



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
DECEMBER 16, 2022
7511 AIRFIELD DRIVE, NORTH CHESTERFIELD, VA**

PLEDGE OF ALLEGIANCE

CALL TO ORDER

9:00 a.m.

CERTIFICATION OF QUORUM

AGENDA

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2. Minutes of the Regular Meeting of November 18, 2022	3-8
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OLD/NEW BUSINESS

ADJOURNMENT

HOLIDAY RECEPTION

Upcoming Meetings:

Technical Advisory Committee - Thursday, January 5, 2023 – 9:00 a.m.

Executive Committee Meeting – Tuesday, January 10, 2023 – 11:00 a.m.

Board of Directors Meeting – Friday, January 20, 2023 – 9:00 a.m.

ByLaws Review Committee – Tuesday, January 10, 2023 – 11:00 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 18, 2022

Minutes of the November 18, 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
NOVEMBER 18, 2022
2104 W LABURNUM AVE
RICHMOND VA**

MEMBERS/ALTERNATES PRESENT

Voting

Robert L. Dunn (M-Chesterfield), Chairman
Miles Jones (M-Richmond), Vice-Chairman
Stephen Chidsey (M-Ashland)
Ricky Hicks (M-Charles City)
Clay Bowles (M-Chesterfield)
Cary Drane (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Dwayne Jones (A-Goochland)
Theresa Arnold (A-Hanover)
Michael Flagg (A-Hanover)
Josh Byerly (A-Henrico)
John Mitchell (M-Henrico)
J Bentley Chan (A-Henrico)
Monique Robertson (M-Hopewell)
John Lockwood (A-New Kent)
Paul Johnson (M-Petersburg)
Johnny Melis (A-Powhatan)
Dean Simmons (M-Prince George)
Carly Glenn (M-Richmond)
Elizabeth Hall (M-Richmond)

MEMBERS/ALTERNATES NOT PRESENT

Patricia Paige (M-New Kent), Immediate Past Chair
Jenny Schontag (A-Ashland)
Michelle Johnson (A-Charles City)
Mindy McKinney (A-Chesterfield)
John Neal (A-Chesterfield)
Dawn Rowell (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Wendy Grady (M-Goochland)
Randy Hardman (M-Hanover)
Susan Dibble (M-Hanover)
Marcia E. Kelley (M-Henrico)
Randall Williams (A-Petersburg)
Karin Carmack (M-Powhatan)
Michael Walker (A-Richmond)
Noah Hillerbrand (A-Richmond)

Non-Voting:

Jon Clary (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Reginald D. Thompson, Operations Analyst
Julie Buchanan, Public Relations Coordinator
Stephanie Breaker, Sr. Customer Service Supervisor
LaTanya McBride, Administrative Assistant

Guests:

None

Chairman Dunn (M-Chesterfield) welcomed all to the meeting and asked all attendees to stand and recite the Pledge of Allegiance. With a quorum in attendance, he called the meeting to order at 9:00 a.m.

Item No. 1: Public Comment Period

Chairman Dunn opened the public comment period and asked if there were any members of the public present who wish to address the Board to come forward. Seeing no one, Chairman Dunn closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of October 21, 2022

Chairman R. Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the October 21, 2022, meeting as submitted. The motion was made-by Mr. J. Melis, (A-Powhatan), seconded by Mr. J. Mitchell (M-Henrico), and carried that the minutes of the October 21, 2022, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

Item No. 3: Chairman's Report

Resolution of Appreciation for Ms. Patricia Paige

Mrs. Patricia Paige was unable to attend this month's Board meeting, so Chairman Dunn postponed the Resolution of Appreciation for Ms. Patricia Paige until the December 16, 2022, meeting.

Item No. 4: Consideration of Resolution 23-08: To Amend Addendum 8 to the Residential Recycling and Drop Off Processing Services Contract

Mr. R. Nolan, Director of Operations reminded the Board of the current contract with TFC, which has been in place since 2009, and will expire on June 30, 2023. Mr. Nolan reported Addendum 8 provided TFC some relief when China's restrictions on imports of recycled materials (such as cardboard and paper) caused significant disruptions in the global paper market. Mr. Nolan explained Addendum 8 includes CVWMA and participating jurisdictions paying a maximum monthly processing fee of \$30 a ton with a sliding scale based on the fiber markets where CVWMA and participating jurisdictions could pay less processing or receive a rebate of up to \$50 per ton. Starting in October 2022, Mr. Nolan continued, CVWMA will be obligated to pay a processing fee of \$30 per ton based on the market prices.

Mr. Nolan shared that the Technical Advisory Committee (TAC) discussed Amendment 8 and has negotiated with TFC a fair deal through the end of the contract. CVWMA negotiated Addendum 10, effective November 1, 2022, which includes suspending the rebate and any processing fees for November and December. CVWMA and participating jurisdictions will receive a flat rebate of \$20 a ton for the remaining duration of the contract from January to June 2023.

Mr. Nolan indicated that Resolution 23-08 will allow the Executive Director to amend Addendum 8 with Addendum 10 to the Contract with TFC effective November 1, 2022. He offered to answer questions. A motion was made by Mr. M. Jones (M-Richmond), Vice-Chair, seconded by Mr. S. Chidsey (M-Ashland) and carried unanimously that **Resolution 23-08** be approved as presented.

Item No. 5: Operations and Technical Advisory Committee Report

Mr. R. Nolan reported a significant drop in the commodities market for October, cardboard dropped to \$35/ton, mixed paper is currently worth \$0, and newsprint dropped from \$55 to \$35 a ton. Mr. Nolan updated the Board on last month's vote to terminate the Meridian Municipal Solid Waste (MSW) Collection Contract, in the Town of Ashland. Mr. Nolan reported the new MSW Contract with WM will begin January 16, 2023. Mr. Nolan reported some delays

in collection services in Petersburg and Hopewell. CVWMA is collaborating with Meridian to remedy the problem with collections.

Mr. Nolan reminded the Board the Contract for Residential Recycling ends June 30, 2023, and CVWMA has been working with TFC on implementation of the new contract and with Rehrig Pacific on the deployment of nearly 100,000 recycling carts in Goochland, Hanover, and Henrico.

Mr. Nolan shared a few upcoming events. On December 3, 2022 Goochland County will host a waste tire and paper shredding event at the Fairgrounds. In early January, the City of Richmond will host its annual “Bring One for the Chipper” Event, collecting Christmas trees, electronics and providing paper shredding. .

Mr. Nolan confirmed that the TAC met on November 3, 2022, and the discussion included service agreements, contracts, and reports. In addition, responses to the Request for Proposals for Propane Tank Recycling are due by 2:00 pm today. Mr. Nolan informed the board of next month’s TAC meeting, scheduled for December 1, 2022.

Mr. J. Mitchell (M-Henrico) asked what is the communications plan for distributing carts to residents that have already paid for a cart in Henrico? Mrs. Hynes responded that there are informational tools available on cvwma.com, where residents can “opt out” of receiving a new cart or residents can keep the cart they have to use for overflow items like cardboard etc.

Mr. J. Mitchell commented that some residents might be a little disappointed if they already paid for a cart and now, they’re receiving one for free. Will there be a problem with reimbursing the fee if they do not want a new cart? Mrs. Hynes responded, we are not seeing a lot of cart purchases from residents anymore, however if they wish to purchase a cart, now they can, and they will still be able to use it after July 1, 2023. Concerning refunds, Ms. Hynes continued we have consistently stated no refunds, and the plan is not to issue refunds for cart purchases.

Mr. J. Melis (A-Powhatan) asked how many carts have been sold. Mrs. Hynes responded, roughly around 13,000 carts in Henrico County.

Item No. 6: Public Information

Mrs. J. Buchanan, CVWMA Public Relations Coordinator shared some exciting news about America Recycles Day held on November 15, 2022. CVWMA sent out a press release that shared some of CVWMA’s achievements and recycling programs over the past thirty years. Mrs. Buchanan shared that CVWMA partnered with Hanover High School’s for their America Recycles Day Event, which yielded a very large turnout. This event was an excellent opportunity to partner with the Hanover High School Environmental Club to promote and educate all the students about the importance of recycling and recycling correctly. Mrs. Buchanan shared pictures of the students enjoying recycling games, group activities, and recycling informational booths.

In addition, CVWMA worked with Radio One on promoting recycling with some on air spots and an interview with Community Clovia Lawrence from 105.7 Kiss FM. Mrs. Buchanan shared CVWMA Recycle Correctly commercial, which is currently being re-aired on Channel 8 News.

Item No. 7: Financial Reports for October 2022

Mrs. Kim Hynes, Executive Director referred the Board to the October Financial Report in the board packet. Mrs. Hynes reported a year-to-date net income of \$434,782, which will decrease due to incurred cart expenses. Mrs. Hynes noted that CVWMA is within the total budget, with a few noted adjustments to amend the budget to the MSW fund which will account for capital outlay and revenue and expenses related to the purchase of trash carts for Colonial Heights by CVWMA. Mrs. Hynes referred the Board to the Accounts Receivable section of the report; she noted that

all accounts were current by end of October. Mrs. Hynes reported a slight glitch during the scanning of our monthly invoices to some localities, and the issue has since been resolved and all invoices have been delivered.

Chairman Dunn opened the floor for a motion to approve the Financial Reports for October 2022 as submitted. A motion was made by Mr. M. Jones (M-Richmond), Vice Chairman, seconded by Ms. Monique Robinson (M-Hopewell) and carried that the Financial Reports for October 2022 are approved and filed as submitted.

Item No. 8: 2023-2024 Proposed Operating Budget

Mrs. Kim Hynes, Executive Director referred the Board to their copy of the Proposed Operating Budget for fiscal year 2024, which begins on July 1, 2023. Mrs. Hynes suggested that all Board members should review the budget over the next month and contact her with all questions and concerns before the next meeting on December 16.

Mrs. Hynes stated, our overall goal is to continue to provide the level of service our members have come to expect, in a cost-effective manner. CVWMA will continue implementing the new Strategic Plan Initiative adopted by the Board in June 2022. Mrs. Hynes stated that the budget provides for operational and participation changes and includes the implementation of several new service contracts. Mrs. Hynes reported that the overall budget is balanced at \$23,165,110 which reflects an overall 11% increase over the 2023 financial projections. Mrs. Hynes reviewed the numbers of CVWMA's program activities along with several revenue generating contracts. Mrs. Hynes highlighted the largest increase in the overall budget is related to new contracts, the purchase of recycling carts and inflation.

Mrs. Hynes explained that Chesterfield County will no longer continue with the Residential Recycling service contract, however CVWMA is negotiating with Chesterfield County to provide customer service support to residents that contact CVWMA by phone or email during the transition and to continue to provide education and outreach to County residents. Mrs. Hynes told the board that additional costs are built into the budget for temporary help in the transition and potentially increasing office space.

Mrs. Hynes reminded the Board that the budget for the ensuing fiscal year is to be adopted by December 31 and there must be a two-thirds affirmative vote to adopt the budget.

Item No. 9: Administrative

Mrs. Hynes informed the Board that she was invited by WM to attend their annual Sustainability Forum and the Phoenix Open Golf Tournament. The tournament is the largest zero waste sporting event in the world. Part of the event includes a behind the scenes look into the process of making the event zero waste and the sustainability forum, which includes leaders all of the globe sharing successes around sustainability. She indicated to the Board that she would be WM's guest, and that WM will be paying for the majority of her expenses. Chairman Dunn reported that Mrs. Hynes relayed this opportunity to the Executive Committee and the Committee feels it is a good opportunity for CVWMA to learn and bring back ideas.

Continuing, Mrs. Hynes mentioned that the Environmental Protection Agency (EPA) just released grant opportunities for recycling and education and for recycling infrastructure. CVWMA will apply for grant funding in both areas.

OLD/NEW BUSINESS

ADJOURNMENT

With no further business to come before the Board, Chairman Dunn opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:45 am. The motion was made by Mr. M. Jones (M-Richmond), Vice-Chair, seconded by Mr. S. Chidsey (M-Ashland) and carried that the November 18, Board of Directors' meeting be adjourned.



CERTIFICATE

I, Robert Dunn, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the November 18, 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., December 16, 2022. Given under my hand and seal of the CVWMA this 16th day of December 2022.

Robert Dunn, Chairman



Resolution of Appreciation

Presented to

PATRICIA A. PAIGE

UPON COMPLETION OF HER SERVICE AS CHAIR OF THE

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

WHEREAS, Patricia A. Paige served as Chair of the Central Virginia Waste Management Authority Board of Directors from July 2020 to June 2022; and

WHEREAS, Ms. Paige has served as a Member of the Central Virginia Waste Management Authority Board of Directors representing New Kent County since January 2016; and

WHEREAS, Ms. Paige has provided outstanding leadership with the Authority, serving on the Executive Committee since July 2017 in various roles including Vice-Chair and Secretary; and

WHEREAS, Ms. Paige has promoted regional cooperation by supporting Authority programs in New Kent County; and

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

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

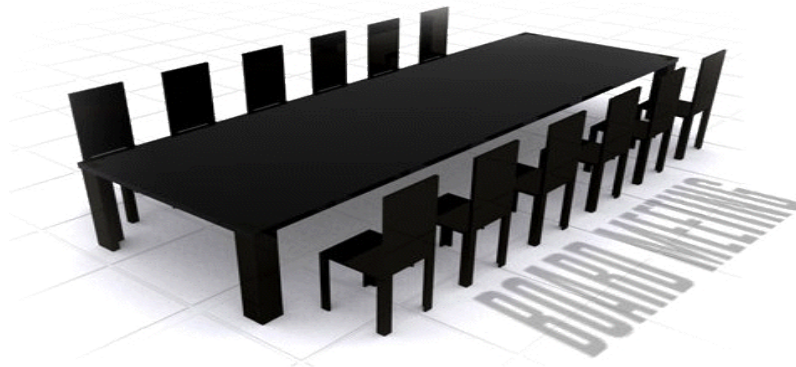
BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Ms. Patricia A. Paige for her outstanding service, efforts, and achievements as an invaluable leader to the Authority and upon completion of her term as Chair, presents this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

Adopted this 16th day of December 2022

Attest:

Robert L. Dunn, Chairman





**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETINGS – 2023
Generally – 3rd Friday each month at 9:00 a.m.**

DATE	LOCATION	TIME
JANUARY 20, 2023	RICHMOND	9:00 a.m.
FEBRUARY 17, 2023	RICHMOND	9:00 a.m.
MARCH 17, 2023	RICHMOND	9:00 a.m.
APRIL 21, 2023	RICHMOND	9:00 a.m.
MAY 19, 2023	RICHMOND	9:00 a.m.
JUNE 16, 2023	RICHMOND	9:00 a.m.
JULY 21, 2023	CANCELED	9:00 a.m.
AUGUST 18, 2023	RICHMOND	9:00 a.m.
SEPTEMBER 15, 2023	RICHMOND	9:00 a.m.
OCTOBER 20, 2023	RICHMOND	9:00 a.m.
NOVEMBER 17, 2023	RICHMOND	9:00 a.m.
DECEMBER 15, 2023	TBD	9:00 a.m.

RESOLUTION 23-09

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, That the General Operating Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, 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 2023-2024 approved Budget, and

WHEREAS, That the General Operating Fund Budget includes anticipated revenues of \$624,780 and expenses of \$654,835. This budget anticipates a transfer from the Drop-Off Project Fund in the amount of \$30,055. The General Operating Fund Contribution Rate is to be forty-eight (48) cents per capita for each member locality, and

WHEREAS, That the General Operating Fund Budget reflects the acquisition of Capital Outlay in the amount of \$7,500 which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP), and

WHEREAS, 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

WHEREAS, That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and

WHEREAS, 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

WHEREAS, That this resolution shall be in full force and effect on and after the first day of July 2023, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

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

Adopted this 16th day of December 2022

ATTEST: _____
Robert Dunn, Chairman

RESOLUTION 23-10

A resolution adopting the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, That the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, 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 2023-2024 approved Budget, and

WHEREAS, That the Residential Recycling Project Fund Budget includes anticipated revenues and expenses of \$10,872,145, and

WHEREAS, That the Residential Recycling Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$325,000, which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP), and

WHEREAS, 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

WHEREAS, That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and

WHEREAS, 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

WHEREAS, That this resolution shall be in full force and effect on and after the first day of July 2023, and shall constitute the Residential Recycling Project Fund Budget for the fiscal year commencing on that date.

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

Adopted this 16th day of December 2022

ATTEST: _____
Robert Dunn, Chairman

RESOLUTION 23-11

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, That the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, 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 2023-2024 approved Budget, and

WHEREAS, That the Drop-Off Project Fund Budget includes anticipated revenues of \$1,973,495 and expenses of \$1,943,440. This budget anticipates a transfer \$30,055 to the General Operating Fund,

WHEREAS, 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

WHEREAS, That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and

WHEREAS, 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

WHEREAS, That this resolution shall be in full force and effect on and after the first day of July 2023, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

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

Adopted this 16th day of December 2022

ATTEST: _____
Robert Dunn, Chairman

RESOLUTION 23-12

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, That the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, 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 2023-2024 approved Budget, and

WHEREAS, That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$4,892,590, and

WHEREAS, 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

WHEREAS, That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and

WHEREAS, 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

WHEREAS, That this resolution shall be in full force and effect on and after the first day of July 2023, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

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

Adopted this 16th day of December 2022

ATTEST: _____
Robert Dunn, Chairman

RESOLUTION 23-13

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, That the Special Project Funds Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, 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 2023-2024 approved Budget, and

WHEREAS, That the Special Project Funds Budget includes anticipated revenues and expenses of \$4,802,100.

WHEREAS, 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

WHEREAS, That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and

WHEREAS, 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

WHEREAS, That this resolution shall be in full force and effect on and after the first day of July 2023, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date

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

Adopted this 16th day of December 2022

ATTEST: _____
Robert Dunn, Chairman

RESOLUTION 23-14

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, That the Pay and Classification Plan for the fiscal year beginning July 1, 2023, and ending June 30, 2024, 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 2023-2024 approved Pay and Classification Plan, and

WHEREAS, That the Pay and Classification Plan includes an open range pay scale consisting of thirty-two grades, and

WHEREAS, 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 2023, and

WHEREAS, That Section 10; Appendix A of the Authority's Personnel Policies, Benefits and Procedures Manual includes the pay scale and grading system for 2023-2024, and

WHEREAS, That this resolution shall be in full force and effect on and after the first day of July 2023 and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

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

Adopted this 16th day of December 2022

ATTEST: _____
Robert Dunn, Chairman

RESOLUTION 23-15

A resolution revising section 4.06 of the *Personnel Policies, Benefits and Procedures Manual* whereby this revision has been presented to the Board for consideration as part of the 2023-2024 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Personnel Policies, Benefits and Procedures Manual shall be effective July 1, 2023.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, That the Personnel Policies, Benefits and Procedure Manual is to define and describe CVWMA personnel policies, benefits, and procedures, and

WHEREAS, That these policies, benefits and procedures will assist CVWMA staff in implementing the overall objectives of the CVWMA and promote the orderly development of regional recycling and solid waste management, and

WHEREAS, That Section 4.06 be revised to provide for a maximum payment of \$850 per month toward individual premiums for Health Insurance, replacing the previous \$650 maximum payment, and

WHEREAS, That Section 4.06 of the Authority's *Personnel Policies, Benefits and Procedures Manual* defined as part of the 2023-2024 Operating Budget are updated effective July 1, 2023, and shall replace previous policies, benefits and procedures previously adopted by the CVWMA, and

WHEREAS, That this resolution shall be in full force and effect on and after the first day of July 2023.

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

Adopted this 16th day of December 2022

ATTEST: _____
Robert Dunn, Chairman

OPERATIONS AND TECHNICAL ADVISORY COMMITTEE REPORT

Recycling – Residential Recycling tons for the month of November 2022 were 2,801 tons compared to 2,899 in November 2021. Recycling volume collected on the curb year to date in FY23 is 13,433 tons compared to 13,472 tons for the same time period FY 2022. Service has been consistent and there are no major service issues to report. CVWMA is working with TFC to prepare for the July 1, 2023 roll-out of the new Residential Recycling Contract. CVWMA has completed the negotiations to change Addendum 8 with the execution of Addendum 10 to the current Residential Recycling Contract. This allows for changes to the rebate and processing fee structure under the current Contract.

Commodity Markets- December 2022 paper market prices have remained the same as November 2022. Mixed Paper is currently \$0.00 per ton; and Newsprint is \$35.00 per ton; OCC is \$35.00 per ton. With the execution of Addendum 10 the current Residential Recycling Contract, CVWMA and the localities will not be paying a processing fee in November 2022 or December 2022. The steel rebate is \$175/ton for scrap metal recycled in December 2022.

Municipal Solid Waste – CVWMA, the Town of Ashland and Meridian Waste have formally agreed to terminate the Contract for MSW Collection Services in Ashland effective January 15, 2023. CVWMA is working with the Town and WM to transition collection on January 16, 2023. The other two Contracts for residential trash service expire June 30, 2024. Service in Hopewell and Petersburg is continuing to be inconsistent due to truck and staffing issues.

Scheduled Events –

January 14 – City of Richmond – e-cycling and Christmas tree chipping

Technical Advisory Committee (TAC) - The November TAC meeting was held on December 1, 2022. The group discussed Addendum 10 of TFC contract, propane tank recycling and EPA grant possibilities.

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 - 228 people signed up for recycling day email reminders in November.

Outreach Pre-K Through 12th Grade Programs: 146 students reached in Powhatan, Richmond, and Henrico.

Christmas Tree Recycling. CVWMA issued a news release for Christmas tree recycling.

2023 Curbside Recycling Calendars. Calendars are with the printer for production and mailing. Roughly 190,000 calendars will be distributed to households in the curbside recycling program. A separate calendar for Henrico, Hanover and Goochland residents mentions new carts coming in the spring.

Recycle Right

Fit everything inside your new cart – to be delivered spring 2023

Yes

- Aluminum and steel cans
- Paper and cardboard
- Rinsed and capped plastic containers
- Glass jars and bottles
- Cartons

No

- Plastic bags
- Metal lids
- Shredded paper
- Cords or hoses
- Styrofoam
- Batteries

Central Virginia Waste Management Authority
2100 West Laburnum Avenue, Suite 105
Richmond, VA 23227-4357

Your collection day is next to your address below:

PRESORTED
STANDARD
US POSTAGE
PAID
RICHMOND, VA
PERMIT #2249

Scan for more recycling info.

Reduce, Reuse, Recycle.

Central Virginia Waste Management Authority
cvwma.com | 804-340-0900

Calendar sponsor

Know Your 2023 Recycling Days

January	February	March	April
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
May	June	July	August
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	October	November	December
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Check your collection color and day on the other side of this card.

Have your recycling out by 7:00am on collection day.

Get ready for your new recycling cart
cvwma.com/recycling-2023.

Reduce, Reuse, Recycle.

Central Virginia Waste Management Authority
cvwma.com | 804-340-0900

Ashland Trash Service. CVWMA is collaborating with the Town's social media manager to promote the switch from Meridian to WM on Jan. 16. Information will include instructions on cart placement, bulky waste requests and education on automated trash trucks.

EPA Grants. Staff has attended webinars to learn more about the upcoming EPA funding opportunities through the Bipartisan Infrastructure Law. Grants are available for recycling education and outreach, and recycling infrastructure. Both programs emphasize environmental justice and serving disadvantaged communities. Application deadline for both is Jan. 16.

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FINANCIAL REPORTS FOR NOVEMBER 2022

The monthly financial activity for November is consistent with previous months and anticipated levels of service. The Authority has combined net income of \$375,423 year to date and is within total budget as of November 30. The Accounts Receivable schedule is included and reflects the amounts due to the Authority as of November 30. There are no accounts 60 days past due on November 30.

Recommended Action: Approval of the November 2022 Financial Reports

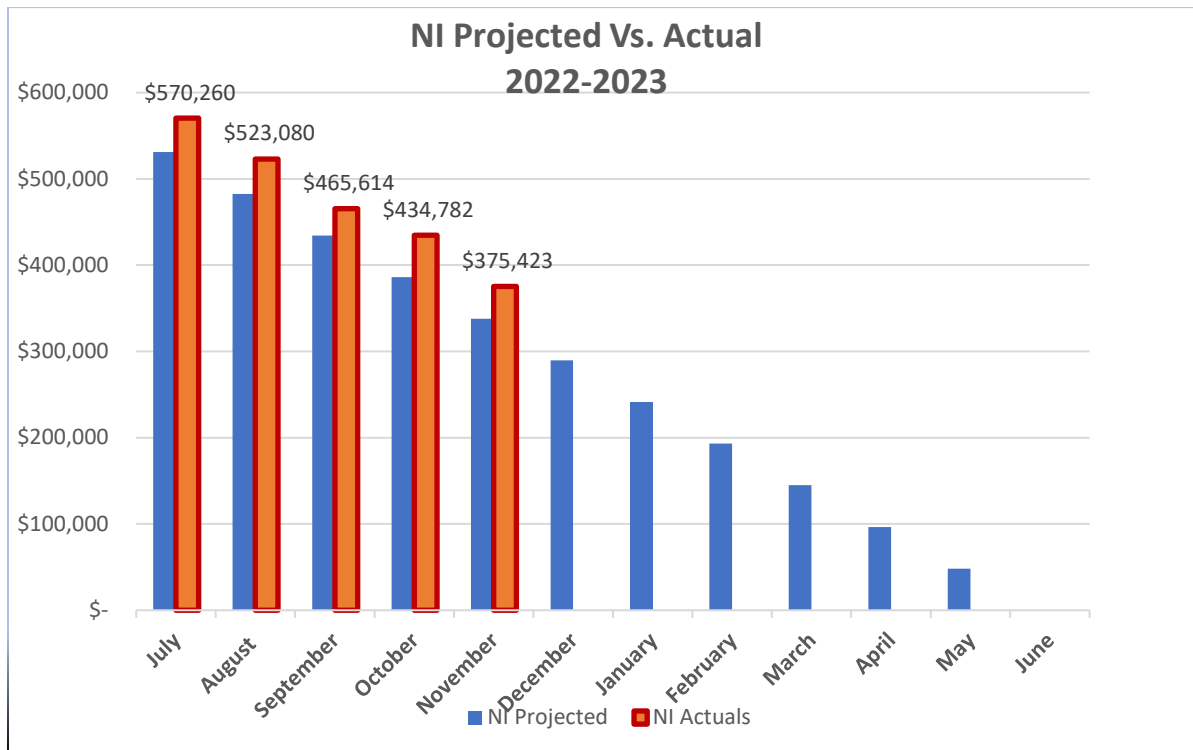
Attachments.

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2022 through November 30, 2022**

Summary - All Funds

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 598,378	263,972	\$ 334,406
Curbside Project Fund	3,989,238	3,945,300	\$ 43,938
Drop-Off Project Fund	656,690	647,646	\$ 9,044
Municipal Solid Waste Fund	1,857,209	1,869,045	\$ (11,836)
CFC/HCFC	37,185	37,185	\$ -
Special Waste Collections	137,359	137,493	\$ (134)
Waste Tire Fund	14,745	14,745	\$ -
Appliance and Scrap Metal Hauling	274,057	274,057	\$ -
Yard Waste Projects	180,469	180,469	\$ -
Waste Transfer & Disposal	679,316	679,311	\$ 5
Totals	<u>\$ 8,424,646</u>	<u>\$ 8,049,223</u>	<u>\$ 375,423</u>

	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
Capital Outlay	<u>\$ -</u>	<u>\$ 41,112</u>	<u>\$ 35,000</u>



Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2022 through November 30, 2022

General Operating Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
<i>Revenues:</i>					
Annual Gov't Assessments	\$ -	\$ 594,228	\$ 594,230	\$ 2	0.0%
Interest on Investments	<u>1,063</u>	<u>4,150</u>	<u>32,130</u>	<u>27,980</u>	<u>87.1%</u>
<i>Total Revenues</i>	<u>1,063</u>	<u>598,378</u>	<u>626,360</u>	<u>27,982</u>	<u>4.5%</u>
<i>Expenses:</i>					
Personnel services	33,460	161,180	442,650	281,470	63.6%
Fringe benefits	7,555	37,968	108,250	70,282	64.9%
Professional services	3,427	25,515	37,000	11,485	31.0%
Repairs and maintenance	-	603	1,900	1,297	68.3%
Advertising and promotions	-	151	1,250	1,099	87.9%
Materials and supplies	1,704	2,815	4,500	1,685	37.4%
Other services and charges	662	8,464	12,700	4,236	33.4%
Leases	4,334	22,481	52,700	30,219	57.3%
Depreciation	<u>959</u>	<u>4,795</u>	<u>12,000</u>	<u>7,205</u>	<u>60.0%</u>
<i>Total Expenses</i>	<u>52,101</u>	<u>263,972</u>	<u>672,950</u>	<u>408,978</u>	<u>60.8%</u>
<i>Net Income</i>	<u><u>\$ (51,038)</u></u>	<u><u>\$ 334,406</u></u>	<u><u>\$ (46,590)</u></u>	<u><u>\$ 380,996</u></u>	
<i>Capital Outlay</i>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ (5,000)</u></u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2022 through November 30, 2022

Curbside Project Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 738,608	\$ 3,480,757	\$ 9,330,000	\$ 5,849,243	62.7%
Public Relations Assessment	14,920	107,508	255,250	147,742	57.9%
Customer Service Assessment	22,941	117,165	283,500	166,335	58.7%
96-gal Cart Revenue	3,370	66,247	220,800	154,553	70.0%
Material Sales Rebate	-	206,798		(206,798)	
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Interest on Investments	-	763	12,900	12,137	94.1%
Total Revenues	<u>779,839</u>	<u>3,989,238</u>	<u>10,112,450</u>	<u>6,123,212</u>	<u>60.6%</u>
Expenses:					
Personnel services	20,252	91,702	271,660	179,958	66.2%
Fringe benefits	5,505	27,949	82,475	54,526	66.1%
Professional services	3,045	20,253	30,255	10,002	33.1%
Repairs and maintenance	-	363	1,750	1,387	79.3%
Advertising and promotions	2,034	14,546	86,485	71,939	83.2%
Materials and supplies	185	1,064	2,495	1,431	57.4%
Other services and charges	1,749	10,821	43,930	33,109	75.4%
Leases	3,310	16,800	41,200	24,400	59.2%
Depreciation	391	1,954	7,200	5,246	72.9%
Contractual services	738,608	3,480,757	9,330,000	5,849,243	62.7%
96-gal Cart Expense	9,476	72,293	215,000	142,707	66.4%
Material Sales Rebate	-	206,798	-	(206,798)	-
Total Expenses	<u>784,555</u>	<u>3,945,300</u>	<u>10,112,450</u>	<u>6,167,150</u>	<u>61.0%</u>
Net Income	<u>\$ (4,716)</u>	<u>\$ 43,938</u>	<u>\$ -</u>	<u>\$ 43,938</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ (25,000)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2022 through November 30, 2022

Drop Off Project Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 131,672	\$ 530,233	\$ 1,445,000	\$ 914,767	63.3%
Materials Sales Rebate	6,175	126,218	350,000	223,782	63.9%
Interest on Investments	<u>-</u>	<u>239</u>	<u>2,000</u>	<u>1,761</u>	<u>88.1%</u>
<i>Total Revenues</i>	<u>137,847</u>	<u>656,690</u>	<u>1,797,000</u>	<u>1,140,310</u>	<u>63.5%</u>
<i>Expenses:</i>					
Personnel services	978	4,213	15,730	11,517	73.2%
Fringe benefits	201	1,074	3,720	2,646	71.1%
Professional services	241	1,952	3,180	1,228	38.6%
Repairs and maintenance	-	43	150	107	71.3%
Advertising and promotions	-	560	-	(560)	0.0%
Materials and supplies	20	194	325	131	40.3%
Other services and charges	21	507	720	213	29.6%
Leases	154	696	1,585	889	56.1%
Contractual services	131,672	530,233	1,445,000	914,767	63.3%
Materials sales rebate	<u>5,787</u>	<u>108,174</u>	<u>280,000</u>	<u>171,826</u>	<u>61.4%</u>
<i>Total Expenses</i>	<u>139,074</u>	<u>647,646</u>	<u>1,750,410</u>	<u>1,102,764</u>	<u>63.0%</u>
<i>Net Income</i>	<u><u>\$ (1,227)</u></u>	<u><u>\$ 9,044</u></u>	<u><u>\$ 46,590</u></u>	<u><u>\$ (37,546)</u></u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2022 through November 30, 2022

Municipal Solid Waste Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 370,159	\$ 1,801,659	\$ 4,166,365	\$ 2,364,706	56.8%
Customer Service Assessment	3,463	17,133	37,100	19,967	53.8%
Cart Revenue	5,904	37,892	-	(37,892)	
Contract Admin Costs	-	-	-	-	0.0%
Interest on Investments	<u>-</u>	<u>525</u>	<u>7,970</u>	<u>7,445</u>	<u>93.4%</u>
Total Revenues	<u>379,526</u>	<u>1,857,209</u>	<u>4,211,435</u>	<u>2,354,226</u>	<u>55.9%</u>
Expenses:					
Personnel services	1,926	8,921	22,095	13,174	59.6%
Fringe benefits	475	2,338	6,910	4,572	66.2%
Professional services	704	5,179	7,465	2,286	30.6%
Repairs and maintenance	-	128	450	322	71.6%
Advertising and promotions	-	7,449	1,000	(6,449)	99.0%
Materials and supplies	40	260	680	420	61.8%
Other services and charges	84	1,192	1,790	598	33.4%
Leases	308	1,400	3,380	1,980	58.6%
Depreciation	4,957	24,785	1,300	(23,485)	-1806.5%
Contractual Services	370,303	1,801,802	4,166,365	2,364,563	56.8%
Cart Expense	<u>2,967</u>	<u>15,591</u>	<u>-</u>	<u>(15,591)</u>	
Total Expenses	<u>381,764</u>	<u>1,869,045</u>	<u>4,211,435</u>	<u>2,342,390</u>	<u>55.6%</u>
Net Income	<u>\$ (2,238)</u>	<u>\$ (11,836)</u>	<u>\$ -</u>	<u>\$ (11,836)</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ 41,112</u>	<u>\$ 5,000</u>	<u>\$ -</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2022 through November 30, 2022

Other Special Projects

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 233,384	\$ 968,631	\$ 3,262,000	\$ 2,293,369	70.3%
Materials Sales Rebate	<u>75,095</u>	<u>354,500</u>	<u>800,000</u>	<u>445,500</u>	<u>55.7%</u>
<i>Total Revenues</i>	<u>308,479</u>	<u>1,323,131</u>	<u>4,062,000</u>	<u>2,738,869</u>	<u>67.4%</u>
<i>Expenses:</i>					
Contractual services	233,524	968,760	3,262,000	2,293,240	90.0%
Materials sales rebate	<u>75,095</u>	<u>354,500</u>	<u>800,000</u>	<u>445,500</u>	<u>55.7%</u>
<i>Total Expenses</i>	<u>308,619</u>	<u>1,323,260</u>	<u>4,062,000</u>	<u>2,738,740</u>	<u>67.4%</u>
<i>Net Income</i>	<u><u>\$ (140)</u></u>	<u><u>\$ (129)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (129)</u></u>	

Central Virginia Waste Management Authority
Accounts Receivable
July 1, 2022 through November 30, 2022

	Total	Over 60 days	Current w/in 60 days
Department of General Services	\$ 5,384	\$ -	\$ 5,384
Ashland	17,342	-	17,342
Charles City	-	-	-
Chesterfield	337,147	-	337,147
Colonial Heights	121,189	-	121,189
Goochland	10,149	-	10,149
Hanover	58,131	-	58,131
Henrico	547,853	-	547,853
Hopewell	150,468	-	150,468
New Kent	12,680	-	12,680
Petersburg	136,731	-	136,731
Powhatan	46,272	-	46,272
Prince George	-	-	-
Richmond	234,542	-	234,542
Totals	<u>\$ 1,677,888</u>	<u>\$ -</u>	<u>\$ 1,677,888</u>

Let's Celebrate!

YOU ARE CORDIALLY
INVITED TO A
**CVWMA HOLIDAY
RECEPTION**

DECEMBER 16, 2022 @ 9:30 AM

(IMMEDIATELY FOLLOWING THE CVWMA BOARD OF DIRECTOR'S MEETING)

JOIN US @
CHESTERFIELD COUNTY AIRPORT
7511 AIRFIELD DRIVE, NORTH CHESTERFIELD, VA
23237