



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
AUGUST 18, 2023  
2104 WEST LABURNUM AVE, RICHMOND VA**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**9:00  
a.m.**

**CERTIFICATION OF QUORUM**

**AGENDA**

**Page(s)**

1. Installation of Officers
2. Public Comment Period
3. Minutes of the Regular Meeting of June 16, 2023 **3-12**
4. Chairman's Report **13**  
Resolution of Appreciation for Johnny Melis
5. Presentation: Paul Morrow, Morrow Energy
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8. Financial Reports for July 2023 **17-24**
9. Board Retreat-September 15, 2023
10. Administrative **25**

**OLD/NEW BUSINESS**

**ADJOURNMENT**

## **Upcoming Meetings:**

Board Retreat – Friday, September 15, 2023 – 9:00 – 12:30 p.m.

Technical Advisory Committee - Thursday, September 7, 2023 – 9:00 a.m.

Executive Committee Meeting – Tuesday, September 5, 2023 – 10:00 a.m.

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

ByLaws Review Committee – Tuesday, September 5, 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 JUNE 16, 2023**

Minutes of the June 16, 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  
JUNE 16, 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)  
Cary Drane (M-Chesterfield)  
John Neal (A-Chesterfield)  
Todd Flippen (A-Colonial Heights)  
Wendy Grady (M-Goochland)  
Michael Flagg (A-Hanover)  
Josh Byerly (A-Henrico)  
J Bentley Chan (A-Henrico)  
John Mitchell (M-Henrico)  
Johnny Melis (A-Powhatan)  
Dean Simmons (M-Prince George)  
Elizabeth Hall (M-Richmond)  
Carly Glenn (M-Richmond)

**Non-Voting:**

Dwayne Jones (A-Goochland)  
Jon Clary (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, Customer Service Manager  
Adam Girard, Recycling Coordinator  
LaTanya McBride, Administrative Assistant

**MEMBERS/ALTERNATES NOT PRESENT**

Jenny Schontag (A-Ashland)  
Ricky Hicks (M-Charles City)  
Michelle Johnson (A-Charles City)  
Clay Bowles (M-Chesterfield)  
Dawn Rowell (A-Chesterfield)  
Mindy McKinney (A-Chesterfield)  
Doug Smith (M-Colonial Heights)  
Marilee Tretina (M-Henrico)  
Marcia E. Kelley (M-Henrico)  
Theresa Arnold (A-Hanover)  
Susan Dibble (M-Hanover)  
Randy Hardman (M-Hanover)  
Monique Robertson (M-Hopewell)  
Rick Stewart (M-New Kent)  
John Lockwood (A-New Kent)  
Randall Williams (A-Petersburg)  
Karin Carmack (M-Powhatan)  
Michael Walker (A-Richmond)  
Noah Hillerbrand (A-Richmond)

**Guest:**

Tom Szaky, Founder & CEO, TerraCycle

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 9:06 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 May 19, 2023**

Chairman R. Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the May 19, 2023, meeting as submitted. The motion was made by Mr. S. Chidsey (M-Ashland), seconded by Mr. C. Drane (M-Chesterfield), and carried that the minutes of the May 19, 2023, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

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

#### ***Resolution of Appreciation for Mr. Mike Flagg***

Chairman Dunn informed the board that under the Chairman's Report, we will acknowledge a very special resolution that brings great pleasure as well as great sadness. Mrs. K. Hynes, Executive Director and Chairman Dunn presented Mr. Mike Flagg (A-Hanover) with a Resolution of Appreciation as a token of esteem upon his completion of service as Alternate of the Central Virginia Waste Management Authority Board of Directors since April 1998. Mrs. Hynes read aloud the Resolution of Appreciation, commending Mr. Flagg for his outstanding leadership as a representative of Hanover County for the last 25 years.

Mrs. Hynes graciously thanked Mr. Flagg for his invaluable contribution to the Authority and was surprised when she realized that it has been 25 years serving a long side of Mr. Flagg. The CVWMA will truly miss his calming presence and consistent leadership. Chairman Dunn personally thanked Mr. Flagg for always demonstrating an unwavering commitment to the purpose of the Authority and he welcomes Mr. Flagg to return any time. Chairman Dunn opened the floor for a vote on the Resolution. A motion was made by Mr. J. Mitchell (M-Henrico) and seconded by Mr. S. Chidsey (M-Ashland) and carried that the Resolution of Appreciation for Mr. Mike Flagg be approved as submitted.

Mr. Flagg thanked Mrs. Hynes, Chairman Dunn, and the Board for the honor and recognition. Mr. Flagg reflected fondly on his time with Hanover County and the Authority, after which he thanked the staff for all the support given to him and Hanover County over the years. Lastly, Mr. Flagg took a moment to encourage the board to continue this important work for our future generations.

### **Item No. 4: Nominating Committee Report**

#### ***Election of Officer's for Fiscal Year 2023-2024***

Mrs. K. Hynes presented the Nominating Committee Report on behalf of the Nominating Committee members. She reminded the board that at last month's meeting, Ms. M. Kelley (M-Henrico) presented a slate of officers for the ensuing 2024 fiscal year for consideration:

Mr. R. Dunn (M-Chesterfield) – Chairman  
Mr. J. Mitchell (M-Henrico) – Treasurer  
Director- VACANT

Mr. M. Jones (M-Richmond) – Vice-Chair  
Secretary-VACANT

Mrs. Hynes stated the Nominating Committee is still seeking nominees for the position of Secretary and Director. Chairman Dunn opened the floor for new nominations, hearing none he opened the floor for a motion to close nominations. A motion was made by Mr. S. Chidsey (M-Ashland), seconded by Mr. T. Flippen (A-Colonial Heights), and carried that nominations are now closed. Chairman Dunn opened the floor for a motion to accept the nominations. A motion was made by Mr. J. Melis (A-Powhatan), seconded by Mr. M. Jones (M-Richmond), and carried that the nominations for officers of the Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting are approved as presented.

#### **Item No. 5: Presentation: TerraCycle, Tom Szaky, Founder and CEO**

Mrs. Hynes introduced Mr. Tom Szaky, Founder and CEO of TerraCycle, an award-winning US-based Waste Management company located in Trenton, NJ. TerraCycle operates dozens of Material Recovery Facilities (MRF) in 21 countries and processes thousands of different waste streams. TerraCycle's mission is to eliminate waste, by specializing in the creation and sustainability of local and global recycling supply chains. TerraCycle collects, aggregates, and inspects waste materials, which are categorized as "hard to recycle products" such as used diapers, car seats, juice pouches, blister packs, and packaging materials.

Mr. Szaky shared a breakdown of TerraCycle's complex global business model which includes Europe, Asia, New Zealand, China, as well as the US. TerraCycle encourages collectors to take part in the numerous convenient drop-off sites available at Walmart/Sam's Club, Nordstroms, and Lancôme. Mr. Szaky stated that after the collected waste is inspected it can be reformatted into secondary raw materials which can be made into second life products that will yield a return on the investment (ROI). In conclusion, Mr. Szaky projects that TerraCycle will continue to provide innovative recycling programs locally and abroad for their 40,000+ clients and 600+ brand name partnerships.

Ms. C. Glenn (M-Richmond) commented on how amazing TerraCycle's recycling program is and she thanked Mr. Szaky enthusiastically for his presentation, after which Mr. Szaky thanked Ms. Glenn for her comment and the board for allowing him to share his presentation.

Mr. M. Flagg (A-Hanover) asked when you look at "reuse" do you analyze the entire "reuse cycle" or do you look at the waste and energy streams used to clean the waste, and does that net out to a positive? Mr. Szaky replied, TerraCycle has a full-time LCA (Lifetime Cycle Analyst) department on staff logging reusable samples/deposits. TerraCycle bypasses third party municipal disposal or incineration which yields 50%-75% carbon savings. Mr. Szaky cautioned, the system for reuse only works if the waste is processed properly.

Mr. S. Chidsey (M-Ashland) asked when you have a drop-off site at Walmart, is that container collected by a third party or does Walmart handle the shipping? Mr. Szaky stated that TerraCycle has over 150,000 drop-off points both large and small, offering options based on the size of the retailer. TerraCycle uses a third-party pick-up service, at times directly from the Walmart distribution centers, but it varies by retailer.

Ms. L. McBride, Administrative Assistant asked since TerraCycle is a global company, do you find more red tape when introducing your programs in America or abroad? Mr. Szaky replied, when looking at our domestic and international operations is practically the same, however it's the corporate perceptions of a global company that can differ in opinion.

Mrs. Hynes thanked Mr. Szaky for his presentation and requested a copy of the slides presented.

#### **Item No. 6: ByLaws Review Committee Report**

Mrs. Hynes reminded the board that the previous ByLaws Committee Report was discussed and presented in April. Mrs. Hynes shared a summary outlining the discussion from the ByLaws Committee meeting with the Executive Committee last week. The Committee discussed considerations to revise the ByLaws and Articles of Incorporation.

Mrs. Hynes stated that the committee discussed pertinent topics such as board engagement, membership, and residency requirements.

Mrs. Hynes relayed the committee's plan to send out correspondence reminding elected officials, mayors, Chairman's of boards, and chief administrative officers of our board requirements and to encourage feedback and input on their struggles to appoint or find board members to serve. Mrs. Hynes hopes to receive all feedback before the Board Retreat in September which will be included as an agenda item to discuss at that time. Mrs. Hynes reported that the committee has drafted correspondence and is currently in the process of reviewing those drafts. Mrs. Hynes stated that the committee hopes to have all correspondence sent out no later than early August.

Mrs. Hynes asked the members of the committee if they would like to add anything to the report. Mrs. Hynes continued; this will be a topic of conversation at the board retreat which will be discussed a little later in the agenda. Mrs. Hynes encourages all board members to reach out to their locality officials to ask what their thoughts are on the residency requirements for board membership and leadership opportunities.

Mr. J. Clary (A-Henrico) updated the board on the Technical Advisory Committee's (TAC) discussion including the Bylaws pertaining to nominations, and the makeup of the board. The TAC still needs to develop some of the concepts that were discussed. Mr. Clary stated that at some point, the TAC will share many different ideas and developments as a recommendation of the TAC which will be presented at a later date. Mrs. Hynes thanked Mr. J. Clary (A-Henrico) for his feedback.

### **Item No. 7: Strategic Plan Implementation Report**

Mrs. Hynes provided an update on the implementation of the strategic plan, which was approved by the Board in June 2022. Mrs. Hynes reminded the board that the plan includes a 20-year implementation phase. The CVWMA vision is to be recognized as a leader in regionally sustainable waste management practices that protect the environment, and the mission is to foster regional collaboration providing planning, resources, and education to reduce, reuse, recycle, and manage solid waste for our 13 jurisdictions.

Mrs. Hynes provided the board with an overview of the strategic goals:

1. Increase recycling rate to 80% (DEQ Recycling Rate Report), while exploring and implementing alternative options to landfilling non-recyclable waste.
2. Ensure positive customer experience by providing 24/7 access to customer service.
3. 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.
4. Increase access to recycling services to multi-family units.
5. Spur regional economic development opportunities to support the SMMH through education and research.

Mrs. Hynes stated that the efforts to fulfill these goals are ongoing. Starting with the first goal, the CVWMA is working toward increasing the recycling of existing recyclable commodities by rolling out 95,000 large recycling carts, which will naturally lead to an increase in the volume of recyclables collected. Mrs. Hynes also mentioned the staff is working on a mattress recycling program that will increase diversion and recycling efforts and keep this material out of landfills. Mattress recycling has been identified as a needed program, when you consider that the landfills don't want to accept them because disposal rates are quite costly. Mrs. Hynes reminded the board that CVWMA applied for an EPA grant that would assist in jumpstarting a mattress program, and Mr. R. Nolan, Director of Operations, is working on the development of a procurement. Mrs. Hynes stated that the staff and the TAC have met with Hughes Energy, Van der Linde, and Rehig to research and explore new and existing technologies to process non-recyclable waste into a commodity.

Mrs. Hynes shared the logistics of the new phone system upgrades, that supports goal #2 by providing timely access to information for a higher rate of resolution. Mrs. Hynes noted that CVWMA recently switched from the previously antiquated phone system to a larger cloud base system. The new technology includes a callback feature that provides customers with the option to leave their phone number for a callback rather than waiting on hold or in que.

Mrs. Hynes shared positive feedback from the streamlining of the CVWMA website. Mrs. Hynes noted how these changes align with goal #3 to promote more interaction with the public and localities, we've created educational videos, and short clips on messages to alert our residents about CVWMA's various programs making information a lot easier to access for our residents. Mrs. Hynes and the staff evaluated some of the numbers and noticed 30% of our residents are actually logging onto the website to utilize our online tools.

Mrs. Hynes updated the board on the EPA grant for recycling education and outreach, which we've been advised is moving forward to the next level of the approval process. Mr. J. Clary (A-Henrico) asked Mrs. Hynes if both grants move to the next level. Mrs. Hynes responded, at this time it's just the education and outreach grant. Mrs. Hynes stated that the grant would support the campaign surrounding the improvement of recycling streams, reducing contamination, adding text messaging, increasing engagement, and our grassroots efforts. Mrs. Hynes stated that these are just some of the education and outreach initiatives that are helping CVWMA stay current on technology and social media platforms while promoting waste reduction and recycling related messages. Mrs. Hynes thanked Julie Buchanan, Public Relations Coordinator, for all her help in the restructuring of the CVWMA online service tools.

Mrs. Hynes explained how goal #4 will help to increase access to recycling services for multifamily units. Mrs. Hynes stated that this is a major priority that is currently in development, and we are exploring options. Our multifamily plan is divided into two phases, phase one includes education and consistent communication on current recycling opportunities. The second phase involves research to determine how many existing units, complexes, and types of units there are in the region, so we've gathered some figures from the localities.

Mrs. Hynes summarized some of the initiatives attributed to goal #5 which are in the works. Mrs. Hynes plans to set up initial meetings with state and local economic development officials and similar organizations to learn more about the economic development process. Mrs. Hynes reminded the board that in April representatives from the Virginia Economic Development Partnership presented to the Board and discussed economic development projects, locations, support, and resources for those kinds of projects.

Mrs. C. Glenn (M-Richmond) asked about getting the original committees that established each of the goals together to talk about next steps and what we want to do moving forward. Mrs. Hynes replied, yes, the next step is to develop a strategic plan and an implementation strategy and noted that we need to identify and activate our teams and committees to assist and advise on the implementation of the plan. Mrs. Hynes emphasized how important it will be to establish committees to help staff develop strategies and evaluate needs to achieve the goals. She also suggested including other relevant individuals in our localities and the industry that will add perspective and value to the implementation. Chairman Dunn stated that Board members should be on these committees, and he asked all to consider which committee to serve on. Lastly, Mrs. Hynes asked all board members to please reach out with any ideas, comments and suggestions as the staff and board work on implementation of the strategic plan.

## **Item No. 8: Operations and Technical Advisory Report**

Mrs. Hynes introduced Mr. Adam Girard, the new Recycling Coordinator. Mr. Girard is a graduate of VCU, majoring in Environmental Studies. Mr. Girard hit the ground running, helping us in the field whenever needed. Please take the opportunity to introduce yourself and meet him and welcome him aboard.

Mr. R. Nolan, Director of Operations, reported figures from the recycling markets for May 2023. The price of steel has gone down from \$245/ton to \$200/ton, mixed paper went up to \$20/ton from \$15/ton, cardboard went up to \$60/ton from \$50/ton, and newsprint remains at \$35/ton. Mr. Nolan updated the Board on the cart roll out, which is 87%



completed in Henrico, Goochland, and Hanover. Mr. Nolan stated that in the next couple of weeks all carts should be delivered, in addition to picking up the unwanted carts as well.

Mr. Nolan updated the board on the Chesterfield County transition. The last collection day in Chesterfield will be on June 23<sup>rd</sup>, and we've already seen the impact of that in the volume numbers. Mr. Nolan stated a 200-ton decrease per month in the last quarter. CVWMA is starting to see higher volumes of collections in Henrico County since the roll out.

Mr. Nolan shared information on upcoming events: On June the 9<sup>th</sup> CVWMA hosted the annual Disaster Recovery training and workshop. All four CVWMA contractors were presented as well as representatives from the Virginia Department of Emergency Management and Department of Environmental Quality. There were 55 attendees from various jurisdictions.

Mr. Nolan reported that the Technical Advisory Committee (TAC) met on June 7, 2023, to discuss the Solid Waste Management Plan, cart roll out collection updates, ByLaws changes, and service agreements, new projects, and various contracts that are expiring. Mr. Nolan reminded the board that the next TAC meeting will be held on Wednesday, July 5<sup>th</sup> at 9:00 a.m. Mr. Nolan opened the floor to questions.

Mr. J. Clary (A-Henrico) asked Mrs. Hynes if she could provide an update regarding the cart roll out communications, including call volume and types of calls CVWMA is receiving. Mrs. Hynes replied that the response has been largely positive, however the positive people aren't generally calling. There are a lot of residents that are receiving carts that have never recycled, so our agents are explaining the program and providing informational materials in addition to responding to service requests and clarification. There are some residents that don't want to recycle, and staff is working with Rehrig on removing carts that have been delivered.

Mrs. Hynes asked Ms. Stephanie Breaker, Customer Service Manager, to respond on how many calls the Contact Center is receiving weekly. Ms. Breaker stated CVWMA is receiving about 5,000 per week since the roll out started. Mr. J. Clary (A-Henrico) asked how many staff were answering the phones, to which Ms. Breaker stated there are 4 agents handling the call volume. Mrs. Hynes explained that part of the contribution to the significant communication increase was Rehrig delivering carts significantly faster than anticipated. Almost 30,000 carts were delivered in the first week, and we were planning for 13,000.

Mrs. Hynes thanked John Clary (A-Henrico), Wendy Grady (M-Goochland) and Mike Flagg (A-Hanover) for helping with calls from some residents. Mr. J. Clary asked if the remaining carts to be delivered are largely in Henrico. Mrs. Hynes replied, left to deliver includes about 600 in Hanover and Goochland's 1900 will be delivered next week. The rest will be delivered to Henrico residents.

Mr. M. Flagg (A-Hanover) indicated that one of the concerns he received was from some residents that would have to downsize their recycling because they can't fit everything in the 96-gallon cart. When everything nets out economically maybe we can offer some sort of an incentive, or lower price cart for those that have more cardboard volume or additional capacity. Mrs. Hynes stated that CVWMA can take a look at that, and maybe offer some discounts or provide some refurbished carts as an alternative. We are trying to encourage those residents that bought a cart prior to receiving a new one, to give it to a neighbor that may need more capacity as well.

Mr. J. Neal (A-Chesterfield) indicated his interest in reporting the tonnage collected in Chesterfield. He indicated that the vendors collecting and processing recycling in Chesterfield will be reporting volumes as a part of the regional report, but he is also interested in the statistics pre- and post-July 1, 2023. He asked if CVWMA would be tracking those numbers. Mrs. Hynes replied, yes, those numbers will be combined in the annual reporting, and that CVWMA staff would make an effort to get tonnages and number of participants from the private vendors monthly. Mr. J. Neal (A-Chesterfield) commented on some of the complaints he has gotten from people that are being billed but have never

recycled. Mrs. Hynes stated staff will continue to work with Mr. Jeff Howard, and the haulers to obtain that information and will report it to the board.

Ms. C. Glenn (M-Richmond) followed up on the report on the new website self-service options and asked staff to shed some insight on the new website and the new global options that we've invested in, how much has the new options impacted all of the high call volumes, and any insights as to how many calls were handled by the machines itself, and how many callbacks were handled. Ms. S. Breaker, CVWMA Contact Center Manager stated that overall including all the localities, about 7% of contacts are through the self-service option since July 1, 2022. Mrs. Hynes commented on the timeframe of availability, stating that some of the options were not available or promoted at the beginning of the year.

## **Item No. 9 Public Information**

Mrs. J. Buchanan, Public Relations Coordinator, updated the board on the Chesterfield transition, CVWMA will be sending out a special message next week regarding the last collection day for those who are subscribed to the email reminder. The message will inform them of their last collection date and will also include a link to the County's webpage so that people can go there and see how they can continue with curbside recycling. Mrs. Buchanan stated that CVWMA has been working with County's Public Relations department on messaging, and staff is monitoring output and making sure that all parties are saying the same things.

Mrs. Buchanan stated that during the past month much of the public information efforts have predominantly been focused on the current cart rollout in Henrico County's single-family homes. We had the privilege of being on not just one but two Henrico County podcasts in the last two weeks. Mr. J. Clary (A-Henrico) and Mrs. K. Hynes participated in one and Mrs. Buchanan did a podcast with Keep Henrico Beautiful. Mrs. Buchanan shared this week's segment on Channel 12 during the afternoon newscast with Rachel Moore's Macy, who has been covering the cart story for a while. During the segment CVWMA touched on the Chesterfield transition and the cart rollout, however most of the segment dealt with things that you can and can't recycle with us which was a really positive opportunity. Mrs. Buchanan thanked Mr. J. Mitchell (M-Henrico) for his support. Mrs. Buchanan highlighted a couple of articles in the Henrico Citizen, they have continued to promote the cart rollout on their website as well.

Mrs. Buchanan shared some of the CVWMA in person outreach events. She highlighted a photo of Mr. Adam Girard during his first event, lending a hand at the Senior Party in the Park, sponsored by Henrico Parks and Recreation at the East End Recreation Center. This was a drive through event for senior citizens, providing information from various service providers and vendors within their community. We received a lot of positive feedback and excitement surrounding the carts and it was amazing. CVWMA also participated at the Dorey Park Farmers Market and visited Greenwood Elementary School.

Mrs. Buchanan updated the board on the social media campaign and partnership with Summit Media and Radio One advertising that ran from the end of April to the end of May appearing across various social media platforms in several different formats, predominantly Facebook and Instagram. Mrs. Buchanan shared the final report from the campaign, which did extremely well across multiple platforms. The statistics showed a total of 108,000 impressions to the audience targeted by zip codes in Henrico, Hanover, and Goochland. The report shows a click through rate of 6.35%, (from actual clicks on the post), which is higher than the industry average. In comparison for this type of campaign, the average click-through rate is only 0.5%, so our residents were very interested in what they saw and wanted to find out more from our website.

Lastly, Mrs. Buchanan informed the board that today, June 16th, is World Refill Day, so please utilize your reusable mugs and your reusable containers. Mrs. Buchanan invited the board to visit the CVWMA website, for the article written and posted by her that features three local businesses in Richmond that are operating exclusively on the reuse and refill model, so if you're interested in this article, please check it out on our website.

## **Item No. 10: Financial Reports for May 2023**

Mrs. Kim Hynes, Executive Director, will present the May Financial Reports on behalf of Mr. Adam George, Accounting & Finance Manager, in his absence. Mrs. Hynes stated that the financials are located within the board packet reporting a year-to-date net loss of \$34,588. Mrs. Hynes informed the Board that CVWMA had spent over \$90,000 on education and communication regarding the cart rollout, most of which will be reimbursed by the grant from Recycling Partnership.

Mrs. Hynes updated the board on the budget amendments that were approved last month and were incorporated in this month's financial reports. The budget shows a net income of \$1.3 million, and she reminded the board last month that net income will look a little different in fiscal year 2023, The auditors have advised her to record the grant funds used for the carts and education the 2023 fiscal year. Mrs. Hynes stated that every year going forward we will be budgeting the use of those funds to cover the cost of amortization of the carts during the 10-year period.

Lastly, Mrs. Hynes reported on the accounts receivable, noting that there are a couple of accounts that are past due at the end of May, specifically The City of Richmond, and Hanover Parks and Recreations. Mrs. Hynes and the staff are working with these agencies and anticipate corrections next month.

Chairman Dunn opened the floor for a motion to approve the Financial Reports for May 2023 as submitted. A motion was made by the Vice-Chairman M. Jones (M-Richmond), seconded by Mr. S. Chidsey (M-Ashland), and carried that the Financial Reports for May 2023 are approved and filed as submitted.

## **Item No. 11: Administrative**

Mrs. Hynes reminded the board that the Board Retreat will take place on the day of our regularly scheduled board meeting, which is September 15, 2023, from 9:00 a.m.-12:30 p.m. Mrs. Hynes stated that lunch and breakfast will be provided, and she is currently working on solidifying the location. She has reached out to the Performing Arts Center in Chesterfield to see if they can accommodate the meeting request.

Mrs. Hynes urged the board to provide her with input over the next couple of months. She touched on a couple of topics of discussion for the retreat including 1) a CVWMA 101 briefly highlighting our background, history, functionality, structure, solid waste planning, and programs.2) strategic plan implementation strategies and 3) CVWMA structure and board engagement. Mrs. Hynes reiterated Chairman Dunn's advice to start thinking about which goal committees are of interest to you. Mrs. Hynes mentioned also discussing CVWMA's Articles of Incorporation, ByLaws, and board membership at the retreat.

In addition, Mrs. Hynes asked board members to provide input regarding board engagement, how to help our localities, local clerk's offices, councils, and boards supervisors on appointing the right folks, and making sure that they have the information that they need to serve on the CVWMA Board. During the retreat we will discuss staffing levels and determine future needs.

Lastly Mrs. Hynes quickly reminded the board that the July Board meeting is canceled, and the next Board meeting will be on August the 18<sup>th</sup> and we'll discuss the agenda for the following month, Mrs. Hynes wished everyone a wonderful and restful summer.

## **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 **10:26 am**. The motion was made by Vice-Chairman M. Jones (M-Richmond), seconded by Mr. T. Flippen (A-Colonial Heights) and carried that the June 16, 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 June 16, 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., August 18, 2023. Given under my hand and seal of the CVWMA this 18<sup>th</sup> day of August 2023.

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**Robert Dunn, Chairman**



# Resolution of Appreciation

Presented to

***JOHNNY MELIS***

**UPON COMPLETION OF HIS SERVICE AS ALTERNATE MEMBER OF THE  
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS**

***WHEREAS***, Johnny Melis has served on the Central Virginia Waste Management Authority Board of Directors representing the County of Powhatan since February 2015; and

***WHEREAS***, Mr. Melis has provided outstanding leadership on the Board and service on various committees; and

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

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

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

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

**Adopted this 18th day of August 2023**

**Attest:** \_\_\_\_\_  
**Robert L. Dunn, Chairman**



**OPERATIONS AND TECHNICAL ADVISORY COMMITTEE REPORT**

**Annual Program Statistics** – At the Board meeting staff will present annual program statistics for fiscal year 2023.

**Recycling** – Residential Recycling tons for the month of July 2023 were 2,042 tons compared to 1,895 tons in July 2022 for the eight jurisdictions currently participating in the program, an 8% increase over the same period last year. Total recycling tonnage collected in FY 2023 is 31,859 tons compared to 32,635 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. Rehrig Pacific has completed the roll-out of the new Residential Recycling Carts in Goochland, Henrico, and Hanover. CVWMA is in the process of cleaning up cart removals and cart deliveries with the help of Henrico County staff.

**Commodity Markets**- August 2023 market price for Mixed Paper is \$20.00 per ton, same as July 2023; Newsprint remains at \$35.00 per ton; and OCC is \$70.00 per ton, an increase of \$10.00 over the previous month. The steel rebate is \$ 195/ton for scrap metal recycled in August 2023 compared to \$210 in July.

**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:** – September 9 - Chesterfield County – e-cycling and paper shredding event  
September 16<sup>th</sup> – Hanover County – e-cycling event  
September 23<sup>rd</sup> – Henrico County – e-cycling event  
September 30<sup>th</sup> – City of Richmond – e-cycling event and paper shredding

**Technical Advisory Committee (TAC)** – The August TAC meeting was held on August 3, 2023. The group discussed upcoming changes to the Central Virginia Solid Waste Management Plan and updating completion of service agreements and upcoming Contract expirations. Next meeting is on September 7, 2023, at 9:00am.

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

## PUBLIC INFORMATION

**2023 Wrap Up and Highlights** – At the Board meeting, staff will provide highlights of public information and customer service activity for fiscal year 2023.

### Outreach

#### **Container Creativity Contest**

CVWMA put out a call for the most creative reuse of an old recycling bin or cart. The winner was Therese Elias of Chesterfield County, who repurposed her bin into a gardening wagon.

Honorable mention went to the Henrico Community Food Bank, which is using 20 bins to conduct food drives throughout the community. The prize was a gift card to Pleasants Hardware. The contest was promoted via social media and the monthly newsletter.



#### **Turn Your Old Recycling Cart into a Composter**

CVWMA collaborated with Chesterfield County Master Gardener and Master Composter Beth Rodgers on an instructional article explaining how to turn an old recycling cart into a composter and how to create compost from household waste. The article has received 1,000+ pageviews in the last month. *Scan to read the article!*



## **“Everything in the Cart”**

Beginning July 1, all recyclables for CVWMA collections must be inside the cart. Messaging about the new rule is running on Facebook, Instagram and Nextdoor, as well as the recycling day email reminder.



### **Upcoming events**

August 14: Sandston Rotary

August 16: Sandston Library Story Time

September 9-15: James River Week

September 12: Middle James Roundtable Annual Meeting (Henricus)

September 14: Powhatan Village Farmers Market



**FINANCIAL REPORTS FOR JULY 2023**

July is the first month of the new fiscal year and monthly financial activity is consistent with anticipated levels of service and budget. The Authority has a combined Net Income of \$545,804. The annual operating assessment is billed annually at the beginning of the year; therefore, you will see net income decrease monthly as operating expenses are incurred.

The annual on-site audit concluded on August 3rd. Some follow-up inquiries are being responded to and staff is waiting for some fiscal year end reports to come in from various outside entities before our annual audit activities are concluded. Once complete, the auditors will meet with staff and the audit committee to present any findings and discuss the overall audit and Annual Comprehensive Financial Report.

**Recommended Action:** Approval of the July 2023 Financial Reports.

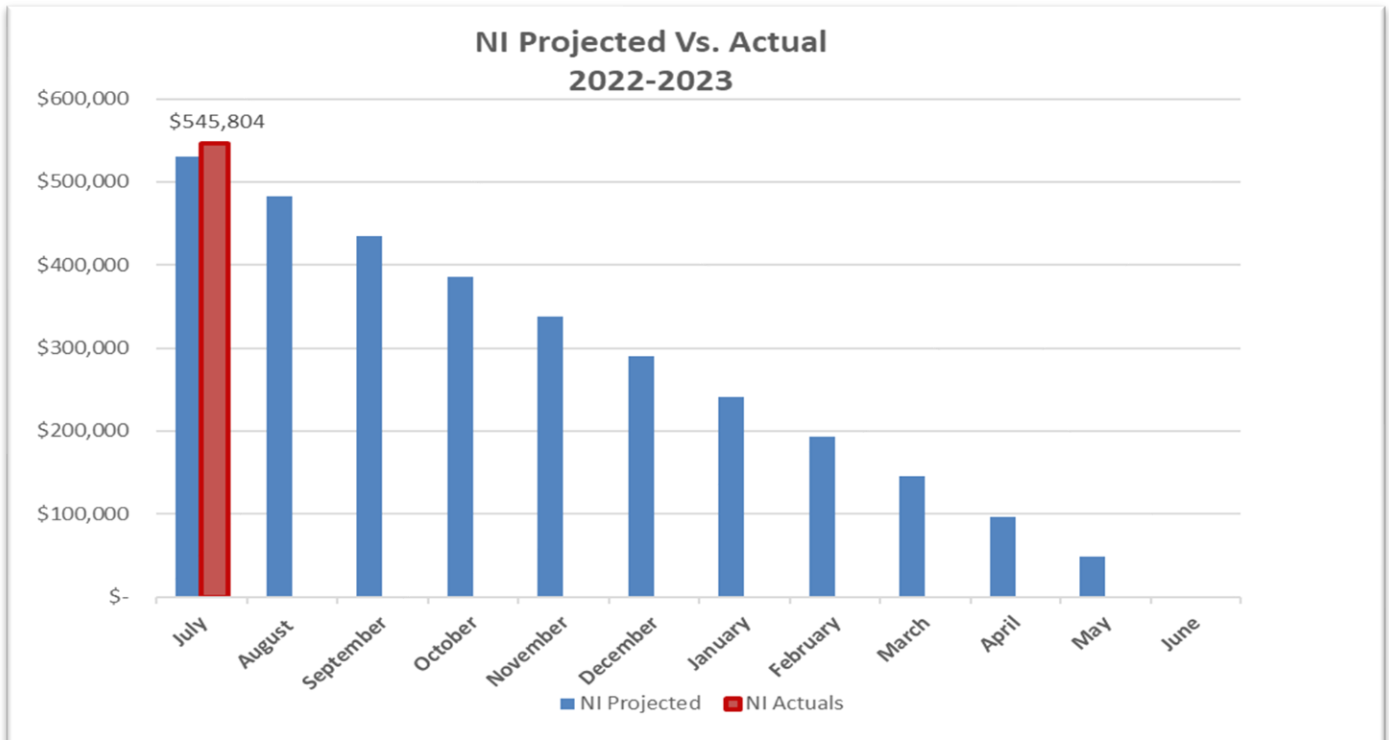
Attachments.

**Central Virginia Waste Management Authority  
Statement of Revenues and Expenses - Summary  
July 1, 2023 through July 31, 2023**

**Summary - All Funds**

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 600,307	60,328	\$ 539,979
Curbside Project Fund	970,565	959,828	\$ 10,737
Drop-Off Project Fund	4,243	6,391	\$ (2,148)
Municipal Solid Waste Fund	399,561	402,325	\$ (2,764)
CFC/HCFC	-	-	\$ -
Special Waste Collections	16,300	16,300	\$ -
Waste Tire Fund	-	-	\$ -
Appliance and Scrap Metal Hauling	57,524	57,524	\$ -
Yard Waste Projects	38,555	38,555	\$ -
Waste Transfer & Disposal	160,728	160,728	\$ -
	<u>\$ 2,247,783</u>	<u>\$ 1,701,979</u>	<u>\$ 545,804</u>
<b>Totals</b>	<b>\$ 2,247,783</b>	<b>\$ 1,701,979</b>	<b>\$ 545,804</b>

	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,907,500</b>



**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses - Summary**  
**July 1, 2023 through July 31, 2023**

**General Operating Fund**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<b>Revenues:</b>					
Annual Gov't Assessments	\$ 598,419	\$ 598,419	\$ 598,420	\$ 1	0.0%
Interest on Investments	<u>1,888</u>	<u>1,888</u>	<u>26,360</u>	<u>24,472</u>	<u>92.8%</u>
<b>Total Revenues</b>	<u>600,307</u>	<u>600,307</u>	<u>624,780</u>	<u>24,473</u>	<u>3.9%</u>
<b>Expenses:</b>					
Personnel services	34,264	34,264	417,000	382,736	91.8%
Fringe benefits	15,188	15,188	113,150	97,962	86.6%
Professional services	2,484	2,484	42,550	40,066	94.2%
Repairs and maintenance	-	-	1,900	1,900	100.0%
Advertising and promotions	-	-	1,500	1,500	100.0%
Materials and supplies	-	-	3,725	3,725	100.0%
Other services and charges	2,986	2,986	19,150	16,164	84.4%
Leases	4,653	4,653	49,060	44,407	90.5%
Depreciation	<u>753</u>	<u>753</u>	<u>6,800</u>	<u>6,047</u>	<u>88.9%</u>
<b>Total Expenses</b>	<u>60,328</u>	<u>60,328</u>	<u>654,835</u>	<u>594,507</u>	<u>90.8%</u>
<b>Net Income</b>	<u>\$ 539,979</u>	<u>\$ 539,979</u>	<u>\$ (30,055)</u>	<u>\$ 570,034</u>	
<b>Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,500</u>	<u>\$ (7,500)</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses - Summary**  
**July 1, 2023 through July 31, 2023**

**Curbside Project Fund**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<b>Revenues:</b>					
Project Service Fees	\$ 855,258	\$ 855,258	\$ 9,265,000	\$ 8,409,742	90.8%
Public Relations Assessment	17,990	17,990	310,000	292,010	94.2%
Customer Service Assessment	26,094	26,094	361,000	334,906	92.8%
96-gal Cart Revenue	70,633	70,633	927,800	857,167	92.4%
Material Sales Rebate	-	-	-	-	
Sponsorship and Grants	-	-	-	-	#DIV/0!
Interest on Investments	590	590	8,345	7,755	92.9%
	<u>970,565</u>	<u>970,565</u>	<u>10,872,145</u>	<u>9,901,580</u>	<u>91.1%</u>
<b>Total Revenues</b>					
<b>Expenses:</b>					
Personnel services	27,203	27,203	370,600	343,397	92.7%
Fringe benefits	12,812	12,812	115,800	102,988	88.9%
Professional services	3,096	3,096	43,265	40,169	92.8%
Repairs and maintenance	-	-	2,155	2,155	100.0%
Advertising and promotions	450	450	92,000	91,550	99.5%
Materials and supplies	-	-	4,605	4,605	100.0%
Other services and charges	7,957	7,957	77,680	69,723	89.8%
Leases	5,378	5,378	79,365	73,987	93.2%
Depreciation	47,674	47,674	575,440	527,766	91.7%
Contractual services	855,258	855,258	9,265,000	8,409,742	90.8%
96-gal Cart Expense	-	-	246,235	246,235	100.0%
Material Sales Rebate	-	-	-	-	-
	<u>959,828</u>	<u>959,828</u>	<u>10,872,145</u>	<u>9,912,317</u>	<u>91.2%</u>
<b>Total Expenses</b>					
<b>Net Income</b>	<b><u>\$ 10,737</u></b>	<b><u>\$ 10,737</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 10,737</u></b>	
<b>Capital Outlay</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 335,000</u></b>	<b><u>\$ (335,000)</u></b>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses - Summary**  
**July 1, 2023 through July 31, 2023**

**Drop Off Project Fund**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<b>Revenues:</b>					
Project Service Fees	\$ -	\$ -	\$ 1,721,060	\$ 1,721,060	100.0%
Materials Sales Rebate	4,066	4,066	250,000	245,934	98.4%
Interest on Investments	177	177	2,435	2,258	92.7%
	<u>4,243</u>	<u>4,243</u>	<u>1,973,495</u>	<u>1,969,252</u>	<u>99.8%</u>
<b>Expenses:</b>					
Personnel services	805	805	11,250	10,445	92.8%
Fringe benefits	335	335	3,380	3,045	90.1%
Professional services	131	131	4,030	3,899	96.7%
Repairs and maintenance	-	-	255	255	100.0%
Advertising and promotions	-	-	-	-	0.0%
Materials and supplies	-	-	780	780	100.0%
Other services and charges	1,038	1,038	1,325	287	21.7%
Leases	81	81	1,360	1,279	94.0%
Contractual services	-	-	1,721,060	1,721,060	100.0%
Materials sales rebate	4,001	4,001	200,000	195,999	98.0%
	<u>6,391</u>	<u>6,391</u>	<u>1,943,440</u>	<u>1,937,049</u>	<u>99.7%</u>
<b>Net Income</b>	<b><u>\$ (2,148)</u></b>	<b><u>\$ (2,148)</u></b>	<b><u>\$ 30,055</u></b>	<b><u>\$ (32,203)</u></b>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses - Summary**  
**July 1, 2023 through July 31, 2023**

**Municipal Solid Waste Fund**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<b>Revenues:</b>					
Project Service Fees	\$ 389,684	\$ 389,684	\$ 4,839,430	\$ 4,449,746	91.9%
Customer Service Assessment	3,557	3,557	49,000	45,443	92.7%
Cart Revenue	6,025	6,025	-	(6,025)	
Contract Admin Costs	-	-	-	-	0.0%
Interest on Investments	295	295	4,160	3,865	92.9%
<b>Total Revenues</b>	<u>399,561</u>	<u>399,561</u>	<u>4,892,590</u>	<u>4,493,029</u>	<u>91.8%</u>
<b>Expenses:</b>					
Personnel services	1,506	1,506	22,500	20,994	93.3%
Fringe benefits	1,104	1,104	9,650	8,546	88.6%
Professional services	344	344	6,555	6,211	94.8%
Repairs and maintenance	-	-	440	440	100.0%
Advertising and promotions	-	-	2,500	2,500	99.0%
Materials and supplies	-	-	1,640	1,640	100.0%
Other services and charges	1,139	1,139	2,565	1,426	55.6%
Leases	405	405	5,650	5,245	92.8%
Depreciation	5,620	5,620	59,765	54,145	90.6%
Contractual Services	389,864	389,864	4,759,000	4,369,136	91.8%
Cart Expense	2,343	2,343	22,325	19,982	
<b>Total Expenses</b>	<u>402,325</u>	<u>402,325</u>	<u>4,892,590</u>	<u>4,490,265</u>	<u>91.8%</u>
<b>Net Income</b>	<u>\$ (2,764)</u>	<u>\$ (2,764)</u>	<u>\$ -</u>	<u>\$ (2,764)</u>	
<b>Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,565,000</u>	<u>\$ -</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses - Summary**  
**July 1, 2023 through July 31, 2023**

**Other Special Projects**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<b>Revenues:</b>					
Project Service Fees	\$ 354,675	\$ 2,691,363	\$ 3,262,000	\$ 570,637	17.5%
Materials Sales Rebate	<u>108,552</u>	<u>777,947</u>	<u>800,000</u>	<u>22,053</u>	<u>2.8%</u>
<b>Total Revenues</b>	<u>463,227</u>	<u>3,469,310</u>	<u>4,062,000</u>	<u>592,690</u>	<u>14.6%</u>
<b>Expenses:</b>					
Contractual services	354,863	2,691,512	3,262,000	570,488	90.0%
Materials sales rebate	<u>108,365</u>	<u>777,734</u>	<u>800,000</u>	<u>22,266</u>	<u>2.8%</u>
<b>Total Expenses</b>	<u>463,228</u>	<u>3,469,246</u>	<u>4,062,000</u>	<u>592,754</u>	<u>14.6%</u>
<b>Net Income</b>	<u>\$ (1)</u>	<u>\$ 64</u>	<u>\$ -</u>	<u>\$ 64</u>	

**Central Virginia Waste Management Authority**  
**Accounts Receivable**  
**July 1, 2023 through July 31, 2023**

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	<b>Total</b>	<b>Over 60 days</b>	<b>Current w/in 60 days</b>
Department of General Services	\$ 5,907	\$ -	\$ 5,907
Ashland			-
Charles City	3,214		3,214
Chesterfield	238,794		238,794
Colonial Heights	233,951	(133)	234,083
Goochland	7,500		7,500
Hanover	134,946	7,501	127,445
Henrico	912,185	23,525	888,660
Hopewell	222,007	-	222,007
New Kent			-
Petersburg	252,691		252,691
Powhatan	67,376		67,376
Prince George			-
Richmond	27,731		27,731
<b>Totals</b>	<b>\$ 2,106,302</b>	<b>\$ 30,893</b>	<b>\$ 2,075,409</b>



**ADMINISTRATIVE**

***Board Retreat – September 15; 9:00am – 12:30pm***

Please plan to attend the Board retreat on September 15 at the Perkinson Center for the Arts & Education, 11810 Centre Street, Chester VA 23831.

**Tentative Agenda:**

**Welcome and Introductions**

**CVWMA 101**

- Background and History
- Solid Waste Planning
  - Define Roles and Responsibilities
- Programs

**Strategic Plan – 2021-2041**

- Goals and Objectives
- Committees

**CVWMA Structure**

- Articles of Incorporation and ByLaws
  - Board Membership
  - Residency Requirement
  - Who should serve?
- Board Engagement
- Staffing Levels
  - Identify weaknesses and gaps in service
  - Propose changes

**Lunch and Roundtable**

**Next Steps**