking forward in terms of waste diversion and recycling. In the next meeting, the committee will be working out details on how we are going to gather that information. Secondly, the committee will be focusing on attracting business that support the sustainable materials management hierarchy and how we can be resource for localities and economic development officials on the needs in the region. Mr. R. Dunn (M-Chesterfield), Vice Chairman commented that when the Governor was recently at TFC signing the new Executive Order, he touched on economic development in recycling. Governor Youngkin touched on all of our goals and now is the time to get the new administration involved.

Mrs. Hynes thanked everyone for their participation in input. She recognized the extra time and more meetings, but the ultimate outcome will be very important in moving us forward. She also mentioned that even if you weren't part of the initial meetings, anyone can join at any time.

#### **Item No. 6: 2021 Regional Recycling Rate**

Mr. R. Thompson, CVWMA Operations Analyst presented the calculation of the regional 2021 Recycling Rate. Mr. Thompson reminded the Board that each year staff calculates regional recycling rate for the members of the Solid Waste Management Plan Unit but not an individual rate by locality.

Regulations requiring regions such as the CVWMA and towns, cities and counties not part of a designated region and that have a population more than 100,000 to submit a recycling rate report to the Department of Environmental Quality (DEQ) annually by April 30th for the previous calendar year that documents the recycling efforts of the area. He noted that Virginia has a two-tier recycling rate which requires a 25 percent recycling rate or a 15 percent rate if qualified. He asserted that the solid waste planning unit must have a population density less than 100 persons per square mile or an unemployment rate of 50 percent greater than the statewide average to qualify for a 15 percent recycling rate. Further, Mr. R. Thompson reminded the Board that under the 2012 legislation, those with a population less than 100,000 are now required to submit a report every 4 years. The CVWMA region is required to report every year and is required to meet the 25 percent mandate.

Continuing, Mr. Thompson stated, in order to calculate the amount of waste recycled in the region, staff takes the data from various recycling processors that participated in our survey to get the region's Principal Recyclable Materials (PRM). Referring to the slides, Mr. Thompson noted that Paper, Metal and Yard Waste are the 3 largest contributors to the recycling rate by weight. Principal Recycling Materials totaled 605,213 tons in 2021. Mr. Thompson noted an increase in Yard Waste, but the other categories remained consistent with last year's reported volume.

The DEQ allows recycled or reused tons of certain materials to be used as credit tons. For 2021, 94,404 tons of Construction and Demolition Debris waste is factored in as credit tonnage. Using this formula for the adjusted rate and adding the credit tons, the adjusted rate is 57.85%. The DEQ allows an adjusted rate no greater than 5% of the base recycling rate. Since the adjusted rate is only 3.56% greater than the base rate, the adjusted rate of 57.85% is our preliminary recycling rate for 2021. Mr. Thompson noted staff is waiting to hear from a few processors for information and if we get more information, the rate may change slightly before submitting to DEQ. Referring to the slide, Mr. Thompson noted the rate has been consistent over the past five years.

#### **Item No. 7: Financial Reports for March 2022**

Mrs. K. Shea, Accounting and Financial Manager, reported the February financial activity is consistent with previous months. The Authority has a combined Net Income of \$257,196 and the Authority remains



in total budget in all funds as of March 31, 2022. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month and there was one account more than 60 days past due for \$977 CVWMA has been working with the locality.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for February as submitted. A motion was made by Mr. S. Chidsey (M-Ashland), seconded by Mr. J. Mitchell (M-Henrico), and carried that the Financial Reports for March 2022 be approved and filed as submitted.

#### **Item No. 8: Operations, Public Information and Administrative**

Mrs. Hynes indicated that in the interest of time, the Board can refer to the agenda packet for the monthly report on operations and public information activities and she and the staff would be happy to answer any questions. Program statistics are posted on the website and there are a few copies on the back table.

#### **OLD/NEW BUSINESS**

Chairman Paige asked if there was any old or new business to come before the Board. Mr. C. Bowles (M-Chesterfield) introduced Ms. Dawn Bowyer (A-Chesterfield), recently appointed as his alternate to the Board. Mr. Bowles indicated she is a fantastic member of the Chesterfield General Services Team and happy to have her on board. Chairman Paige welcomed Ms. Bowyer to the Board.

Chairman Paige also asked Mr. Randall Williams to introduce himself. Mr. Williams indicated that he is the Interim Director of Public Works for the City of Petersburg and works with Ms. T. Innis (M-Petersburg).

#### **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 9:36am. The motion was made by Mr. R. Dunn (M-Chesterfield), Vice-Chairman, seconded by Mr. C. Drane (M-Chesterfield) and carried that the April 15, 2022, Board of Directors' meeting be adjourned.



#### **CERTIFICATE**

I, Patricia Paige, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the April 15, 2022, regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., May 20, 2022. Given under my hand and seal of the CVWMA this 20<sup>th</sup> day of May 2022.

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**Patricia Paige, Chairman**

## OPERATIONS AND TECHNICAL ADVISORY COMMITTEE REPORT

**Recycling** – Residential Recycling tons for the month of April 2022 were 2,607 tons, compared to 3,072 in April 2021. Residential Recycling tons collected year to date is 26,973 tons, 4,684 tons less than the same period last year. There are no major service issues to report. CVWMA staff has been working with TFC to prepare for the July 1, 2023, roll-out of the new Residential Recycling and Drop Off Processing Contract.

**Commodity Markets**- Paper markets have maintained solid pricing in May 2022. Mixed Paper and Newsprint are unchanged at \$75 and \$125, respectively; OCC has dropped \$5 per ton to \$145 from April 2022. CVWMA and the localities are receiving \$45/ton on the recyclables collected at the curb. The steel rebate is \$350 /ton delivered in May 2022.

**Municipal Solid Waste** - Meridian Waste has been unable to maintain consistent collection service over the past few weeks. Truck and personnel issues are resulting in more delays in service. The current contract for Colonial Heights expires June 30, 2022. The other three expire June 30, 2024. CVWMA, Waste Management of Virginia, and the Participating Jurisdictions have finalized a Contract and are completing Service Agreements. CVWMA staff, representatives of the City of Colonial Heights and Waste Management have been working on transition plans.

**Scheduled Events** – May 14<sup>th</sup> – Henrico County E-cycling and Paper Shredding  
 May 21<sup>st</sup> – City of Richmond E-cycling, paper shredding and HHW  
 June 4 – Goochland County – HHW and paper shredding

**Disaster Recovery** – Annual training event is scheduled for June 8<sup>th</sup>, 2022 from 8:30am to 12:30pm at the Henrico County Training Center.

**Technical Advisory Committee (TAC)** - The May TAC meeting is scheduled for May 17, 2022 and the June TAC meeting is scheduled for June 2, 2022.

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

## PUBLIC INFORMATION

### *Signup for Recycling Day Email Reminders & E-newsletter*

- 835 people signed up for recycling day email reminders April 5-May 5.
- 45 people signed up to receive Waste Reduction E-news April 5-May 5.

### *PlanRVA “Better Together” Webinar Series*

- Executive Director Kim Hynes was the featured speaker for the April 21 PlanRVA webinar series. A recording is available at <https://bit.ly/CVWMA-better-together>

### *Classroom Programs*

- The Young Scientists reached 1,590 people (including 107 adults) mid-March through April. Programs were held at schools in Chesterfield, Goochland, Hanover, Henrico, Petersburg and Richmond.
- Additional programs at Maymont Preschool (Richmond) and Matoaca High School (Chesterfield) reached ~700 youths.



Maymont Preschool Career Day. CVWMA was one of many organizations invited. We talked with all students and teachers about jobs in recycling and how to recycle.

### *Recycling Steward Special Patch Program*

- 18 youths have completed requirements and submitted for the patch since Facebook promotions ran in March-April.

### *May Outreach Events*

**May 11:** Recycling Presentation for James River Rotary Club (Chesterfield)

**May 14:** Crestwood Elementary Nature Fair (Chesterfield)

**May 15:** Virginia Association of Soil and Water Conservation Districts Envirothon Competition (CVWMA representative will serve as judge for student oral presentations)

**May 17:** Recycling Presentation for Western Henrico Rotary Club (Henrico)

**May 28:** Sustainability Event at Gallery5 (Richmond)

**FINANCIAL REPORTS FOR APRIL 2022**

The monthly financial activity is consistent with the anticipated monthly level of service. The Authority has a combined Net Income of \$209,098 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 April 30. There is one account more than 60 days past due on April 30 due to a billing issue. The issue has been resolved and payment is expected soon.

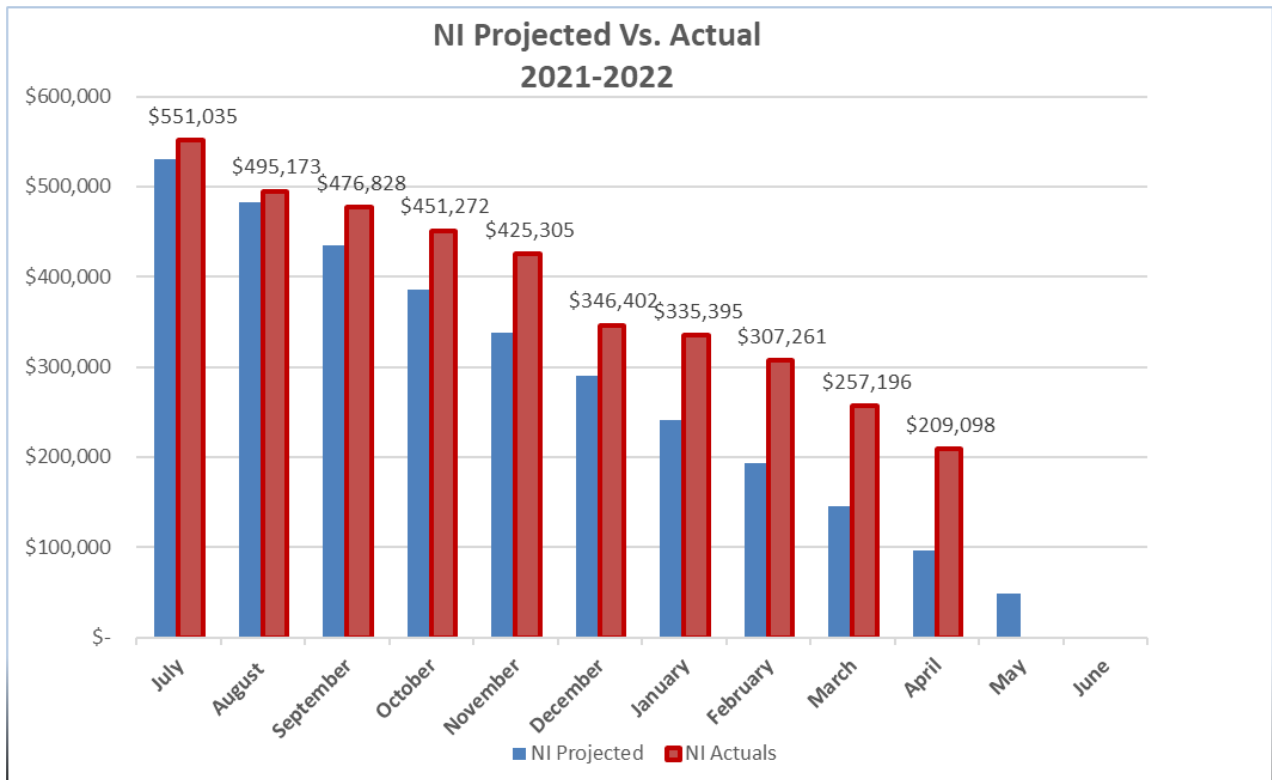
**Recommended Action:** Approval of the Financial Reports

Attachments

**Central Virginia Waste Management Authority**  
**Summary Statement of Actual Revenues and Expenses by Fund**  
**July-April 2022**

|                                   | <u>Total<br/>Revenues</u> | <u>Total<br/>Expenses</u> | <u>NI Totals</u>  |
|-----------------------------------|---------------------------|---------------------------|-------------------|
| General Operating Fund            | \$ 597,618                | 521,488                   | \$ 76,130         |
| Curbside Project Fund             | 7,659,957                 | 7,615,996                 | \$ 43,961         |
| Drop-Off Project Fund             | 1,621,744                 | 1,542,591                 | \$ 79,153         |
| Municipal Solid Waste Fund        | 2,963,623                 | 2,953,784                 | \$ 9,839          |
| CFC/HCFC                          | 71,130                    | 71,130                    | \$ -              |
| Special Waste Collections         | 187,483                   | 187,483                   | \$ -              |
| Waste Tire Fund                   | 39,826                    | 39,826                    | \$ -              |
| Appliance and Scrap Metal Hauling | 822,450                   | 822,450                   | \$ -              |
| Yard Waste Projects               | 395,567                   | 395,567                   | \$ -              |
| Waste Transfer & Disposal         | 1,388,385                 | 1,388,370                 | \$ 15             |
| <b>Totals</b>                     | <b>\$ 15,747,783</b>      | <b>\$ 15,538,685</b>      | <b>\$ 209,098</b> |

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



**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July-April 2022**

**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>692</u>                | <u>18,430</u>           | <u>40,870</u>             | <u>22,440</u>           | <u>54.9%</u>            |
| <b>Total Revenues</b>      | <u>692</u>                | <u>597,618</u>          | <u>620,060</u>            | <u>22,442</u>           | <u>3.6%</u>             |
| <b>Expenses:</b>           |                           |                         |                           |                         |                         |
| Personnel services         | 33,128                    | 334,513                 | 435,185                   | 100,672                 | 23.1%                   |
| Fringe benefits            | 5,615                     | 78,927                  | 93,980                    | 15,053                  | 16.0%                   |
| Professional services      | 5,338                     | 32,747                  | 34,550                    | 1,803                   | 5.2%                    |
| Repairs and maintenance    | 36                        | 1,824                   | 1,950                     | 126                     | 6.5%                    |
| Advertising and promotions | -                         | 163                     | 1,250                     | 1,087                   | 87.0%                   |
| Materials and supplies     | 465                       | 5,708                   | 3,800                     | (1,908)                 | -50.2%                  |
| Other services and charges | 1,629                     | 16,644                  | 9,515                     | (7,129)                 | -74.9%                  |
| Leases                     | 4,193                     | 42,982                  | 50,710                    | 7,728                   | 15.2%                   |
| Depreciation               | <u>798</u>                | <u>7,980</u>            | <u>12,000</u>             | <u>4,020</u>            | <u>33.5%</u>            |
| <b>Total Expenses</b>      | <u>51,202</u>             | <u>521,488</u>          | <u>642,940</u>            | <u>121,452</u>          | <u>18.9%</u>            |
| <b>Net Income</b>          | <u><b>\$ (50,510)</b></u> | <u><b>\$ 76,130</b></u> | <u><b>\$ (22,880)</b></u> | <u><b>\$ 99,010</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-April 2022**

**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        | \$ 652,607               | \$ 5,663,923            | \$ 9,100,000            | \$ 3,436,077            | 37.8%                   |
| Public Relations Assessment | 20,495                   | 206,578                 | 253,000                 | 46,422                  | 18.3%                   |
| Customer Service Assessment | 22,335                   | 225,186                 | 276,000                 | 50,814                  | 18.4%                   |
| 96-gal Cart Revenue         | 15,328                   | 234,359                 | 238,800                 | 4,441                   | 1.9%                    |
| Contract Admin Costs        | -                        | -                       | -                       | -                       |                         |
| Material Sales Rebate       | 137,410                  | 1,318,028               |                         | (1,318,028)             |                         |
| Sponsorship and Grants      | -                        | 10,000                  | 10,000                  | -                       | 0.0%                    |
| Interest on Investments     | <u>165</u>               | <u>1,883</u>            | <u>9,780</u>            | <u>7,897</u>            | <u>80.7%</u>            |
| <b>Total Revenues</b>       | <u>848,340</u>           | <u>7,659,957</u>        | <u>9,887,580</u>        | <u>2,227,623</u>        | <u>22.5%</u>            |
| <b>Expenses:</b>            |                          |                         |                         |                         |                         |
| Personnel services          | 17,272                   | 161,840                 | 262,565                 | 100,725                 | 38.4%                   |
| Fringe benefits             | 5,665                    | 55,004                  | 74,330                  | 19,326                  | 26.0%                   |
| Professional services       | 6,881                    | 30,705                  | 28,855                  | (1,850)                 | -6.4%                   |
| Repairs and maintenance     | -                        | 1,081                   | 1,750                   | 669                     | 38.2%                   |
| Advertising and promotions  | 1,998                    | 46,586                  | 82,000                  | 35,414                  | 43.2%                   |
| Materials and supplies      | 285                      | 2,321                   | 2,800                   | 479                     | 17.1%                   |
| Other services and charges  | 1,567                    | 62,404                  | 63,780                  | 1,376                   | 2.2%                    |
| Leases                      | 3,159                    | 32,500                  | 38,000                  | 5,500                   | 14.5%                   |
| Depreciation                | 230                      | 2,298                   | 5,500                   | 3,202                   | 58.2%                   |
| Contractual services        | 652,607                  | 5,663,923               | 9,100,000               | 3,436,077               | 37.8%                   |
| 96-gal Cart Expense         | 25,340                   | 239,306                 | 228,000                 | (11,306)                | -5.0%                   |
| Material Sales Rebate       | <u>-</u>                 | <u>1,318,028</u>        | <u>-</u>                | <u>(1,318,028)</u>      | <u>-</u>                |
| <b>Total Expenses</b>       | <u>715,004</u>           | <u>7,615,996</u>        | <u>9,887,580</u>        | <u>2,271,584</u>        | <u>23.0%</u>            |
| <b>Net Income</b>           | <b><u>\$ 133,336</u></b> | <b><u>\$ 43,961</u></b> | <b><u>\$ -</u></b>      | <b><u>\$ 43,961</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-April 2022**

**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><i>Revenues:</i></b>      |                        |                         |                         |                         |                         |
| Project Service Fees         | \$ 108,968             | \$ 1,120,640            | \$ 1,420,000            | \$ 299,360              | 21.1%                   |
| Materials Sales Rebate       | 40,469                 | 500,515                 | 195,000                 | (305,515)               | -156.7%                 |
| Interest on Investments      | <u>52</u>              | <u>589</u>              | <u>3,000</u>            | <u>2,411</u>            | <u>80.4%</u>            |
| <b><i>Total Revenues</i></b> | <u>149,489</u>         | <u>1,621,744</u>        | <u>1,618,000</u>        | <u>(3,744)</u>          | <u>-0.2%</u>            |
| <b><i>Expenses:</i></b>      |                        |                         |                         |                         |                         |
| Personnel services           | 824                    | 7,199                   | 11,135                  | 3,936                   | 35.3%                   |
| Fringe benefits              | 220                    | 2,096                   | 3,100                   | 1,004                   | 32.4%                   |
| Professional services        | 99                     | 1,883                   | 2,395                   | 512                     | 21.4%                   |
| Repairs and maintenance      | -                      | 104                     | 150                     | 46                      | 30.7%                   |
| Materials and supplies       | 33                     | 301                     | 235                     | (66)                    | -28.1%                  |
| Other services and charges   | 38                     | 358                     | 530                     | 172                     | 32.5%                   |
| Leases                       | 133                    | 1,379                   | 1,575                   | 196                     | 12.4%                   |
| Contractual services         | 108,968                | 1,120,640               | 1,420,000               | 299,360                 | 21.1%                   |
| Materials sales rebate       | <u>32,464</u>          | <u>408,631</u>          | <u>156,000</u>          | <u>(252,631)</u>        | <u>-161.9%</u>          |
| <b><i>Total Expenses</i></b> | <u>142,779</u>         | <u>1,542,591</u>        | <u>1,595,120</u>        | <u>52,529</u>           | <u>3.3%</u>             |
| <b><i>Net Income</i></b>     | <b><u>\$ 6,710</u></b> | <b><u>\$ 79,153</u></b> | <b><u>\$ 22,880</u></b> | <b><u>\$ 56,273</u></b> |                         |



**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July-April 2022**

**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>Revenues:</b>            |                        |                        |                      |                        |                         |
| Project Service Fees        | \$ 298,283             | \$ 2,923,485           | \$ 3,525,285         | \$ 601,800             | 17.1%                   |
| Customer Service Assessment | 2,942                  | 26,183                 | 35,500               | 9,317                  | 26.2%                   |
| Contract Admin Costs        | -                      | 12,660                 | -                    | (12,660)               | 0.0%                    |
| Interest on Investments     | <u>114</u>             | <u>1,295</u>           | <u>6,350</u>         | <u>5,055</u>           | <u>79.6%</u>            |
| <b>Total Revenues</b>       | <u>301,339</u>         | <u>2,963,623</u>       | <u>3,567,135</u>     | <u>603,512</u>         | <u>16.9%</u>            |
| <b>Expenses:</b>            |                        |                        |                      |                        |                         |
| Personnel services          | 1,668                  | 14,618                 | 21,590               | 6,972                  | 32.3%                   |
| Fringe benefits             | 459                    | 4,382                  | 6,290                | 1,908                  | 30.3%                   |
| Professional services       | 644                    | 5,716                  | 7,020                | 1,304                  | 18.6%                   |
| Repairs and maintenance     | -                      | 314                    | 550                  | 236                    | 42.9%                   |
| Advertising and promotions  | -                      | -                      | -                    | -                      | 99.0%                   |
| Materials and supplies      | 79                     | 720                    | 615                  | (105)                  | -17.1%                  |
| Other services and charges  | 150                    | 1,232                  | 1,715                | 483                    | 28.2%                   |
| Leases                      | 260                    | 2,689                  | 3,170                | 481                    | 15.2%                   |
| Depreciation                | 67                     | 673                    | 900                  | 227                    | 25.2%                   |
| Contractual Services        | <u>298,238</u>         | <u>2,923,440</u>       | <u>3,525,285</u>     | <u>601,845</u>         | <u>17.1%</u>            |
| <b>Total Expenses</b>       | <u>301,565</u>         | <u>2,953,784</u>       | <u>3,567,135</u>     | <u>613,351</u>         | <u>17.2%</u>            |
| <b>Net Income</b>           | <b><u>\$ (226)</u></b> | <b><u>\$ 9,839</u></b> | <b><u>\$ -</u></b>   | <b><u>\$ 9,839</u></b> |                         |
| <b>Capital Outlay</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-April 2022**

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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         | \$ 210,506           | \$ 2,008,063         | \$ 3,359,000         | \$ 1,350,937           | 40.2%                   |
| Materials Sales Rebate       | <u>131,803</u>       | <u>896,778</u>       | <u>620,000</u>       | <u>(276,778)</u>       | <u>-44.6%</u>           |
| <b><i>Total Revenues</i></b> | <u>342,309</u>       | <u>2,904,841</u>     | <u>3,979,000</u>     | <u>1,074,159</u>       | <u>27.0%</u>            |
| <b><i>Expenses:</i></b>      |                      |                      |                      |                        |                         |
| Contractual services         | 210,504              | 2,008,048            | 3,359,000            | 1,350,952              | 90.0%                   |
| Materials sales rebate       | <u>131,803</u>       | <u>896,778</u>       | <u>620,000</u>       | <u>(276,778)</u>       | <u>-44.6%</u>           |
| <b><i>Total Expenses</i></b> | <u>342,307</u>       | <u>2,904,826</u>     | <u>3,979,000</u>     | <u>1,074,174</u>       | <u>27.0%</u>            |
| <b><i>Net Income</i></b>     | <b><u>\$ 2</u></b>   | <b><u>\$ 15</u></b>  | <b><u>\$ -</u></b>   | <b><u>\$ 15</u></b>    |                         |

**Central Virginia Waste Management Authority**  
**Accounts Receivable**  
**April 30, 2022**

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|                                | <b>Total</b> | <b>Over 60 days</b> | <b>Current<br/>w/in 60 days</b> |
|--------------------------------|--------------|---------------------|---------------------------------|
| Department of General Services | 2,630        |                     | 2,630                           |
| Ashland                        | -            |                     | -                               |
| Charles City                   | -            |                     | -                               |
| Chesterfield                   | 1,935        |                     | 1,935                           |
| Colonial Heights               | 74,731       |                     | 74,731                          |
| Goochland                      | 46,552       | 543                 | 46,009                          |
| Hanover                        | 40,851       |                     | 40,851                          |
| Henrico                        | 201,596      |                     | 201,596                         |
| Hopewell                       | -            |                     | -                               |
| New Kent                       | 42,391       |                     | 42,391                          |
| Petersburg                     | 127,940      |                     | 127,940                         |
| Powhatan                       | 41,572       |                     | 41,572                          |
| Prince George                  | -            |                     | -                               |
| Richmond                       | -            |                     | -                               |
| Totals                         | \$ 580,197   | \$ 543              | \$ 579,654                      |

**2022 BUDGETARY TRANSFERS**

The CVWMA staff has reviewed revenues and expenses by line item and made projections through the end of the fiscal year. Each line item was compared to budget to identify any necessary transfers in excess of \$2,500 between categories in the 2022 Budget. CVWMA has deemed no budgetary transfers are necessary for the 2022 fiscal year. Any transfers that do not meet the \$2,500 criteria will be presented and reviewed with the CVWMA Audit Committee at the completion of the 2022 audit.

**CONSIDERATION OF RESOLUTION 22-16: REAFFIRMING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2022-2023**

The CVWMA Board approved the 2022-2023 Operating Budget presented by staff at the regular meeting on December 10, 2021. **Resolution 22-12** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2022, and ending June 30, 2023 and the 2023 Operating Budget reflects a 3% salary increase for all employees effective July 1, 2022, based on merit. This resolution calls for the Board to reaffirm the 3% salary increase at their regular meeting in May 2022. Staff has reviewed the upcoming budget and current and anticipated levels of activity. The 2023 Operating Budget maintains conservative estimates of revenues from recycling markets and investment income. Recycling markets have improved significantly over the last year, from which CVWMA keeps a portion for operating expenses. The 3% wage increase budgeted for fiscal year 2023 is sustainable.

**Resolution 22-16**, attached for consideration, will reaffirm and adopt the 3% salary increase as presented and approved in December 2021.

**Recommended Action:** Approval of **Resolution: 22-16**

Attachment.

# RESOLUTION 22-16

A resolution reaffirming and adopting the 3% salary increase included in the Pay and Classification Plan of the adopted 2023 Operating Budget 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, included as part of the 2022-2023 Operating Budget approved by the Board of Directors at the regular meeting on December 10, 2021, is hereby affirmed 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 reflects a 3% salary increase for all employees, and
3. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2022-2023, and
4. 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 20th day of May 2022

Attest:

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