



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
MAY 19, 2023
2104 WEST LABURNUM AVE, RICHMOND VA**

PLEDGE OF ALLEGIANCE

CALL TO ORDER

**9:00
a.m.**

CERTIFICATION OF QUORUM

AGENDA

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OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Technical Advisory Committee - Wednesday, June 7, 2023 – 9:00 a.m.

Executive Committee Meeting – Tuesday, June 6, 2023 – 11:00 a.m.

Board of Directors Meeting – Friday, June 16, 2023 – 9:00 a.m.

ByLaws Review Committee – Tuesday, June 6, 2023 – 11:00 a.m. (Tentatively)

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 21, 2023

Minutes of the March 17, 2023, 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 21, 2023
2104 WEST LABURNUM AVENUE
RICHMOND, VA**

MEMBERS/ALTERNATES PRESENT

Voting

Robert L. Dunn (M-Chesterfield), Chairman
Miles Jones (M-Richmond), Vice-Chairman
Stephen Chidsey (M-Ashland)
Clay Bowles (M-Chesterfield)
Cary Drane (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Wendy Grady (M-Goochland)
Michael Flagg (A-Hanover)
Marilee Tretina (M-Henrico)
Marcia E. Kelley (M-Henrico)
John Mitchell (M-Henrico)
Rick Stewart (M-New Kent)
Randall Williams (A-Petersburg)
Johnny Melis (A-Powhatan)
Dean Simmons (M-Prince George)
Elizabeth Hall (M-Richmond)

Non-Voting:

Dwayne Jones (A-Goochland)
J Bentley Chan (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Adam George, Accounting & Finance Manager
Reginald “Reggie” Thompson, Operations Analyst
Julie Buchanan, Public Relations Coordinator
Stephanie Breaker, Sr. Customer Service Supervisor
LaTanya McBride, Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Jenny Schontag (A-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
John Neal (A-Chesterfield)
Dawn Rowell (A-Chesterfield)
Mindy McKinney (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Theresa Arnold (A-Hanover)
Susan Dibble (M-Hanover)
Randy Hardman (M-Hanover)
Jon Clary (A-Henrico)
Josh Byerly (A-Henrico)
Monique Robertson (M-Hopewell)
John Lockwood (A-New Kent)
Tangela Innis (M-Petersburg)
Karin Carmack (M-Powhatan)
Carly Glenn (M-Richmond)
Michael Walker (A-Richmond)
Noah Hillerbrand (A-Richmond)

Guest:

Nicole Riley, Senior Vice President, VEDP
Abigail Westcott, Director of Partnerships, VEDP

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 March 17, 2023

Chairman R. Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the March 17, 2023, meeting as submitted. The motion was made by Mr. J. Melis, (A-Powhatan), seconded by Mr. T. Flippen (A-Colonial Heights), and carried that the minutes of the March 17, 2023, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

Item No. 3: Chairman's Report: Appointment of Nominating

Chairman Dunn welcomed all to the meeting and thanked everyone for their attendance. He appointed Mrs. M. Kelley (M-Henrico) and Mr. S. Chidsey (M-Ashland) to the Nominating Committee. Chairman Dunn encourages all board members to consider serving on the Executive Committee if asked by the Nominating Committee.

Item No. 4: Presentation: Nicole Riley, Senior VP Policy and Strategic Partnerships, and Abigail Westcott, Director of Partner Relations, Virginia Economic Development Partnership

Mrs. Hynes welcomed Nicole Riley, Senior VP of Policy and Strategic Partnerships and Abigail Westcott, Director of Partner Relations from the Virginia Economic Development Partnership (VEDP). Mrs. Hynes thanked Ms. Riley for giving her presentation and shared some of Ms. Riley's extensive background in economic development before joining VEDP. Ms. Riley served as Deputy Secretary of Commerce and Trade working on several key initiatives for the Commonwealth of Virginia, and the National Federation of Independent Business where she served as State Director during her tenure.

VEDP continues to represent the interests of Virginia's small businesses while promoting growth and expansion. Ms. Riley explained VEDP's strategic plan to serve Virginia businesses by increasing job opportunities, wages, and addressing issues related to tax policy, labor, employment law regulations, and health care. VEDP's team of market analysts research and collect data on VA businesses through partnerships with existing Virginia companies. In conclusion, VEDP focuses their efforts on collaborations with VA companies, providing incentive packages and investments that counter relocations to competitive states.

Ms. M. Kelly (M-Henrico) asked Ms. Riley what about the process if CVWMA wants to contact VEDP about a potential economic development opportunity.

Ms. Riley stated that she will leave her contact information for and she encouraged CVWMA to reach out with any questions and/or opportunities.

Ms. L. McBride, CVWMA Administrative Assistant asked if the data from Ms. Riley's presentation is available on the VEDP website, and if so, if its updated regularly. Ms. Riley stated that she would share the data from today's presentation with the board and the VEDP website is updated annually.

Mr. R. Williams (A-Petersburg) asked if the VEDP has a report card. Ms. Riley stated that VEDP works with several trade associations and groups in the business community like the Virginia Manufacturers Association, Virginia Chamber of Commerce, and the Virginia Data Center Coalition to track VEDP's progress.

Ms. Hynes thanked Ms. Riley for her insightful presentation and encouraged her to contact CVWMA for assistance needed surrounding recycling and solid waste.

Item No. 5: ByLaws Review Committee Report

Mrs. Hynes reminded the board that the Bylaws Review Committee, in conjunction with the Executive Committee met on April 11, 2023, to discuss the review of the ByLaws and Articles of Incorporation. The next steps in the review and evaluation process will need to address the residency requirements for board members and the ability for alternates to serve at large in large jurisdictions.

Mrs. Hynes reminded the board, the Articles of Incorporation state that “*the governing body shall appoint at least one of its residents*” to the Board. This is challenging for the smaller jurisdictions with only one board slot. Chairman Dunn further explained the original intent of the charter of the Authority, was to be a citizen board. As the Authority has evolved and times have changed, the committee recognizes that rule may not be the most feasible for all localities. The committee would like to get input from each of the member jurisdictions on this requirement and to work with the full Board on a solution. Staff will work with the committee on developing a survey for board members to address with leadership.

Mr. S. Chidsey (M-Ashland) indicated that the Town of Ashland will likely want to continue to appoint a resident to the Board and feels the residency requirement is important. As an alternative, he suggested that alternates be able to serve on the Executive Committee.

Mrs. Hynes also clarified the language of the ByLaws which state that each member shall appoint an alternate to serve in the absence of said member. Mrs. Hynes further discussed the possibility of alternates in the larger localities to serve “at large” to ensure each jurisdiction is fully represented at meetings. The Bylaws Committee also discussed the implementation of an attendance policy, which will include monthly communication with each locality on the attendance of all members/alternates.

The CVWMA staff is working with the committee on drafting alternate language for the ByLaws and will be seeking input from the Board and member localities. Mrs. Hynes suggested that this may be a good topic for the board retreat to be discussed later in the agenda.

Item No. 6: 2022 Recycling Rate Report

Mr. R. Thompson, Operations Analyst presented the preliminary 2022 Recycling Rate Report. He noted that the report is due to the DEQ by April 30, 2023. Mr. Thompson stated that under DEQ regulations CVWMA is required to report each year and meet a 25% recycling rate. Mr. Thompson began his presentation with an analysis of the formulas used to calculate the recycling rate. These calculations are formulated when adding the base rate (the amount of Principle Recyclable materials processed, divided by the MSW generated in the region during the calendar year). Mr. Thompson then explained to the board how the adjusted recycling rate and the credit tonnage allowed by the DEQ is added to the base rate, however the adjusted rate cannot exceed the base rate by 5 percentage points.

Mr. Thompson provided a comparison of Principal Recyclable Material from 2021 to 2022, recording 68,395 tons of Construction, Demolition and Debris as credit tonnage for the year 2022. Mr. Thompson concluded his presentation with a detailed slide exhibiting the applicable formula for the Base Recycling Rate, since the adjusted rate is less than 5% greater than the base rate, which yielded a preliminary adjusted recycling rate of 55.2% for 2022. Mr. Thompson mentioned that the rate may change slightly between the board meeting and the final submission as CVWMA receives more information.

Item No. 7: Operations and Technical Advisory Report

Mr. R. Nolan, Director of Operations, reported on the commodity and recycling markets for April 2023. The prices for mixed paper are \$10.00 per ton, an increase of \$5 from March; newsprint remains at \$35.00 per ton; and OCC is \$45.00 per ton, an increase of \$10 over the previous month. TFC will be paying \$20.00 per ton for recycling collected at the curb until the end of the current contract that ends on June 30, 2023. The steel rebate is \$300/ton for scrap metal recycled in April 2023 compared to \$280 in March.

Mr. Nolan reported that Residential Recycling tons for the month of March 2023 were 2,564 tons compared to 2,853 in March 2022 and the total recycling tonnage collected year to date in FY 2023 is 24,330 tons compared to 24,366 tons for the same period in FY 2022. Mr. Nolan updated the Board on collections and trash service, noting that TFC is experiencing a shortage of drivers. CVWMA is working with TFC on missed collection delays, which are higher than normal. Mr. Nolan reminded the board that the contracts with Meridian for Hopewell and Petersburg residential trash service expire June 30, 2024, and CVWMA staff is currently working on implementation and transition planning.

Mr. Nolan shared information on upcoming events: Henrico County will be hosting an e-cycling event tomorrow April 22, 2023, and the City of Richmond will be hosting an e-cycling and HHW (household hazardous waste) event on May 13, 2023.

Mr. Nolan reported that the Technical Advisory Committee (TAC) meeting for March was held on Wednesday, April 5th at 9:00am, and the group discussed the upcoming update required to the Central Virginia Solid Waste Management Plan and the 2022 Recycling Rate Report. Mr. Nolan reminded the board that the next TAC meeting date is on May 3, 2023, and all board members are invited to attend.

Item No. 8: Earth Day

Mrs. J. Buchanan shared the list of events for Earth Day on April 22, 2023; she referred the board members to the board package and the slide for a list of those events. Mr. T. Flippen (M-Colonial Heights) informed the Board that there will be a City-Wide Clean-Up event hosted by the City of Colonial Heights.

Item No. 9: Public Information

Mrs. Buchanan reported that The Young Scientists reached more than 1,100 people in Chesterfield, Henrico, and Richmond with outreach programs in March.

Mrs. Buchanan shared the communications plans for the cart rollout. CVWMA targeted a paid Facebook post that reached 14,236 Henrico residents from March 28-April 6. Responses were extremely positive, and the CVWMA website has the “Hello Carts Goodbye Bins” headline on the homepage.

Mrs. Buchanan shared one of the Summit Media and Radio One advertising spots purchased utilizing the Recycling Partnership grant on: K95, Classic rock 96.5, Awesome 100.9, Your Variety 103.7, ESPN Richmond 106.1, Praise 104.7, and KISS 99.3/105.7 from April 30-May 28. CVWMA began mailing postcards to initial distribution areas on April 17th.

Lastly, Mrs. Buchanan was interviewed by Richmond Magazine for a Q & A style article titled “Bin There” in the March issue. Some of the questions and topics included contamination and Chesterfield curbside recycling.

Ms. M. Kelly (M-Henrico) asked if the multi-family complexes that already have curbside service with TFC will be allowed to keep their smaller bins, to which Mrs. Hynes replied, yes, and the multi-family will be routed separately.

Item No. 10: Financial Reports for March 2023

Mrs. Kim Hynes, Executive Director, first introduced Adam George, CVWMA's new Accounting and Financial Manager, and encouraged the board members to introduce themselves and welcome him to the team. Mrs. Hynes referred the Board to the March Financial Reports located in the board packet. Mrs. Hynes reported a year-to-date net income of \$134,523 at the end of March. Mrs. Hynes noted that the Accounts Receivable schedule is also included and reflects 3 accounts that are more than 60 days past due. CVWMA is working with the localities on getting caught up.

Mrs. Hynes mentioned to the board that staff will be coming back to the board at the May Board meeting for some budget amendments both in fiscal year 2023 and 2024. These amendments are largely related to the new carts, including recording the capital outlay, depreciation and appropriating the grant monies. In addition, the board will consider affirming the salary increases budgeted for fiscal year 2024. Chairman Dunn opened the floor for a motion to approve the Financial Reports for March 2023 as submitted. A motion was made by the Vice-Chairman M. Jones (M-Richmond), seconded by Ms. M. Kelley (M-Henrico) and carried that the Financial Reports for March 2023 are approved and filed as submitted.

Item No. 11: Administrative

Mrs. Hynes reported that she anticipates an introduction to our new Recycling Coordinator shortly. Also, CVWMA is actively recruiting temporary Customer Service Representatives to assist us during the Chesterfield transition to answer calls, address questions, and respond to emails.

Mrs. Hynes informed the board that Ms. Tangela Innis recently accepted a position in Dumfries, VA as the Town Manager and we would like to wish her well in her future endeavors. Mrs. Hynes invited all the board members to attend the Board Retreat on September 21st directly in lieu of the scheduled meeting.

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 **10:07 am**. The motion was made by Mr. M. Jones (M-Richmond), Vice-Chairman seconded by Mr. J. Mellis (A-Powhatan) and so carried that the April 21, 2023, 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 April 21, 2023, 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 19, 2023. Given under my hand and seal of the CVWMA this 19th day of May 2023.

Robert Dunn, Chairman

OPERATIONS AND TECHNICAL ADVISORY COMMITTEE REPORT

Recycling – Residential Recycling tons for the month of April 2023 were 2,270 tons compared to 2,662 in April 2022. Total recycling tonnage collected year to date in FY 2023 is 26,601 tons compared to 26,968 tons in FY 2022. TFC is short of a few drivers so miss collections are higher than normal and the collection of misses has been delayed. CVWMA is working with TFC to prepare for the July 1, 2023, roll-out of the new Residential Recycling Contract. CVWMA is also working with Rehrig Pacific on preparing for the roll-out of recycling carts starting May 15, 2023, for the counties of Henrico, Goochland, and Hanover, which remains on schedule.

Commodity Markets- May 2023 market prices for Mixed Paper is \$.00 per ton, an increase of \$ from April; Newsprint remains at \$.00 per ton; and OCC is \$.00 per ton, an increase of \$ over the previous month. TFC will be paying \$20.00 per ton for recycling collected at the curb until the end of the current Contract, June 30, 2023. The steel rebate is \$245/ton for scrap metal recycled in May 2023 compared to \$300 in April.

Municipal Solid Waste – Service by Waste Management of Virginia (WM) and Meridian have been routine. The Contracts with Meridian for Hopewell and Petersburg residential trash service expire June 30, 2024, and CVWMA is beginning to work on implementation and transition planning.

Scheduled Events: – City of Richmond – May 13, 2023 – e-cycling and HHW

Technical Advisory Committee (TAC) – The March TAC meeting was held on May 3, 2023. The group discussed upcoming changes to the Central Virginia Solid Waste Management Plan and the petitions from vendors for price increases. Next meeting is on June 7, 2023, at 9:00am.

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

EARTH DAY**Earth Day and Other Events April - May**

April 15: Chesterfield County Earth Day Festival

April 15: Prince George Clean Community Day – Prince George Government Complex

April 15: Hopewell Citywide Spring Clean-up – Citizen Convenience Center

April 15: Hanover Recycling Event – Mechanicsville Convenience Center

April 21: Pop Up Stop VCU Textile Waste Awareness Event (Richmond)

April 21: Powhatan Earth Day Festival

April 22: Henrico County Earth Day Festival - Deep Run Park

April 22: Richmond Earth Day Festival – Bryan Park

April 22: Goochland ‘Cover Your Load and Keep Trash Off the Road’ event – Convenience Centers

April 22: Chesterfield Master Gardener’s Composting Made Easy Event – Chesterfield Cooperative Extension

April 22: Colonial Heights Drug Take Back Event – Life Christian Academy

April 22: Henrico ‘Shred It to Protect It’ – Eastern Government Center

April 24: Stony Point Fashion Park Document Shredding & Environmental Fair (Richmond)

April 26: Haleon Environmental Fair (formerly Pfizer) (Richmond)

May 6: ¿Qué Pasa? Festival (Richmond)



PUBLIC INFORMATION

Outreach

The Young Scientists reached 2,414 people with outreach programs in April in Chesterfield, Henrico, Hanover, Petersburg, and Hopewell.

Earth Month Wrap-up

(CVWMA participated in the following Earth Month activities):

Chesterfield County Earth Day Festival
Powhatan County Earth Day Festival
Henrico County Earth Day Festival
Matoaca High School Citizen Science Day
Stony Point Fashion Park Document Shredding
Haleon Employee Earth Fair
Silgan Dispensing System Brown Bag Lunch Talk
Alpha Kappa Alpha Rho Eta Omega Chapter Virtual Presentation

¿Qué Pasa? Festival

CVWMA hosted a table at the 22nd annual ¿Qué Pasa? Festival, this year on Brown's Island. More than 300 people stopped by to talk about recycling, including Nutzy and Del. Rodney Willett.



Upcoming Events

May 17: Henrico North Rotary Club
May 25: Senior Party in the Park – drive-through event (Henrico)
June 2: Greenwood Elementary School Agriculture Day
June 2: Sandston Elementary School Career Day
June 10: Dorey Park Farmers Market (Henrico)

National Bring Your Child to Work Day

CVWMA hosted its first Bring Your Child to Work Day on April 27th. Eight CVWMA staff children attended and learned about CVWMA through tours, art projects and recycling bingo.



FINANCIAL REPORTS FOR APRIL 2023

The monthly financial activity for April is consistent with anticipated levels of service and budget. The Authority has a combined net income of \$61,504 as of the end of April. Please note that CVWMA has spent approximately \$44,000 to date on the communications for the cart roll-out that will be reimbursed by the grant from The Recycling Partnership.

The Accounts Receivable schedule is included and reflects four accounts more than 60 days old. CVWMA is working with those localities on getting caught up.

Recommended Action: Approval of the April 2023 Financial Reports.

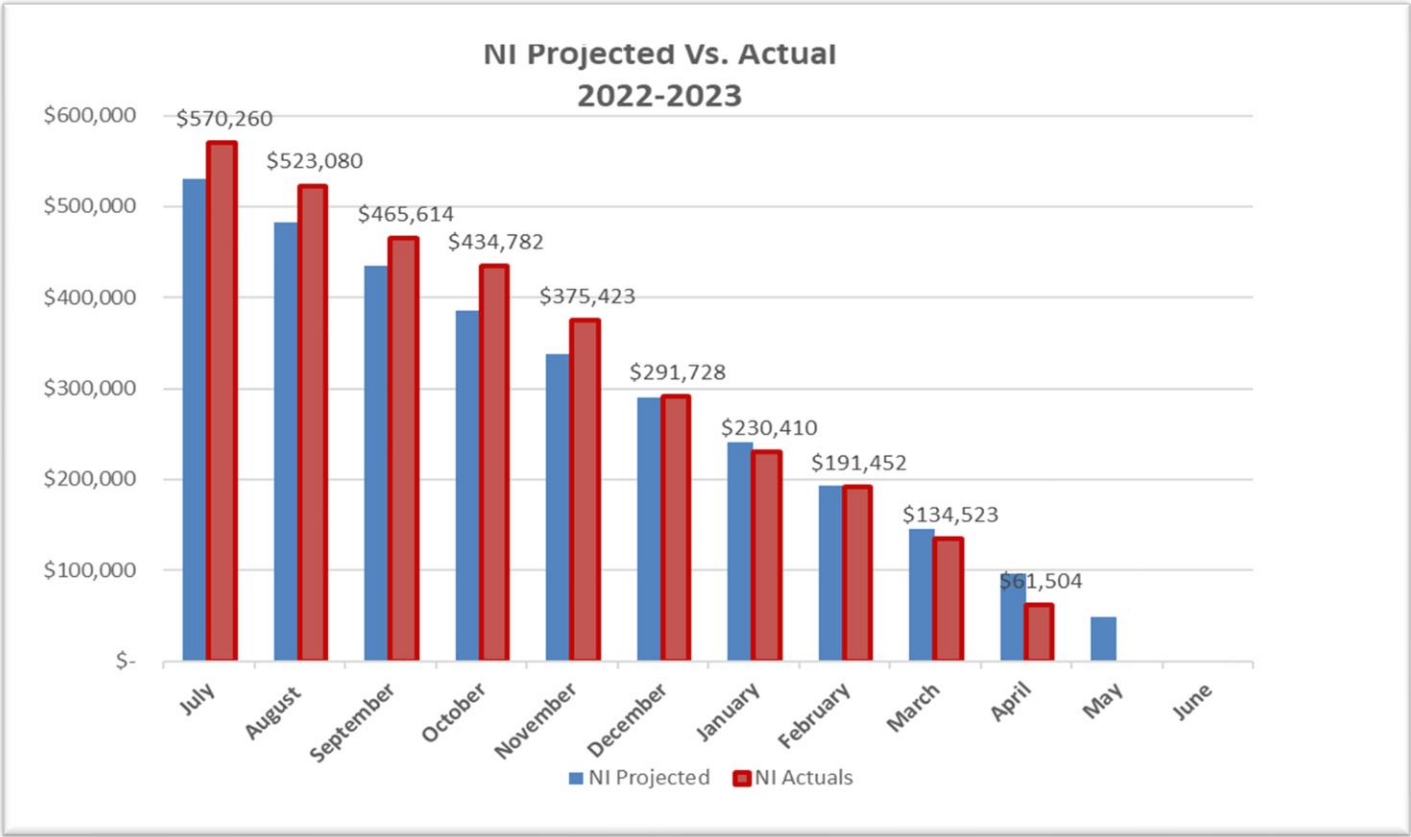
Attachments.

Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2022 through April 30, 2023

Summary - All Funds

	<u>Total</u> <u>Revenues</u>	<u>Total</u> <u>Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 604,306	512,085	\$ 92,221
Curbside Project Fund	7,745,778	7,771,277	\$ (25,499)
Drop-Off Project Fund	1,355,676	1,347,120	\$ 8,556
Municipal Solid Waste Fund	3,800,956	3,814,795	\$ (13,839)
CFC/HCFC	77,220	77,220	\$ -
Special Waste Collections	239,091	239,059	\$ 32
Waste Tire Fund	40,861	40,861	\$ 0
Appliance and Scrap Metal Hauling	534,907	534,882	\$ 25
Yard Waste Projects	810,582	810,582	\$ (0)
Waste Transfer & Disposal	<u>1,303,422</u>	<u>1,303,414</u>	<u>\$ 8</u>
<i>Totals</i>	<u>\$ 16,512,799</u>	<u>\$ 16,451,295</u>	<u>\$ 61,504</u>

	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
<i>Capital Outlay</i>	<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 April 30, 2023**

General Operating Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 594,228	\$ 594,230	\$ 2	0.0%
Interest on Investments	<u>1,258</u>	<u>10,078</u>	<u>32,130</u>	<u>22,052</u>	<u>68.6%</u>
Total Revenues	<u>1,258</u>	<u>604,306</u>	<u>626,360</u>	<u>22,054</u>	<u>3.5%</u>
Expenses:					
Personnel services	32,665	312,566	442,650	130,084	29.4%
Fringe benefits	7,585	79,005	108,250	29,245	27.0%
Professional services	6,861	44,355	37,000	(7,355)	-19.9%
Repairs and maintenance	40	763	1,900	1,137	59.8%
Advertising and promotions	3,014	3,576	1,250	(2,326)	-186.1%
Materials and supplies	293	4,233	4,500	267	5.9%
Other services and charges	266	12,252	12,700	448	3.5%
Leases	4,725	45,746	52,700	6,954	13.2%
Depreciation	959	9,589	12,000	2,411	20.1%
Total Expenses	<u>56,408</u>	<u>512,085</u>	<u>672,950</u>	<u>160,865</u>	<u>23.9%</u>
Net Income	<u>\$ (55,150)</u>	<u>\$ 92,221</u>	<u>\$ (46,590)</u>	<u>\$ 138,811</u>	
Capital Outlay					
	<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 April 30, 2023

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	\$ 676,140	\$ 6,835,015	\$ 9,330,000	\$ 2,494,985	26.7%
Public Relations Assessment	21,159	213,297	255,250	41,953	16.4%
Customer Service Assessment	23,107	236,921	283,500	46,579	16.4%
96-gal Cart Revenue	1,786	85,658	220,800	135,142	61.2%
Material Sales Rebate	49,797	362,308		(362,308)	
Sponsorship and Grants	-	10,000	10,000	-	0.0%
Interest on Investments	<u>324</u>	<u>2,579</u>	<u>12,900</u>	<u>10,321</u>	<u>80.0%</u>
Total Revenues	<u>772,313</u>	<u>7,745,778</u>	<u>10,112,450</u>	<u>2,366,672</u>	<u>23.4%</u>
Expenses:					
Personnel services	17,445	200,992	271,660	70,668	26.0%
Fringe benefits	5,310	55,351	82,475	27,124	32.9%
Professional services	1,196	30,823	30,255	(568)	-1.9%
Repairs and maintenance	-	363	1,750	1,387	79.3%
Advertising and promotions	28,501	98,937	86,485	(12,452)	-14.4%
Materials and supplies	27	1,749	2,495	746	29.9%
Other services and charges	1,473	50,264	43,930	(6,334)	-14.4%
Leases	3,715	34,587	41,200	6,613	16.1%
Depreciation	391	3,907	7,200	3,293	45.7%
Contractual services	676,140	6,835,015	9,330,000	2,494,985	26.7%
96-gal Cart Expense	6,472	96,983	215,000	118,017	54.9%
Material Sales Rebate	<u>-</u>	<u>362,306</u>	<u>-</u>	<u>(362,306)</u>	<u>-</u>
Total Expenses	<u>740,670</u>	<u>7,771,277</u>	<u>10,112,450</u>	<u>2,341,173</u>	<u>23.2%</u>
Net Income	<u>\$ 31,643</u>	<u>\$ (25,499)</u>	<u>\$ -</u>	<u>\$ (25,499)</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 April 30, 2023

Drop Off Project Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 131,814	\$ 1,186,914	\$ 1,445,000	\$ 258,086	17.9%
Materials Sales Rebate	9,616	167,956	350,000	182,044	52.0%
Interest on Investments	<u>101</u>	<u>806</u>	<u>2,000</u>	<u>1,194</u>	<u>59.7%</u>
Total Revenues	<u>141,531</u>	<u>1,355,676</u>	<u>1,797,000</u>	<u>441,324</u>	<u>24.6%</u>
Expenses:					
Personnel services	820	8,905	15,730	6,825	43.4%
Fringe benefits	214	2,190	3,720	1,530	41.1%
Professional services	5	2,573	3,180	607	19.1%
Repairs and maintenance	-	43	150	107	71.3%
Advertising and promotions	-	560	-	(560)	0.0%
Materials and supplies	5	300	325	25	7.7%
Other services and charges	37	682	720	38	5.3%
Leases	131	1,482	1,585	103	6.5%
Contractual services	131,814	1,186,914	1,445,000	258,086	17.9%
Materials sales rebate	<u>8,014</u>	<u>143,471</u>	<u>280,000</u>	<u>136,529</u>	<u>48.8%</u>
Total Expenses	<u>141,040</u>	<u>1,347,120</u>	<u>1,750,410</u>	<u>403,290</u>	<u>23.0%</u>
Net Income	<u>\$ 491</u>	<u>\$ 8,556</u>	<u>\$ 46,590</u>	<u>\$ (38,034)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2022 through April 30, 2023

Municipal Solid Waste Fund

	Month to Date <u>Actual</u>	Year to Date <u>Actual</u>	Total <u>Budget</u>	<u>Variance</u>	% Budget <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 385,737	\$ 3,693,023	\$ 4,166,365	\$ 473,342	11.4%
Customer Service Assessment	3,558	35,960	37,100	1,140	3.1%
Cart Revenue	6,246	70,200	-	(70,200)	
Contract Admin Costs	-	-	-	-	0.0%
Interest on Investments	<u>223</u>	<u>1,773</u>	<u>7,970</u>	<u>6,197</u>	<u>77.8%</u>
Total Revenues	<u>395,764</u>	<u>3,800,956</u>	<u>4,211,435</u>	<u>410,479</u>	<u>9.7%</u>
Expenses:					
Personnel services	1,621	18,166	22,095	3,929	17.8%
Fringe benefits	428	4,560	6,910	2,350	34.0%
Professional services	85	7,041	7,465	424	5.7%
Repairs and maintenance	-	128	450	322	71.6%
Advertising and promotions	-	7,449	1,000	(6,449)	99.0%
Materials and supplies	11	473	680	207	30.4%
Other services and charges	153	1,895	1,790	(105)	-5.9%
Leases	301	3,029	3,380	351	10.4%
Depreciation	4,958	49,571	1,300	(48,271)	-3713.2%
Contractual Services	385,830	3,693,059	4,166,365	473,306	11.4%
Cart Expense	<u>2,581</u>	<u>29,424</u>	<u>-</u>	<u>(29,424)</u>	
Total Expenses	<u>395,968</u>	<u>3,814,795</u>	<u>4,211,435</u>	<u>396,640</u>	<u>9.4%</u>
Net Income	<u><u>\$ (204)</u></u>	<u><u>\$ (13,839)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (13,839)</u></u>	
Capital Outlay	<u><u>\$ -</u></u>	<u><u>\$ 41,112</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ -</u></u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2022 through April 30, 2023

Other Special Projects

	Month to Date <u>Actual</u>	Year to Date <u>Actual</u>	Total <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 193,873	\$ 2,336,688	\$ 3,262,000	\$ 925,312	28.4%
Materials Sales Rebate	<u>69,688</u>	<u>669,395</u>	<u>800,000</u>	<u>130,605</u>	<u>16.3%</u>
<i>Total Revenues</i>	<u>263,561</u>	<u>3,006,083</u>	<u>4,062,000</u>	<u>1,055,917</u>	<u>26.0%</u>
<i>Expenses:</i>					
Contractual services	193,901	2,336,649	3,262,000	925,351	90.0%
Materials sales rebate	<u>69,662</u>	<u>669,369</u>	<u>800,000</u>	<u>130,631</u>	<u>16.3%</u>
<i>Total Expenses</i>	<u>263,563</u>	<u>3,006,018</u>	<u>4,062,000</u>	<u>1,055,982</u>	<u>26.0%</u>
<i>Net Income</i>	<u>\$ (2)</u>	<u>\$ 65</u>	<u>\$ -</u>	<u>\$ 65</u>	

Central Virginia Waste Management Authority
Accounts Receivable
July 1, 2022 through April 30, 2023

	Total	Over 60 days	Current w/in 60 days
Department of General Services	\$ 16,129	\$ 7,757	\$ 8,372
Ashland	53,139	-	53,139
Charles City	-	-	-
Chesterfield	52,859	-	52,859
Colonial Heights	103,158	-	103,158
Goochland	1,752	1,450	302
Hanover	43,396	-	43,396
Henrico	294,762	-	294,762
Hopewell	146,841	-	146,841
New Kent	38,483	-	38,483
Petersburg	140,652	-	140,652
Powhatan	19,671	7,738	11,932
Prince George	-	-	-
Richmond	223,834	5,677	218,157
Totals	\$ 1,134,676	\$ 22,622	\$ 1,112,054

CONSIDERATION OF RESOLUTION 23-17: AMENDING THE 2022-2023 GENERAL, RESIDENTIAL AND MSW FUNDS BUDGETS

The staff has reviewed revenues and expenses by line-item and made projections through the end of the year. Each category of expenses was compared to budget and necessary amendments in excess of \$2,500 per category have been identified. All transfers and amendments are between line items and are within total budget in each fund.

General Operating Fund

The CVWMA incurred additional expenses in the Recruitment line item due to staff vacancies and the recruitment of a Recycling Coordinator and Temporary Help in customer service. In addition, CVWMA changed IT vendors for a more streamlined process. Extra work was needed in configuring the new phone system as well as workstations in this fiscal year. A transfer to Recruitment of \$3,000 and to Computer Support of \$5,000 is requested from Part-Time Salaries. Included in the budget was a part-time Operations Assistant, which was not filled after the individual retired.

The requested amendments in the General Fund are all within the total budget and have a net effect of \$0.

Residential Recycling Fund

CVWMA entered into a contract with Rehrig Pacific to provide approximately 95,000 recycling carts to residents in Henrico, Hanover, and Goochland. The carts are being delivered and distributed to residents in FY 2023, thus an amendment to the Capital Outlay budget is requested to account for the cart purchase.

In addition, CVWMA is receiving grant funds from The Recycling Partnership that will approximate \$1,451,600 for the carts and communication/education expenses. CVWMA staff consulted with representatives of the audit firm Brown & Edwards on the proper treatment of the grant funds. As a result, the entire amount of the grant is to be appropriated in FY 2023. CVWMA has begun incurring costs for the \$1/household education communication grant and the total anticipated expenses is \$93,000 in FY 2023. Please note that CVWMA will appear to have an approximate \$1,358,600 surplus at the end of the 2022-23 year and thus a loss of about \$135,860 each subsequent year for 10 years. This will even out over the 10-year period.

The requested amendment to the 2022-23 Residential Recycling Fund budget is to appropriate the \$1,451,600 in grant revenue and the \$93,000 in anticipated communication/education grant expenses. The requested amendments/appropriation will have a net effect of \$1,358,600 on the 2023 Residential Recycling Fund Budget.

Municipal Solid Waste Fund

CVWMA purchased the 7,000 trash carts under the new contract with WM for trash collection in the City of Colonial Heights. The initial trash cart purchase was capitalized at the end of FY 2022. In FY 2023, CVWMA purchased more carts to have in stock for replacements and new development in the amount of \$41,112. In addition, CVWMA transitioned the trash collection in the Town of Ashland from Meridian Waste to WM in January 2023. CVWMA purchased the carts from Meridian for \$18,000. As a result of the new Service Agreements for MSW Collection and Disposal, CVWMA receives funds for the repayment of the initial roll-out of carts as well as \$.10 per household per month for maintenance of carts. This amendment request would increase

Revenue from Carts by \$86,900 and increase depreciation of the Carts by \$59,100 and increase Cart Expense by \$25,000 to account for lease costs and other cart costs.

In addition, when Colonial Heights transitioned to WM, Meridian moved Petersburg recycling to Wednesdays to spread out collection over the 5-day week. CVWMA notified residents in Petersburg of the day change. This request also increases the budget in Promotional Printing by \$6,500 and reduces Part-Time Salaries Expense (\$1,495) and Regular Salaries Expense (\$2,205).

The requested amendments in the MSW Fund have a net effect of \$0 on the resulting adjusted 2023 Budget.

Resolution 23-17 is attached for consideration and will amend the 2022-23 General, Residential Recycling and MSW Funds Budget as described herein.

Recommended Action: **Approval of Resolution 23-17**

Attachment.

RESOLUTION 23-17

A resolution to amend the CVWMA General Fund, Residential Recycling Fund and Municipal Solid Waste Fund Operating and Capital Outlay Budget for the fiscal year beginning July 1, 2022, and ending on June 30, 2023, to transfer funds sufficient for the remainder of the fiscal year and appropriate grant funds.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budget designated as the CVWMA General Operating Fund for the fiscal year beginning July 1, 2022, and ending on June 30, 2023, is hereby amended as follows:

General Fund	2022-2023		2022-2023	
	Approved Budget	Amendment	Revised Budget	
Recruitment	\$ 750	\$ 3,000	\$ 3,750	
Computer Support	\$ 9,400	\$ 5,000	\$ 14,400	
Part Time Salaries	\$ 22,650	\$ (8,000)	\$ 14,650	
Net Adjustments		\$ -		

2. That the budget designated as the CVWMA Residential Recycling Fund for the fiscal year beginning July 1, 2022, and ending on June 30, 2023, is hereby amended as follows:

Residential Recycling Fund	2022-2023		2022-2023	
	Approved Budget	Amendment	Revised Budget	
Capital Outlay - Carts	\$ -	\$ 5,654,400	\$ 5,654,400	
Grant Revenue	\$ -	\$ 1,451,600	\$ 1,451,600	
Grant Expense (education only)	\$ -	\$ 93,000	\$ 93,000	
Net Adjustments		\$ 1,358,600		

3. That the budget designated as the CVWMA Municipal Solid Waste Fund for the fiscal year beginning July 1, 2022, and ending on June 30, 2023, is hereby amended as follows:

Municipal Solid Waste Fund	2022-2023		2022-2023
	Approved Budget	Amendment	Revised Budget
Capital Outlay - Carts	\$ -	\$ 59,200	\$ 59,200
Cart Revenue	\$ -	\$ (86,900)	\$ (86,900)
Depreciation	\$ 1,300	\$ 59,100	\$ 60,400
Cart Expense	\$ -	\$ 25,000	\$ 25,000
Promotional Printing	\$ 1,000	\$ 6,500	\$ 7,500
Part Time	\$ 1,495	\$ (1,495)	\$ -
Regular Salaries/Wages	\$ 20,500	\$ (2,205)	\$ 18,295
Net Adjustments		\$ -	

4. That this Appropriation Resolution shall be in full force and effect upon its passage.

Adopted this 19th day of May 2023

Attest: _____
Robert L. Dunn, Chairman

CONSIDERATION OF RESOLUTION 23-18: AMENDING THE 2023-2024 RESIDENTIAL AND MSW FUNDS BUDGETS

Residential Recycling Fund

The approved 2024 Operating Budget includes \$811,675 for Cart Expenses, to include depreciation and any other costs associated with the new carts. This request will reclassify the depreciation portion estimated at \$565,440 for the initial roll-out of carts from Cart Expense to the appropriate Depreciation line-item.

In addition, CVWMA is working with the landlord for our Office Lease to expand into the space next door to the current CVWMA offices. The approved 2024 includes additional expenses for the expanded space, however not sufficient. The approved 2024 budget also includes a contingency line item of \$19,105 and staff requests transferring this contingency to the Office Lease line to cover additional expenses associated with an expansion of space.

The negotiations will include extending the least beyond 2026 to 2032 and amortizing construction costs over the term of the lease.

Both requested amendments are within the total 2024 Operating Budget approved by the CVWMA Board in December 2022.

Municipal Solid Waste Fund

Similarly, to the Residential Recycling Fund above, the approved 2024 Operating Budget includes \$80,280 for Cart Expenses, to include depreciation and any other costs associated with the trash carts. This request will reclassify the depreciation portion for the initial roll-out of carts from Cart Expense to the appropriate Depreciation line-item in the amount of \$57,955.

The requested amendment in the MSW Fund has a net effect of \$0 on the resulting revised 2024 Budget.

Resolution 23-18 is attached for consideration and will amend the 2023-24 Residential Recycling and MSW Funds Budget as described herein.

Recommended Action: **Approval of Resolution 23-18**

Attachment.

RESOLUTION 23-18

A resolution to amend the CVWMA General Fund, Residential Recycling Fund and Municipal Solid Waste Fund Operating and Capital Outlay Budget for the fiscal year beginning July 1, 2023, and ending on June 30, 2024, to transfer funds with budget to reflect operations.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budget designated as the CVWMA Residential Recycling Fund for the fiscal year beginning July 1, 2023, and ending on June 30, 2024, is hereby amended as follows:

	2022-2023		2022-2023
Residential Recycling Fund	Approved Budget	Amendment	Revised Budget
Depreciation	\$ 10,000.00	\$ 565,440.00	\$ 575,440.00
Cart Costs	\$ 811,675.00	\$ (565,440.00)	\$ 246,235.00
Office Lease	\$ 57,000.00	\$ 19,105.00	\$ 76,105.00
contingencies	\$ 19,105.00	\$ (19,105.00)	\$ -
Net Adjustments		\$ -	

2. That the budget designated as the CVWMA Municipal Solid Waste Fund for the fiscal year beginning July 1, 2023, and ending on June 30, 2024, is hereby amended as follows:

	2022-2023		2022-2023
Municipal Solid Waste Fund	Approved Budget	Amendment	Revised Budget
Depreciation	\$ 1,810.00	\$ 57,955.00	\$ 59,765.00
Cart Expenses	\$ 80,280.00	\$ (57,955.00)	\$ 22,325.00
Net Adjustments		\$ -	

3. That this Appropriation Resolution shall be in full force and effect upon its passage.

Adopted this 19th day of May 2023

Attest:

Robert L. Dunn, Chairman

CONSIDERATION OF RESOLUTION 23-19: REAFFIRMING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2023-2024

The CVWMA Board approved the 2023-2024 Operating Budget presented by staff at the regular meeting on December 16, 2022. **Resolution 23-14** adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and the 2024 Operating Budget reflects a 3% salary increase for all employees effective July 1, 2023, based on merit. This resolution calls for the Board to reaffirm the 3% salary increase at their regular meeting in May 2023. Staff has reviewed the upcoming budget and current and anticipated levels of activity. The 2024 Operating Budget maintains conservative estimates of revenues from recycling markets and investment income. Recycling markets have and are continuing to improve over the last year, from which CVWMA keeps a portion for operating expenses. The 3% wage increase budgeted for fiscal year 2024 is sustainable.

Resolution 23-19, attached for consideration, will reaffirm, and adopt the 3% salary increase as presented and approved in December 2022.

Recommended Action: Approval of **Resolution: 23-19**

Attachment.

RESOLUTION 23-19

A resolution reaffirming and adopting the 3% salary increase included in the Pay and Classification Plan of the adopted 2024 Operating Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2023, and ending June 30, 2024, included as part of the 2023-2024 Operating Budget approved by the Board of Directors at the regular meeting on December 16, 2022, is hereby affirmed 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
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 2023-2024, and
4. 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.

Adopted this 19th day of May 2023

Attest: _____
Robert L. Dunn, Chairman