



## Central Virginia Waste Management Authority

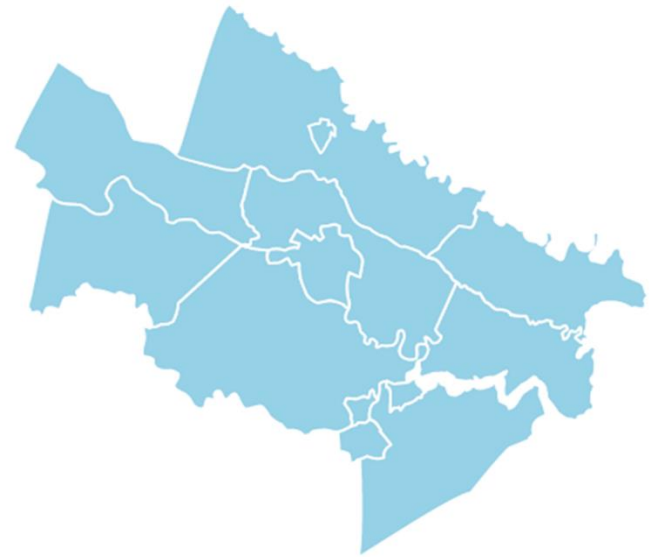
### Proposed Operating Budget for the Fiscal Year Beginning July 1, 2023 Ending June 30, 2024

#### **MISSION**

*Fostering regional collaboration to provide planning resources and education in order to reduce, reuse, recycle and manage solid waste for our 13 jurisdictions.*

#### **VISION**

*Being the recognized leader in regionally sustainable waste management practices that protect the environment.*



#### **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 Sustainable Materials Management Hierarchy (SMMH) to meet the needs of schools, local governments and citizens in all localities.*
- 4) *Increase access to recycling in multi-family units.*
- 5) *Spur regional economic development opportunities to support the SMMH through education and research.*

# Central Virginia Waste Management Authority

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November 18, 2022

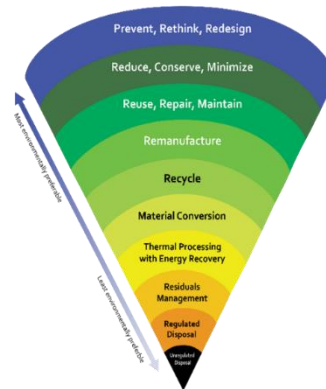
Board of Directors  
Central Virginia Waste Management Authority  
Richmond, Virginia

Members of the Board:

I am pleased to present the proposed Fiscal Year 2024 operating budget for your review and consideration. The new 20-year strategic plan was adopted in June 2022 by the Board of Directors. Planning for the future of our waste in a manner that is sustainable and contributes to economic growth is a top priority of the Board and as we are just getting started on implementation of the goals and initiatives, this budget also maintains our commitment of fiscal stewardship to our member localities.

*Fostering regional collaboration to provide planning, resources and education in order to reduce, reuse, recycle and manage solid waste for our 13 jurisdictions is our charge and mission. This mission continues to guide us as we explore and implement innovative ways to: increase recycling and provide alternative options to landfilling non-recyclable waste; ensure a positive customer experience; provide and expand educational services; increase access to recycling in multi-family units; and spur economic development opportunities to support the sustainable materials hierarchy. As the landscape of solid waste options changes, it is imperative we develop long-term strategic goals and objectives to reduce and manage our waste that provide a positive impact on the environment and contribute to a more circular economy. We will continue to be strategic as we plan for the future of the Authority and while maintaining flexibility to adjust to industry, economic, health and other factors that affect our work.*

Sustainable Materials Management Hierarchy



We continue to recognize that one size does not always fit all, and the Authority prides itself on its success in establishing regional initiatives that can be tailored to meet the needs of individual localities and provides the flexibility for our members to provide positive environmental services, while balancing economic challenges. The Covid-19 pandemic further reiterated our need for preparation, flexibility and resiliency. Post pandemic, we continue to feel the effects of supply chain issues and struggles with hiring and retaining a steady workforce.

This proposed operating budget as submitted includes implementation of our three largest contracts and as a result you will notice some significant changes in revenues and expenses. In addition, the CVWMA has procured for and will be providing recycling and trash carts to be distributed to each participant in the Residential Recycling and Municipal Solid Waste programs. This budget also anticipates revenues and expenses for the continuation of administration and operation of the other 30 recycling and solid waste contracts throughout central Virginia, maintaining and amending the Central Virginia Solid Waste Management Plan and calculating the annual regional recycling rate on behalf of the region in addition to providing public education and outreach, excellent customer service and financial stewardship.

Total revenues and expenses are estimated to be \$23,165,110, an 11% increase over the 2023 budget estimates. Of the total revenue projected, over \$22 million or 95%, comes from member/participating jurisdictions, including annual operating assessments and program participation.

Contractual revenues are estimated 9% higher than estimated in the previous budget, and factors in new contracts beginning July 1, 2023, that through procurement revealed higher costs. Contractual revenues also take into consideration locality participation and anticipated volume/activity changes and inflation. This budget also includes new revenue and expenses associated with CVWMA purchasing the recycling and trash carts for the residential recycling and MSW programs. The cost of amortization and other cart related expenses will be passed on to the localities participating in those programs as outlined in the respective service agreements.

In the past year, recycling markets for fiber, metal, plastics and used oil have soared to all-time highs; however, in recent months have declined dramatically, particularly the paper and cardboard prices. Markets are anticipated to level out after the first of the year. The Authority has several contracts that generate revenue from the sale of recyclable material. In the new residential recycling contract, which begins in July 2023, earning a rebate is a possibility but not guaranteed, thus this budget does not anticipate a rebate. The revenue from the sale of paper, cans and bottles in the Drop-off Recycling Program is mostly provided back to localities, with CVWMA retaining a portion of the revenue to balance the overall budget. Revenue is also earned in the scrap metal, used oil, electronics and battery recycling programs. Based on the contractual arrangements, rebates are conservatively estimated.

The General Operating Assessment remains at \$.48 per capita. An addition of \$4,190, or .7%, is budgeted based on the most recent population estimates. The Authority earns income on excess cash and also earns a rebate through a purchasing card program. This budget reduces reliance on interest income than the previous fiscal year.

**Customer Service:** Engaging with our member jurisdictions and the community to deliver timely, accurate and cost-effective services is one of our top strategic goals. The customer contact center, which was implemented in 1999, has allowed CVWMA and members to keep a pulse on the Residential Recycling and MSW collection programs, and provide valuable information and answer the questions of all central Virginians. The new service agreements in both the residential recycling and MSW collection programs include increased rates to fund enhancements that are critical to our response and ability to provide a positive customer experience. This budget includes the Contact Center Manager and three full time Customer Service Representatives. In addition, as the Authority continues balance communication with a live agent and communicating electronically, we will continue to offer multiple platforms to communicate with the public. As residents want to be able to access the Authority 24/7 the Authority now provides self-service options where residents can log a request, request a recycling calendar or pay for cart on any day at any time.

Chesterfield County will no longer provide the residential recycling program to its residents through the CVWMA; however the County is committed to ensuring residents are informed about their options to transition to a subscription service with a private company. As such, the CVWMA will continue to provide customer service for the County through December 31, 2023, through a service agreement. The Authority will use some of those funds towards temporary help in answering phones and responding to residents during the transition period. There are also some contingency funds built into this budget for any additional customer service costs that may arise during the transition.

**Public Education and Outreach:** Communication is a critical component to the success of our programs. As we transition to new contracts The CVWMA remains committed to increasing awareness and participation in available recycling and solid waste programs in addition to providing current, relevant tools for consumers to utilize for program information, etc. We continue to engage residents by taking advantage of new outreach tools and mediums to reach and influence consumers. We work closely with our localities, media connections, and many other local and national partners to combine efforts and share information. As technology and how people receive information evolves and changes, the Authority strives to change with times and that means reaching residents on multiple platforms from grass roots engagement to digital and online engagement.

We provide a number of ways to engage the public. Our website receives 100,000 hits per month and over 45,000 people have signed up to receive an email from us every 2 weeks. We are working on SMS or text messaging options for the future. CVWMA is all over social media 7 days a week and have provided hundreds of thousands of programs and educational opportunities for residents of all ages. The public relations assessment is increased by \$.01/household per month in this upcoming budget.

**Personnel and Compensation:** Our largest asset and thus largest administrative expense is our dedicated work force. The CVWMA has been fortunate to employ a stable, hardworking and talented workforce that has adjusted to challenging economic conditions by being creative and positive. The uniqueness of each position provides an opportunity for independence, teamwork and leadership and our dedicated staff has shown resiliency in adjusting to disruption situations, particularly over the last year and a half. This budget provides for 11.25 full-time equivalents (11 full-time and 1 part-time position).

The proposed budget includes restructuring two positions. I am proposing to reclassify the Senior Customer Service Supervisor to Contact Center Manager to better reflect the seniority and the expanded roles this position plays as part of the management team. In addition, this proposed budget includes reclassifying the Recycling Education and Outreach Specialist position (currently vacant) to Recycling Coordinator. Recycling Coordinator assist in the coordination, facilitation and expansion of the Authority's recycling programs. This position will be instrumental assisting in the implementation of the newly adopted strategic plan.

A merit increase of 3.0% is budgeted in fiscal year 2024 for all others assuming performance meets expectations in each respective position. The increase is included in the calculated expenses in this proposed budget, however, it will be formally affirmed by the Board of Directors in May 2023.

The pay scale and pay and classification for the CVWMA staff is listed on page 18 of this proposed budget and remains unchanged from the previous year. The compensation and classification plan includes job descriptions and job titles and the pay scale utilizing an open range system and the pay grades for each position.

**Capital Outlay:** All assets purchased in excess of \$2,000 are treated as capital expenditures. The budget includes \$22,500 requested for capital outlay for continued enhancement and upgrades of software, equipment and furniture as necessary. As we continue to work toward implementation of the new contracts for our largest programs, it will be necessary to upgrade our systems to be more responsive and provide the utmost customer service experience.

Traditionally, capital outlay has consisted of computer equipment, furniture and vehicles. In this budget capital outlay also includes the purchase of recycling and trash carts as CVWMA has taken on that role that was historically provided by our contractors. This budget consists of \$325,000 for replacement carts in the residential recycling program and the purchase of approximately 24,000 carts in the MSW program for \$1,560,000.

**Summary:** As the landscape of solid waste management continues to change and disposal capacity disappears in central Virginia, the Authority is forward thinking in adopting a strategic plan that with long term goals and objectives to reduce and manage our waste in a way that will have a positive impact on the environment and contribute to a more circular economy. Through this and future budgets, CVWMA continues to work together with member localities, state leaders, regional and national experts and many other partners to further our mission.

All of this could not be accomplished without the forward thinking, dedication and support of the Board of Directors, the Executive Committee and the CVWMA staff. The Staff and I look forward to the implementation and administration of this budget and are available to answer any questions or to provide information as you proceed with your review of the *2023-24 Proposed Operating Budget*.

Sincerely,

A handwritten signature in black ink that reads "Kimberly A. Hynes". The signature is written in a cursive, flowing style.

Kimberly A. Hynes  
Executive Director

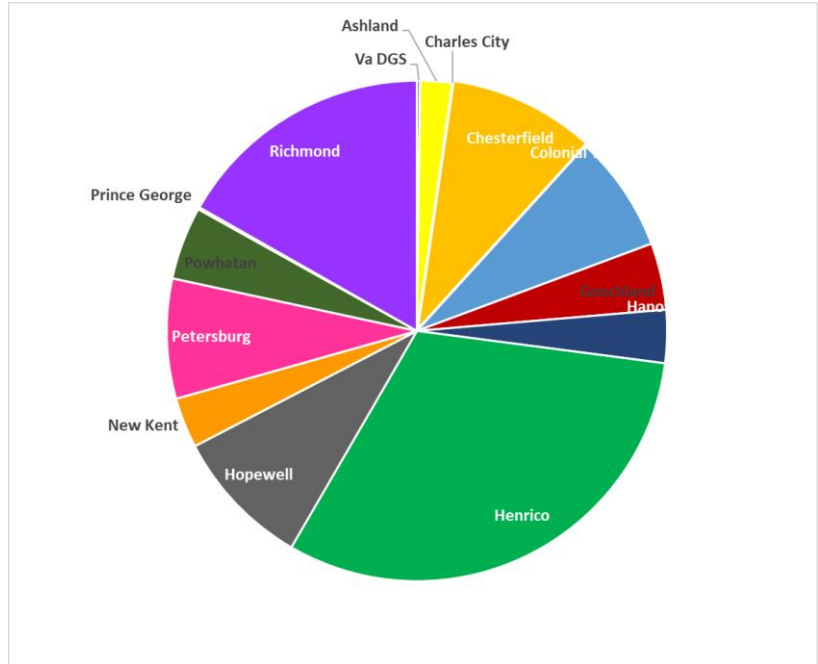
# CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

## 2023-24 Proposed Operating Budget

### Summary Revenue Projections by Member Jurisdiction

The 2024 Proposed Budget estimates total revenue and expenses of \$23,165,110. Of the total revenue projected, \$22,036,120 or 95%, is estimated gross revenue from member/participating jurisdictions, including annual operating assessments and program participation as follows:

	<b>Gross Revenue</b>
Va DGS	45,000
Ashland	455,236
Charles City	3,214
Chesterfield	2,084,673
Colonial Heights	1,671,474
Goochland	949,667
Hanover	754,998
Henrico	6,897,588
Hopewell	1,986,528
New Kent	715,311
Petersburg	1,706,698
Powhatan	1,038,214
Prince George	30,740
Richmond	3,696,779
Total Gross Revenue	<u><u>22,036,120</u></u>



The revenue estimates herein are gross revenues and are not net of the estimated revenue to localities of \$1,050,000 (expense to CVWMA) from the sale of recyclable material in the Drop-Off Recycling, Appliance and Scrap Metal and Special Waste Funds.

NOTE: the above are estimates based on current and anticipated activity, inflation, cost of new contracts, including the Authority providing carts in the residential recycling MSW funds. Each locality should evaluate each program and make their own assumptions based on expected volumes, internal, external and other factors in their respective jurisdiction and not rely solely on the above calculations. CVWMA is happy to discuss any and all estimates and assist in your budget process.

# CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

## 2023 - 2024 Proposed Operating Budget

### Summary – All Funds

	<u>General Operating Fund</u>	<u>Residential Recycling Fund</u>	<u>Drop-Off Project Fund</u>	<u>Municipal Solid Waste Fund</u>	<u>Special Project Funds</u>	<u>Total All Funds</u>
<b>REVENUES</b>						
Local Government Assessments	\$ 598,420	\$ 671,000	\$ -	\$ 49,000	\$ -	\$ 1,318,420
Charges for Services	-	10,192,800	1,721,060	4,839,430	4,002,100	20,755,390
Use of Money and Property	26,360	8,345	2,435	4,160	-	41,300
Other	-	-	250,000	-	800,000	1,050,000
<b>TOTAL REVENUES</b>	<u>624,780</u>	<u>10,872,145</u>	<u>1,973,495</u>	<u>4,892,590</u>	<u>4,802,100</u>	<u>23,165,110</u>
<b>EXPENSES</b>						
Personnel Services	417,000	370,600	11,250	22,500	-	821,350
Fringe Benefits	113,150	115,800	3,380	9,650	-	241,980
Professional Services	42,550	43,265	4,030	6,555	-	96,400
Repairs/Maintenance	1,900	2,155	255	440	-	4,750
Advertising/Promotions	1,500	92,000	-	2,500	-	96,000
Materials and Supplies	3,725	4,605	780	1,640	-	10,750
Other Services/Charges	19,150	77,680	1,325	2,565	-	100,720
Leases	49,060	60,260	1,360	5,650	-	116,330
Contractual Services	-	10,076,675	1,921,060	4,839,280	4,802,100	21,639,115
Depreciation	6,800	10,000	-	1,810	-	18,610
Contingencies	-	19,105	-	-	-	19,105
<b>TOTAL EXPENSES</b>	<u>\$ 654,835</u>	<u>\$ 10,872,145</u>	<u>\$ 1,943,440</u>	<u>\$ 4,892,590</u>	<u>\$ 4,802,100</u>	<u>\$ 23,165,110</u>
<b>INTERFUND TRANSFERS</b>	<u>\$ 30,055</u>	<u>\$ -</u>	<u>\$ (30,055)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>CAPITAL OUTLAY</b>	<u>\$ 7,500</u>	<u>\$ 335,000</u>	<u>\$ -</u>	<u>\$ 1,565,000</u>	<u>\$ -</u>	<u>\$ 1,907,500</u>

# **CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY**

## **General Operating Fund – Budget Summary**

The General Fund Budget is proposed with revenues of \$624,780 a decrease of \$1,580, less than 1% from the 2022-23 approved budget. The Operating Fund Contribution Rate (Local Government Assessment) will remain at 48 cents per capita. This rate has remained unchanged since 1997. The operating assessment is increased in Fiscal Year 2023 based on most recent population estimates. The total population of the region is 1,246,707, which resulted in an increase of \$4,190 in the annual operating assessment. The 2024 budget places even less reliance on interest and investment income as rates have been down. In addition to interest, the Interest on Investments line item also includes revenue derived from a purchasing card rebate of 1%+ earned on every dollar spent using the card. As we have and will be changing vendors in some of our large programs, an increase in the purchasing card rebate was anticipated in FY 23 and will continue in to FY 24.

The General Operating Fund provides for administrative and operational activities, including general planning, education and the overall promotion of recycling and waste management projects and services throughout the CVWMA service area.

Expenses are proposed in the amount of \$654,835 a decrease of 2.7% from 2023 budget estimates. Overall, administrative expenses are increased, however the FY24 budget reallocates some expenses to other funds based on time and other factors. A 3% increase is budgeted for salaries for staff based on merit. In addition, the budget reflects reclassifying the Senior Customer Service Supervisor to Contact Center Manager, to reflect the true level of work and commitment of the position.

The office lease through Brandywine Realty Trust includes a 3% escalation clause. The FY24 proposed budget includes utilization of more space that is becoming available around the current office space. Additional space will help in planning for the future staffing needs and adjust space for contact center.

The proposed budget also includes increases in computer and telephone costs as the CVWMA continues to balance customer interaction on multiple platforms.

The general fund budget is balanced with revenue received from the sale of recycled material in the drop off fund of \$30,055.

The CVWMA has not traditionally owned a significant amount of capital assets. In FY23 the CVWMA took on the purchasing of trash and recycling carts in the Residential Recycling and Municipal Solid Waste Funds. In the General Fund, two vehicles, computer and office equipment and furniture comprises Capital Outlay currently. This budget provides for a total \$22,500 in capital purchases (\$7,500 in General Fund) for furniture and equipment. All assets purchased in excess of \$2,000 are treated as capital expenditures.



# CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

## General Operating Fund – Budget Summary

	<u>2021-22 Actual</u>	<u>2022-23 Budget</u>	<u>2023-24 Budget</u> <i>Proposed</i>
<b>REVENUES</b>			
LOCAL GOVERNMENT ASSESSMENTS:			
Annual Gov't Assessments	\$ 579,188	\$ 594,230	\$ 598,420
USE OF MONEY AND PROPERTY:			
Interest on Investments	<u>5,243</u>	<u>32,130</u>	<u>26,360</u>
<b>TOTAL REVENUES</b>	<u>584,431</u>	<u>626,360</u>	<u>624,780</u>
<b>EXPENSES</b>			
PERSONNEL SERVICES			
Regular Salaries & Wages	393,099	420,000	400,000
Part-time Salaries	7,819	22,650	17,000
FRINGE BENEFITS:			
Payroll Taxes	28,979	29,100	27,500
Health Insurance	23,522	42,250	46,750
VRS Retirement	46,335	34,600	33,500
VRS Life Insurance	5,554	2,300	5,400
Other Fringe Benefits	-	-	-
PROFESSIONAL SERVICES:			
Legal Services	11,375	10,500	10,500
Audit Fees	10,035	13,500	15,000
Financial Systems Services	1,062	2,850	3,500
Computer Support	19,138	9,400	12,800
Special Project Support	1,373	-	-
Recruitment	375	750	750
REPAIRS AND MAINTENANCE:			
Vehicle Maintenance	607	50	50
Equipment Maintenance	1,400	1,850	1,850
PROMOTION AND EDUCATION:			
Promotion and Education	75	1,000	1,000
Promotional Gifts, etc.	88	250	500
MATERIALS AND SUPPLIES:			
General Office Supplies/equip	3,798	2,750	1,875
Gas, Oil & Lube	964	750	850
Publications & Subscriptions	1,761	1,000	1,000
OTHER SERVICES AND CHARGES:			
Insurance	3,311	3,400	1,700
Telephone/Communications	2,006	1,300	1,200
Postage/Delivery	2,503	2,000	5,000
Travel - Mileage/Per Diem	321	250	250
Conference - Staff Development	8,846	4,000	7,500
Dues & Membership	1,482	750	1,500
Other/Miscellaneous	3,879	1,000	2,000
LEASES:			
Office Space Lease	51,281	45,600	41,300
Office Equipment Lease	1,656	2,600	2,360
Vehicle Lease	4,862	4,500	5,400
DEPRECIATION:			
Depreciation Expense	9,576	12,000	6,800
CONTINGENCIES:			
Contingencies and Reserve	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<u>647,082</u>	<u>672,950</u>	<u>654,835</u>
<b>TRANSFER IN</b>		<u>\$ 46,590</u>	<u>\$ 30,055</u>
<b>CAPITAL OUTLAY</b>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 7,500</u>

# CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

## Residential Recycling Project Fund – Budget Summary

The Residential Recycling Project Fund is balanced with anticipated revenues and expenses of \$10,872,145 an increase of 7.5% from the 2023 budget estimates. The residential recycling fund reflects the cost of residential recycling in eight participating jurisdictions which will include about 200,000 eligible households in the region.

Significant changes to the residential recycling program will commence on July 1, 2023, which are factored into the proposed operating budget. First, Chesterfield County will no longer provide the residential recycling program through the CVWMA. Residents in Chesterfield County will need to contact their own hauler and subscribe to the service, outside of CVWMA and the County. However, the County and CVWMA will enter into a service agreement to continue provide education and outreach to residents via schools, events, etc on the importance of recycling and encouraging participation in recycling. In addition, CVWMA will provide customer service for a period of 6 months July 1, 2023 through December 31, 2023 to assist residents in transitioning from the CVWMA service to new service options.

Secondly, the Authority has entered into a new contract with TFC Recycling to provide residential recycling services in the other eight participating localities (Ashland, Colonial Heights, Goochland, Hanover, Henrico, Hopewell, Petersburg and Richmond) that begins in FY24. All eligible households in five of the eight participating jurisdictions already have the large 95-gallon recycling carts, which will remain part of the program. In the new program, bins will be phased out and collection will occur from the large cart only, with some exceptions for multi-family units that are currently in the program.

CVWMA has procured for and will own the new carts to be used in the future program. Carts will be provided via a new contract with Rehrig Pacific Company, who will also distribute approximately 100,000 carts to residents in Goochland, Hanover and Henrico in the spring of 2023. Beyond the initial delivery, CVWMA will purchase any new carts and TFC is responsible for inventorying, storage, maintenance, repairs, removals and deliveries going forward.

The cost of 100,000 carts will be about \$6.5 million. CVWMA will received \$15 per cart through a grant from the Recycling Partnership, bringing that cost down to approximately \$5.1 million. The Authority plans to fund these carts through a zero-interest loan through the Closed Loop Fund. The Closed Loop Infrastructure Fund provides zero-interest loans to municipalities that support *“building out circular economy infrastructure in the US.”* The cost of the Carts will be amortized over 10 years (the standard warranty period) and the amortized cost will be passed on to the localities through monthly operational costs established in the service agreements. In addition, residents who want/need a second cart for recycling will be able to purchase them through the website as is provided currently.

Recycling markets, particularly the fiber and plastics markets, improved dramatically from April 2020, through August 2022, to the point where the CVWMA and participating localities received the maximum \$50/ton rebate for many months during that time period. Through the current contract, CVWMA provided participating localities nearly \$1.7 million from the sale of recyclables in the residential program in FY 22. CVWMA and participating jurisdictions were paying a maximum \$30/ton fee to process (sort, bale and prepare for market) recyclables prior to that time frame. The new contract includes the potential for CVWMA to receive a much smaller rebate, which if received will used to enhance the program.

The customer contact center will continue with four permanent full-time employees, including Contact Center Manager, reclassifying the Senior Customer Service Supervisor position. As CVWMA handles 10,000-15,000 calls, emails and online requests per month, CVWMA has and will continue making enhancements to our contact center to provide a more positive and quicker experience for residents. CVWMA has established an online, self-service option for customers to log their own service requests and will be launching a campaign to promote this option in an effort to balance more digital vs phone response. In addition, in FY23, CVWMA is upgrading its phone system to a cloud-based system that will provide more enhanced features to quicker response times. CVWMA has built the customer service assessment in the locality service agreement that provides the flexibility to make enhancements that provide a better customer experience.

This budget includes funds the Public Relations Coordinator and reclasses the current Recycling Education and Outreach Specialist to a Recycling Coordinator position. Recycling Coordinator will serve in operational and educational roles to support the program. CVWMA will also utilize a portion of these funds on a robust communication and education plan utilizing our vital partnerships. The public relations assessment is used to promote the program to increase participation and educate on recycling correctly. The assessment, which is outlined in the new service agreements with the participating localities, is used for publications, educational materials, postage in addition to staffing, office space, and overhead costs to promote the program.

The 2024 budget provides for \$335,000 in capital expenditures, \$325,000 for carts as needed to sustain inventory and \$10,000 for furniture, equipment, website, and customer service application necessary to implement the program.

# CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

## Residential Recycling Project Fund – Budget Summary

	<u>2021-22 Actual</u>	<u>2022-23 Budget</u>	<u>2023-24 Budget</u> <i>Proposed</i>
<b>REVENUES</b>			
LOCAL GOVERNMENT ASSESSMENTS:			
Public Relations Assessment	\$ 247,755	\$ 255,250	\$ 310,000
Customer Service Assessment	269,971	283,500	361,000
CHARGES FOR SERVICES:			
Project Service Fees	7,014,111	9,330,000	9,265,000
Cart Revenue	267,311	220,800	927,800
Contract Administrative Assessments	-	-	-
USE OF MONEY AND PROPERTY:			
Interest on Investments	2,236	12,900	8,345
OTHER:			
Material Sales Rebates	1,681,357	-	-
Grants and Sponsorships	10,000	10,000	-
<b>TOTAL REVENUES</b>	<u>9,492,741</u>	<u>10,112,450</u>	<u>10,872,145</u>
<b>EXPENSES</b>			
PERSONNEL SERVICES:			
Regular Salaries & Wages	171,162	255,000	321,000
Part-time Salaries	3,413	11,960	-
Temporary Help Fees	-	-	45,000
Overtime	6,119	1,900	1,800
Incentive Base Pay	2,250	2,800	2,800
FRINGE BENEFITS:			
Payroll Taxes	13,995	20,500	24,500
Health Insurance	30,119	39,575	60,000
VRS Retirement	37,862	21,000	27,000
VRS Life Insurance	3,440	1,400	4,300
PROFESSIONAL SERVICES:			
Legal Services	7,543	6,670	7,540
Audit Fees	6,320	8,575	11,345
Financial Systems Services	708	1,810	2,380
Computer Support	20,072	13,200	22,000
REPAIRS AND MAINTENANCE:			
Vehicle Maintenance	214	500	1,000
Equipment Maintenance	887	1,250	1,155
PROMOTION AND EDUCATION:			
Promotion and Education	53,571	54,485	62,000
Printing and Publications	26,370	30,000	30,000
Outreach/Special Events	1,627	2,000	-
MATERIALS AND SUPPLIES:			
General Office Supplies	2,480	1,745	3,505
Gas, Oil & Lube	488	750	1,100
OTHER SERVICES AND CHARGES:			
Insurance	2,309	2,160	3,680
Telephone/Communications	11,886	10,270	21,000
Postage/Delivery	51,802	30,000	50,000
Travel - Mileage/Per Diem	747	500	500
Conference - Staff Development	-	-	-
Other/Miscellaneous	1,500	1,000	2,500
LEASES:			
Office Space Lease	42,994	39,000	57,000
Office Equipment Lease	507	2,200	3,260
CONTRACTUAL SERVICES:			
Project Payments	7,014,375	9,330,000	9,265,000
Project Rebates	1,681,357	-	-
Cart Expenses	272,605	215,000	811,675
DEPRECIATION:			
Depreciaton Expense	2,757	7,200	10,000
CONTINGENCIES:			
Contingencies and Reserve	-	-	19,105
<b>TOTAL EXPENSES</b>	<u>\$ 9,471,479</u>	<u>\$ 10,112,450</u>	<u>\$ 10,872,145</u>
<b>CAPITAL OUTLAY</b>	<u>\$ -</u>	<u>\$ 5,500</u>	<u>\$ 335,000</u>

# CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

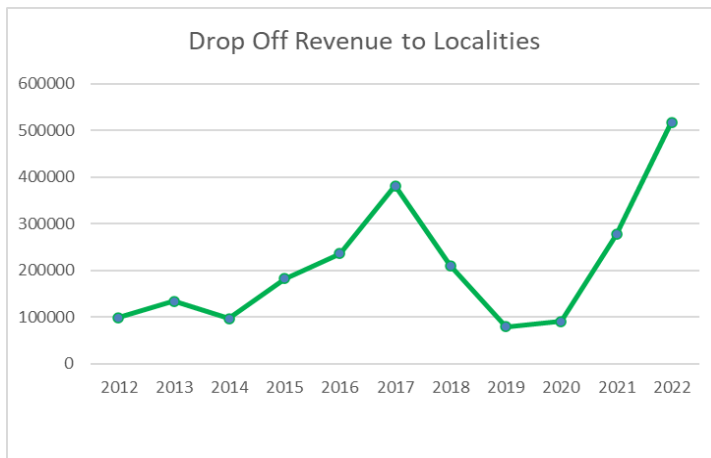
## Drop Off Recycling Project Fund – Budget Summary

The Drop-Off Project Fund consists of \$1,973,495 in revenues and \$1,943,440 in expenses, about a 10% increase over 2023 estimates based on volume and contracted price increases. The CVWMA maintains a multi-faceted drop off recycling program. The continuation of roll off recycling containers and 8-yard front end load (FEL) single stream, and comingled (comix) containers is expected in this budget. Several jurisdictions also deliver mixed paper and Old Corrugated Containers (OCC) to recycling facilities through contracts with CVWMA. Nearly 10,000 tons of paper, cardboard, newspaper, aluminum, plastic, cartons and glass are collected and recycled annually.

The roll-off program consists of 39 containers located at 16 sites around the region. About 400 pulls are made per month and the material is going to TFC Recycling for processing and marketing. TFC also provides collection from 177 FEL containers at 60 sites in the region, including schools and public buildings.

Per the Contracts, CVWMA receives revenue from the sale of mixed paper and comix collected in the roll-off containers and the FEL containers based on a negotiated formula. CVWMA also has contracts with Sonoco and Recycling Management Resources (formerly National Paper) for delivery by the participating jurisdictions. Currently, Hanover and Henrico deliver paper and cardboard directly to one of the vendors and receive over 100% of the published market price for mixed paper and cardboard. Also, Sonoco provides recycling of baled cardboard through a separate contract.

As mentioned herein recycling markets have ebbed and flowed dramatically since 2018. The CVWMA shares in the revenue from the sale of paper cans and bottles. Mixed paper markets went from a low of \$0 per ton to as



much as \$125/ton over the 2021 and 2022 fiscal years. As expected, those market prices have since fallen dramatically for mixed paper and cardboard in early fiscal year 2023. The drop-off processing portion of the *Residential Recycling and Drop Off Processing Contract* with TFC Recycling allows CVWMA to share in a portion of the revenue from the sale of paper and comix collected at drop off sites. CVWMA receives 100% of the market price for mixed paper and at least \$20/ton for comix collected in the roll-offs and FELs at drop off sites. CVWMA keeps a portion of rebate in the Drop-Off Program and this budget reflects a conservative estimate of expected revenue generated through the roll-off and FEL Contracts.

Localities keep 100% of the revenue received from delivering paper and OCC directly to one of the processors and for separated comix material collected in FELs.

Through this program, CVWMA has provided over \$2.3 million back to localities from the sale of commodities over the last 11 years. Based on the volume and current and anticipated market prices, the proposed budget estimates \$250,000 in revenue, a decreased from 2023 estimates consistent with current year activity and trending market prices.

Net revenue estimated in the drop-off fund is \$30,055 and will be transferred out at the end of the fiscal year as deemed necessary to support operations and administration of the Authority.

# CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

## Drop Off Recycling Project Fund – Budget Summary

	<u>2021-22 Actual</u>	<u>2022-23 Budget</u>	<u>2023-24 Budget</u> <i>Proposed</i>
<b>REVENUES</b>			
CHARGES FOR SERVICES:			
Project Service Fees	\$ 1,478,749	\$ 1,445,000	\$ 1,721,060
USE OF MONEY AND PROPERTY:			
Interest on Investments	699	2,000	2,435
OTHER:			
Material Sales Rebates	<u>635,790</u>	<u>350,000</u>	<u>250,000</u>
<b>TOTAL REVENUES</b>	<u>2,115,238</u>	<u>1,797,000</u>	<u>1,973,495</u>
<b>EXPENSES</b>			
PERSONNEL SERVICES:			
Regular Salaries & Wages	8,082	10,500	11,250
Part-time Salaries	573	5,230	-
FRINGE BENEFITS:			
Payroll Taxes	662	1,225	880
Health Insurance	1,076	1,575	1,300
VRS Retirement	1,277	865	1,050
VRS Life Insurance	122	55	150
PROFESSIONAL SERVICES:			
Legal Services	1,103	1,240	1,460
Audit Fees	957	1,600	2,085
Financial Systems Services	101	340	485
REPAIRS AND MAINTENANCE:			
Equipment Maintenance	104	150	255
PROMOTION AND EDUCATION:			
Printing and Publications	1,203	-	-
MATERIALS AND SUPPLIES:			
General Office Supplies	343	325	780
OTHER SERVICES AND CHARGES:			
Insurance	198	400	710
Telephone/Communications	295	320	615
LEASES:			
Office Space Lease	1,821	1,500	1,285
Office Equipment Lease	25	85	75
CONTRACTUAL SERVICES:			
Project Payments	1,478,749	1,445,000	1,721,060
Project Rebates	517,066	280,000	200,000
CONTINGENCIES:			
Contingencies and Reserve	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<u>\$ 2,013,757</u>	<u>\$ 1,750,410</u>	<u>\$ 1,943,440</u>
<b>TRANSFER OUT</b>		<u>\$ (46,590)</u>	<u>\$ (30,055)</u>

## **CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY**

### **Municipal Solid Waste Project Fund – Budget Summary**

The MSW Fund accounts for residential collection of solid waste in the Town of Ashland and the Cities of Colonial Heights, Hopewell and Petersburg and the County of Chesterfield (tax-relief only), totaling about 30,000 households. In addition, this fund includes the collection of trash from public buildings through Front-End Load (FEL) municipal solid waste collection program. The budget is balanced and anticipates revenues and expenses of \$4,892,590 an increase of 16%. Revenue and contracted costs are adjusted for inflation, increases in activity and new procured contracted costs.

CVWMA conducted a procurement for Residential MSW Collection and Disposal Services. A new contract was awarded to Waste Management of Virginia (WM). The new contract began in the City of Colonial Heights July 1, 2023. The negotiated costs for collection and disposal for the City are nearly double the previous contracted rates. The contracts for Ashland, Hopewell and Petersburg with Meridian Waste do not expire until June 30, 2024, however CVWMA has negotiated an early start for the Town of Ashland with WM and an early termination with Meridian Waste to occur mid-January 2023. The costs of the new contract in Colonial Heights and Ashland are reflected in the proposed budget and the increase cost in Hopewell and Petersburg will not be reflected until the FY25 budget.

Similarly, to the Residential Recycling Program, CVWMA will be purchasing the trash carts for the MSW Residential MSW Collection program. CVWMA has purchased and owns the carts distributed in Colonial Heights. The carts in Ashland, previously purchased by the Contractor will convey to the CVWMA in FY 23 when the new contract with WM begins. In FY 24, CVWMA will purchase approximately 22,000 trash carts for the residents of Hopewell and Petersburg prior to the start of the contract with WM effective July 1, 2024. This budget reflects the amortization of the cost of the carts which is also provided for in revenue via the negotiated service agreements with the localities.

A portion of the contact center related costs and a portion of the Operations Analyst wages are allocated to the MSW Fund. The customer service assessment is provided for in the new service agreements for Ashland and Colonial Heights and is adjusted by the CPI in Hopewell, Petersburg and Chesterfield per those service agreements.

A portion of capital assets (\$5,000) is also allocated to the MSW fund for the operation of the call center and enhancements to the web-based application, phone system and other office furniture and equipment as needed. An additional \$1,560,000 is budgeted for the purchase of carts for Hopewell and Petersburg and replacements as needed.

# CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

## Municipal Solid Waste Project Fund – Budget Summary

	<u>2021-22 Actual</u>	<u>2022-23 Budget</u>	<u>2023-24 Budget</u> <i>Proposed</i>
<b>REVENUES</b>			
LOCAL GOVERNMENT ASSESSMENTS:			
Customer Service Assessment	\$ 32,454	\$ 37,100	\$ 49,000
CHARGES FOR SERVICES:			
Project Service Fees	3,558,078	4,166,365	4,839,430
Contract Administrative Assessments	30,375	-	-
USE OF MONEY AND PROPERTY:			
Interest on Investments	1,537	7,970	4,160
<b>TOTAL REVENUES</b>	<u>3,622,444</u>	<u>4,211,435</u>	<u>4,892,590</u>
<b>EXPENSES</b>			
PERSONNEL SERVICES:			
Regular Salaries & Wages	17,427	20,500	22,500
Part-time Salaries	382	1,495	-
Overtime	-	100	-
FRINGE BENEFITS:			
Payroll Taxes	1,362	1,750	1,800
Health Insurance	2,151	3,350	5,650
VRS Retirement	2,460	1,700	1,900
VRS Life Insurance	282	110	300
PROFESSIONAL SERVICES:			
Legal Services	2,730	2,590	1,500
Audit Fees	2,298	3,325	1,570
Financial System Services	255	700	635
Computer Support	1,434	850	2,850
REPAIRS AND MAINTENANCE:			
Vehicle Maintenance	-	-	-
Equipment Maintenance	314	450	440
PROMOTION AND EDUCATION:			
Printing and Publications	1,483	1,000	2,500
MATERIALS AND SUPPLIES:			
General Office Supplies	820	680	1,340
Gas, Oil & Lube	-	-	300
OTHER SERVICES AND CHARGES:			
Insurance	791	840	715
Telephone/Communications	1,189	950	1,850
LEASES:			
Office Space Lease	3,045	3,200	5,350
Office Equipment Lease	549	180	300
CONTRACTUAL SERVICES:			
Project Payments	3,558,988	4,166,365	4,759,000
Cart Expenses	-	-	80,280
DEPRECIATION:			
Depreciaton Expense	807	1,300	1,810
CONTINGENCIES:			
Contingencies and Reserve	-	-	-
<b>TOTAL EXPENSES</b>	<u>\$ 3,598,767</u>	<u>\$ 4,211,435</u>	<u>\$ 4,892,590</u>
<b>TRANSFER IN</b>		<u>\$ -</u>	<u>\$ -</u>
<b>CAPITAL OUTLAY</b>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 1,565,000</u>

# CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

## Special Project Funds – Budget Summary

Special Project Funds include the hauling and disposal operation from nine convenience centers in 4 jurisdictions, CFC/HCFC removal, appliance and scrap metal hauling and recycling, special waste collections (household hazardous waste, electronics, battery and propane tank recycling), waste tire recycling, and yard waste grinding projects. Revenues and expenses are projected based on current and anticipated activity in the various programs.

The Special Project Funds Budget is proposed with anticipated revenues and expenses of \$4,802,100, an 18% increase over 2023 budget estimates. Revenues and expenses are projected based on current and anticipated activity and volumes, inflation and rates. The current contracts for Waste Transfer and Disposal expire June 30, 2023, and CVWMA has procured for these services and awarded new contracts to WM and Republic Services. The costs for disposal and transportation have increased significantly since 2012, the last procurement, resulting in a 38% increase in revenue/expenses in that program that begins July 1, 2023.

CVWMA rebates participating jurisdictions 100% of the revenue earned from used oil, scrap metal and other smaller programs such as batteries and propane tanks. This budget includes the same level of material sales revenue as projected in 2023 in the Appliance and Scrap Metal and Used Oil programs, total of \$800,000. In FY22, the Authority and provided back to participating localities nearly \$1.1 million from revenue earned on these two programs related to the soaring demand for scrap steel and the rising oil prices.

	<u>Waste Transfer &amp; Disposal</u>	<u>Yard Waste Projects</u>	<u>CFC/HCFC Recovery Project</u>	<u>Appliance &amp; Scrap Metal Recycling</u>	<u>Waste Tires</u>	<u>Special Waste Collections</u>	<u>2023-24 Budget Proposed</u>
<b>REVENUES</b>							
CHARGES FOR SERVICES:							
Project Service Fees	\$ 2,682,000	\$ 922,000	\$ 144,800	\$ -	\$ 65,200	\$ 188,100	\$ 4,002,100
USE OF MONEY AND PROPERTY:							
Interest on Investments	-	-	-	-	-	-	-
OTHER:							
Materials Sales Rebates	-	-	-	750,000	-	50,000	800,000
<b>TOTAL REVENUES</b>	<b>2,682,000</b>	<b>922,000</b>	<b>144,800</b>	<b>750,000</b>	<b>65,200</b>	<b>238,100</b>	<b>4,802,100</b>
<b>EXPENSES</b>							
ADVERTISING AND PROMOTIONS							
Promotional and Education	-	-	-	-	-	-	-
CONTRACTUAL SERVICES:							
Project Payments	2,682,000	922,000	144,800	-	65,200	188,100	4,002,100
Project Rebates	-	-	-	750,000	-	50,000	800,000
<b>TOTAL EXPENSES</b>	<b>\$ 2,682,000</b>	<b>\$ 922,000</b>	<b>\$ 144,800</b>	<b>\$ 750,000</b>	<b>\$ 65,200</b>	<b>\$ 238,100</b>	<b>\$ 4,802,100</b>
<b>TRANSFER IN (OUT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# **OPERATING BUDGET – EXPLANATION OF LINE ITEMS**

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## **REVENUES:**

### **Local Government Assessments:**

**General Operating Assessment** – General Fund per capita operating assessment. Assessment of \$.48/capital remains the same. Population is determined using the most recent US census data or the final estimates by the Weldon Cooper Center for Public Service. Assessment increased by \$4,190 from FY2023.

**Customer Service Assessment** – CVWMA provides a customer contact center to handle customer calls, emails and other communications related predominantly to the residential recycling and MSW programs, but also responds to inquiries regarding drop off recycling, other CVWMA programs and administration.

**Public Education Assessment** – CVWMA provides staff and activities for promotion and education of the residential recycling program.

### **Charges for Services:**

Revenue from jurisdictions based on participation in various programs. Most of this revenue is a pass through to participating jurisdictions and coincides with Contractual Service Expenses. Also, this line item includes revenue from CVWMA provided recycling and trash Carts to residents in the Residential Recycling Project and Municipal Solid Waste Funds.

### **Investment/Interest Income:**

CVWMA invests excess funds in short term securities, mutual funds, money market funds etc. in accordance with the approved Investment Policy. The CVWMA receives a 1% rebate on each dollar charged to a purchasing card. This line item also includes an estimate of rebate revenue.

### **Other Income:**

Other income includes rebates/revenue received from the sale of recyclable materials in the various applicable Funds (Drop-Off Recycling and Other Special Project Funds).

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## **EXPENSES:**

### **Personnel Services:**

**Regular Salaries & Wages** - Funds are included for 11 full-time positions including Executive Director, Director of Operations, Accounting and Financial Manager, Public Relations Coordinator, Operations Analyst, Contact Center Manager, Recycling Coordinator, three Customer Service Representatives and Administrative Assistant. Compensation is determined in accordance with the Authority's payment plan which was revised in accordance with the adoption of the Pay and Classification Study in the Fall of 2018. Salaries and wages are allocated among General, Residential Recycling, Drop-Off and MSW Funds.

**Part-time Wages** – One part-time position, Accounting Technician is budgeted.

**Overtime** – Funds provided for overtime for customer service staff as required.

**Incentive Base Pay** - Provides funds for incentive payments for customer service representatives based on incentive plan guidelines.

### **Fringe Benefits:**

**Payroll Taxes** - Provides for the payment of Social Security, Medicare and Unemployment taxes for full-time and part-time positions.

**Health Insurance** - Includes the cost of health insurance for all full-time employees. The CVWMA defrays a portion of the cost of single coverage. The premium rate is capped at \$850 per month per full-time employee, an increase from \$650 in this proposed budget.

## **OPERATING BUDGET – EXPLANATION OF LINE ITEMS**

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**Life Insurance** - Funds the cost of employer provided group life insurance through the Virginia Retirement System for all full-time employees.

**Retirement** - Funding for the cost of retirement for full-time employees through the Virginia Retirement System. The contribution rate is currently 8.22% of payroll. Also provides funding for a health insurance credit for employees upon retirement.

**Other Fringe Benefits** - Provides funds for Cash Match Plan, which provides additional retirement savings for employees under the existing Deferred Compensation Plan administered by the Virginia Retirement System. No funds included in FY2024.

### **Professional Services:**

**Legal Services** - These funds provide for review of contracts, contract interpretation and legal advice as necessary in the various funds, plus out of pocket expenses. Legal services are allocated to all funds based on percentage of revenues.

**Audit Services** - Funds the cost of the annual audit and the preparation of the Annual Comprehensive Financial Report. Audit fees are allocated to all funds based on percentage of revenues.

**Special Project Support** - Resources allocated to finance program initiatives, which may be developed for member jurisdictions or for specific program needs. No funds budgeted in FY 2024.

**Financial System Services** - Funds the cost of software support for the accounting system and the preparation of regular payroll and any bank service or financial service fees.

**Computer Services** - Provides for remote hosting of the Authority's computer network, website and customer service application, thirteen desktops and software.

**Recruitment** - Funds for recruitment for vacant staff, as required.

### **Repairs and Maintenance:**

**Vehicle Maintenance** - Provides funds for maintenance of Authority's three vehicles.

**Equipment Maintenance** - Funds anticipated for maintenance needs for printers, copiers, postage meter and other office equipment. Equipment maintenance costs are allocated to all funds based on revenues.

### **Promotion and Education:**

**Promotion and Education** Provides funds for promotion and awareness initiatives in the specific program areas, predominantly the Residential Recycling Project Fund. Promotional initiatives will be supplemented with partnerships, grants and other funds where possible.

**Printing and Publications** - Covers the cost of printing of CVWMA publications. The Residential Recycling Project Fund Budget includes the cost of the annual collection schedule, alternate container stickers and other publications.

**Promotional Gifts** - Includes funds for promotional items for the CVWMA, including apparel at events.

**Outreach/Special Events** - Provides cost for outreach and special community events to enhance awareness of the CVWMA and programs. Includes funds for the participation in the annual America Recycles Day and Earth Day activities.

### **Material and Supplies:**

**General Office Supplies** - Allocates the cost of general office supplies to the various funds based on project revenues.

**Gas, Oil & Lube** - Includes the operational cost for the CVWMA's three vehicles.

## **OPERATING BUDGET – EXPLANATION OF LINE ITEMS**

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***Publications and Subscriptions*** - Allots funds for newspapers, periodicals and professional subscriptions for CVWMA staff.

### **Other Service & Charges:**

***Insurance*** - Allocates the cost of public officials, general liability, automobile and workers' compensation insurance to the various funds based on project revenues.

***Telephone/Communications*** - Provides funds for the agency's communication needs, including office telephones, cellular communications, internet connection and maintenance and upgrades as may be required.

***Postage and Delivery*** - Funds the cost of postage for routine correspondence and the cost of distribution of the annual curbside collection schedule in the Residential Recycling Project Fund.

***Travel-Mileage Per Diem*** - Provides reimbursement for personal use of employee's vehicles when necessary and meal reimbursements for attending meetings etc. on behalf of the CVWMA.

***Conference – Staff Development*** - Includes funds for conferences, regional meetings and other appropriate training for CVWMA staff.

***Dues and Memberships*** - Includes funds for dues for professional local, state and national association memberships for employees.

***Other/Miscellaneous*** - Funds the cost of Board, TAC and other meeting expenses, and recognition for distinguished service and other miscellaneous items.

### **Leases:**

***Office Lease*** - Provides for the lease of the office space. The Residential Recycling, MSW Project and Drop Off Funds reflect a portion of the cost as it relates to the Customer Contact Center and other positions proportionately.

***Office Equipment Lease*** - Funds the lease or lease purchase cost of postage meter and/or copier.

***Vehicle Lease*** - Provides for operating lease of Authority vehicle used by the Executive Director.

### **Contractual Services:**

***Project Payments*** - Project payments provide for the payment to vendors for contractually obligated services. Also provides the costs and associated fees for carts purchased by CVWMA, including amortization in the Residential Recycling and MSW Collection Funds.

***Project Rebates*** - A percentage of the revenue received from the sale of recyclable material under the contracts for drop off recycling and other special projects is shared with participating localities.

### **Depreciation:**

***Depreciation Expense*** - Records the appropriate expense for depletion of CVWMA owned assets, including two vehicles, the Customer Contact Center computer application, computer and telephone equipment.

### **Capital Outlay:**

The Authority's computer system, is hosted remotely eliminating the need to purchase extensive computer equipment. The Fiscal Year 2024 Proposed Budget provides for \$22,500 (\$7,500 in General Fund, \$10,000 in the Residential Recycling Fund and \$5,000 in the MSW Fund) for capital purchases, defined herein.

The Authority will purchase and own carts in the Residential Recycling and MSW Funds going forward, which are capitalized. This proposed budget includes \$325,000 and \$1,560,000 in the Residential Recycling Fund and MSW Fund, respectively for the purchase of carts in FY24.

## 2023 - 2024 PAY AND CLASSIFICATION

CLASSIFICATIONS	Annual Salary Range			
	Grade	Min	Mid	Max
Executive Director	Unclassified	-	-	-
Director of Operations	26	72,132	93,772	115,411
Accounting and Financial Manager	25	68,704	89,315	109,926
Public Relations Coordinator	22	59,334	77,134	94,934
Contact Center Manager	19	51,256	66,633	82,010
Operations Analyst	18	48,830	63,479	78,128
Recycling Coordinator	18	48,830	63,479	78,128
Administrative Assistant	13	38,258	49,735	61,213
Customer Service Representative	10	33,050	42,965	52,880

### SCALE

	Annual Salary		
	Min	Mid	Max
1	21,299	27,689	34,078
2	22,367	29,077	35,787
3	23,480	30,524	37,568
4	24,660	32,058	39,456
5	25,884	33,649	41,414
6	27,175	35,328	43,480
7	28,554	37,120	45,686
8	29,979	38,973	47,966
9	31,470	40,911	50,352
10	33,050	42,965	52,880
11	34,697	45,106	55,515
12	36,433	47,363	58,293
13	38,258	49,735	61,213
14	40,172	52,224	64,275
15	42,175	54,828	67,480
16	44,289	57,576	70,862
17	46,493	60,441	74,389
18	48,830	63,479	78,128
19	51,256	66,633	82,010
20	53,815	69,960	86,104
21	56,508	73,460	90,413
22	59,334	77,134	94,934
23	62,317	81,012	99,707
24	65,433	85,063	104,693
25	68,704	89,315	109,926
26	72,132	93,772	115,411
27	75,737	98,458	121,179
28	79,521	103,377	127,234
29	83,505	108,557	133,608
30	87,666	113,966	140,266
31	92,051	119,666	147,282
32	96,658	125,655	154,653

	Hourly Rates		
	Min	Mid	Max
1	10.24	13.31	16.38
2	10.75	13.98	17.21
3	11.29	14.68	18.06
4	11.86	15.41	18.97
5	12.44	16.18	19.91
6	13.06	16.98	20.90
7	13.73	17.85	21.96
8	14.41	18.74	23.06
9	15.13	19.67	24.21
10	15.89	20.66	25.42
11	16.68	21.69	26.69
12	17.52	22.77	28.03
13	18.39	23.91	29.43
14	19.31	25.11	30.90
15	20.28	26.36	32.44
16	21.29	27.68	34.07
17	22.35	29.06	35.76
18	23.48	30.52	37.56
19	24.64	32.04	39.43
20	25.87	33.63	41.40
21	27.17	35.32	43.47
22	28.53	37.08	45.64
23	29.96	38.95	47.94
24	31.46	40.90	50.33
25	33.03	42.94	52.85
26	34.68	45.08	55.49
27	36.41	47.34	58.26
28	38.23	49.70	61.17
29	40.15	52.19	64.23
30	42.15	54.79	67.44
31	44.26	57.53	70.81
32	46.47	60.41	74.35

NOTE: Adjustments to the pay scale were made with the adoption of the Pay and Classification Study conducted and approved in the Fall 2018.

# Director of Operations

## General Definition of Work

Performs complex professional work planning, directing and supervising the procurement of contractor services for recycling and solid waste programs for thirteen-member jurisdictions and related work as required. Work is performed under the general supervision of the Executive Director. Supervision is exercised over all operations personnel.

## Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Oversees the operational aspects of all Authority programs including curbside recycling, municipal solid waste collection, drop off recycling, wood waste composting, white goods and scrap metal collections and all other programs.
- Prepares program and project budgets; prepares statistical information to support annual budget requests and to emphasize program participation; maintains current statistical information for assigned Authority projects; prepares a variety of program related reports, documentation and related correspondence and records.
- Provides direction and information to contractors, localities, staff and citizens regarding programs and services provided by the Authority.
- Reviews and interprets contracts; monitors contractor performance and assesses penalties to contractors if necessary; reviews and approves contractor invoices.
- Develops request for proposals (RFP) and request for bids (RFB) for procuring vendors and contractors for implementation of regional recycling and solid waste projects; acts as principal negotiator for the procurement process; prepares contracts and service agreements to properly implement service projects.
- Monitors Authority contractor(s) through field inspections, technical analysis and makes recommendations concerning contractor performance; monitors contract terms for existing services.
- Meets with technical staff of participating member jurisdictions to consult on future needs of each locality and to determine satisfaction and performance of contractors; identifies new and expansion opportunities for existing and new programs.
- Supervises assigned program personnel; assists in the recruitment and selection of personnel; assists Customer Service Representatives with difficult issues.
- Provides technical assistance to local governments on Authority issues when requested; facilitates meetings between contractors and member localities; assists in resolving issues.
- Plans, coordinates, attends and conducts various meetings; oversees and assists with the preparation and dissemination of agendas, meeting minutes and relevant materials.
- Conducts public meetings related to the Solid Waste Management Plan; gathers information and prepares plan amendments; coordinates approval of amendments with the Department of Environmental Quality, the Richmond Regional and Crater Planning District Commissions, localities and the requesting entity.
- Keeps abreast of federal, state and local legislation affecting the collection, transfer and disposal of recyclables and solid waste; monitors national trends in the area of collection, disposal and recycling to identify and evaluate for practical application throughout the Authority service area.
- As second in command, performs duties of Executive Director as required.

## Knowledge, Skills and Abilities

Knowledge of local, state and federal laws and administrative policies governing Authority programs; general knowledge of federal, state and local environmental regulations, public procurement and the concepts of competitive bidding and contract law; thorough knowledge of operations management and operational systems; ability to handle multiple projects and tasks; ability to read maps and engineering drawings; extensive ability to research and analyze data and use computer programs to chart data and trends; ability to supervise staff; ability to communicate complex ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with contractors, vendors, associates, outside organizations and the general public.

Technical Skills: Proficient in MS-Word, MS-Excel, and MS-PowerPoint.

## Education and Experience

Bachelor's degree with coursework in engineering, business administration, or related field and recycling and solid waste management program experience including moderate supervisory experience, or equivalent combination of education and experience.

# Accounting and Financial Manager

## General Definition of Work

Performs organization-level professional and administrative work assisting the Executive Director; coordinates and administers the Authority's accounting and financial reporting operations and related work as required under the general direction of the Executive Director.

## Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Manages and performs oversight of the Authority's finances. Maintains automated financial accounting records, prepares monthly bank reconciliations, prepares checks, EFTs, and p-card payments to contractors and vendors, records journal entries and balances all special project accounts and subsidiary ledgers.
- Coordinates annual audit including the preparation of the annual financial statements and Comprehensive Annual Financial report (CAFR); submits CAFR to appropriate governing bodies and regulatory agencies. Presents the CAFR at Board meeting for Board approval.
- Participates in the development of the annual budget; monitors revenues and expenditures throughout the fiscal year in comparison to budget. Reports results to the Board.
- Responsible for prudently investing excess Authority funds.
- Serves as Clerk to the Authority Board of Directors; reviews and edits Board meeting minutes.
- Prepare biweekly payroll to include benefit payments, reconciliation to VRS, tracks leave balances and ensures W-2 forms have accurate information; performs risk management function for the agency.
- Assists jurisdictions with budget related questions, Form 110 discrepancies, and responds to auditor inquiries related to jurisdictions.
- Continuously streamline processes to reduce processing costs such as electronic invoicing and p-card payments.
- Coordinates maintenance on Authority computers and office equipment.
- Generates billing invoices to jurisdictions in accordance with service agreements.
- Performs related tasks as required.

## Knowledge, Skills and Abilities

Comprehensive knowledge of general laws and administrative policies governing agency financial practices and procedures; comprehensive knowledge of principles and practices of public sector accounting; evaluates financial systems and efficiently formulate and implement accounting methods, procedures, forms and records; communicates effectively both orally and in writing; prepares informative financial reports; establishes and maintains effective working relationships with public officials, Authority Board members, associates and the general public. Conducts effective formal presentations.

## Education and Experience

Bachelor's degree with coursework in business administration, public administration, accounting or related field and (3) years of professional accounting experience, including financial statement preparation and analysis. Demonstrated skills with spreadsheet and accounting software systems. Governmental accounting (GASB) experience or equivalent combination of experience and training.

## Public Relations Coordinator

### General Definition of Work:

Performs professional work in preparing informational materials for release and maintaining effective relations with local government representatives, Authority contractors, news media and the general public, and related work as required. Work is performed under the general direction of the Executive Director. Supervision is exercised over assigned personnel within the division.

### Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Responsible for developing and implementing a comprehensive public relations and education strategy to carry out the goals and objectives of the CVWMA strategic plan.
- Oversees public awareness campaigns, community outreach and education.
- Coordinates and composes articles, news releases, public service announcements and publications, including newsletters, literature and various publications.
- Manages communications between the Authority and its internal and external customers and serves as a consistent voice across all mediums. Conceptualizes design layout and education strategies and provides project management of these with graphic designers, printers, and other vendors as needed..
- Represents the Authority at community events.
- Negotiates media contracts and coordinates advertising to promote programs and services provided by the Authority; composes copy, designs print and broadcast advertising as well as placement of legal and other ads.
- Coordinates, creates and manages all published content (images, video, and text) on the CVWMA website and social media platforms. Develops, shares and follows relevant and current content topics and provides consistent communications with the public via email and social media.
- Prepares statistical information regarding CVWMA website, social media and email requests and notifications.
- Works with management team on messaging related to Authority programs for website, social media and phone lines.
- Serves as clearinghouse of vetted information to be disseminated to CVWMA staff and the public (events, programs, resources, etc.)
- Prepares appropriate documentation for, attends and participates in various committees and Board meetings.
- Prepares and administers education and outreach budgets; monitors expenditures; researches and applies for alternative resources of funding through grants, awards, etc.
- Participates in local, state and national organizations, meetings, events and conferences to develop partnerships and professional knowledge.
- Collaborates with local government staff to increase public awareness about and to promote regional recycling, waste reduction and litter prevention programs.
- Performs related tasks as required.

### Knowledge, Skills and Abilities

Thorough knowledge of public information and principles and practices of public relations and media relations; thorough knowledge of writing and editing; thorough knowledge of the organization, function and method of operation of the Authority, administrative staff and operational departments; skill in the use of office equipment and computer and associated software; skill in negotiating contracts; ability to write public information reports and releases; ability to gather and analyze facts on a variety of subject matter and to assemble and present concise reports and presentations; ability to communicate complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with contractors, vendors, associates, outside organizations, news media and the general public.

### Education and Experience

Bachelor's degree with coursework in public or business administration, journalism, mass communications, or related field and experience in public relations or equivalent combination of education and experience.

## Contact Center Manager

### General Definition of Work

Oversees and manages the Authority Contact Center and coordinates the activities of the customer service team providing telephone and on-line support to the public, local governments, contractors, and vendors. Works closely with organizational leadership using a high degree of initiative and sound judgment. Work is performed under the general supervision of the Executive Director.

### Essential Functions

*This job description is a comprehensive listing of duties that are required of the employee for this job. Responsibilities and activities may change at any time with notice.*

- Develops and recommends policies and procedures to effectively provide a positive customer experience the meets and exceeds the goals and objectives of the CVWMA strategic plan.
- Leads, manages, and coordinates the daily operation of the customer service team to provide prompt, courteous, and effective service through training, coaching and guidance.
- Leads team in handling service requests and customer service processes, with heavy focus on communication with customers, local government, vendors and other departments.
- Leads Customer Service Representatives in effectively providing customer service in addition to heavy emphasis on meeting/exceeding departmental service levels and productivity goals.
- Participates in the development, implementation, and measurement of department policies and procedures, quality control, productivity standards, and cost savings initiatives.
- Utilizes effective follow-up procedures to ensure escalated service requests, closed loop and/or customers' needs and questions are resolved in a timely manner.
- Regularly presents metrics to the management team in an easy-to-understand format.
- Analyzes trends and responds to changing market conditions, to include competitive benchmarking, producing statistical reports on individual performance etc.
- Provides team motivation and development to maximize customer service and productivity.
- Responsible for payroll review and submission to ensure correct entries.
- Performs human resource duties by recruiting, orienting, training, scheduling, and coaching of Customer Service Representatives.
- Maintains, analyzes, and recommends database improvements and enhancements.
- Performs the duties of a Customer Service Representative as needed.

### Knowledge, Skills and Abilities

Excellent leadership, interpersonal and customer service skills that can successfully manage in a variety of settings; Strong and effective written and verbal communications skills; Strategic thinking, planning and the ability to work independently; Human resource management; Motivate, inspires and develops teams; Ability to work in a fast-paced professional environment, learning new techniques and systems

### Education and Experience

Bachelor's degree or five years of applicable experience, including three to five years of hands-on supervisory/management experience in a customer service environment and/or equivalent coaching/supervisory skills.



# Operations Analyst

## General Definition of Work

Performs professional work involving customer service, the coordinating and assisting with Authority programs and the maintenance, research and preparation of statistical data, and related work as required. Work is performed under the supervision of the Director of Operations.

## Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Collects vendor reports and data; compiles and maintains records and monthly updates of program statistics.
- Reviews and maintains files of new addresses for prospective curbside customers; locates and travels to new areas to observe readiness and records addresses; composes reports based on this information and regularly presents to the Director of Operations.
- Manages and assists with various programs and services provided by contractors; prepares reports on program activities and handles related issues.
- Assists the Director of Operations on special projects to include requests for proposals and observation of special activities at convenience centers to report new or unusual changes made or needs.
- Assists the call center with questions from residents regarding disposal of unusual or hazardous materials; directs residents to authorities for specializing in safe disposition.
- Assists with collecting information and data for the annual Recycling Rate Report; researches, reads and collects new information to aid with recycling and waste questions.
- Monitors Authority contractor(s) through field inspections, technical analysis and makes recommendations concerning contractor performance; prepares reports for the Authority staff and Board of Directors explaining contractor efficiency and performance.
- Processes service requests and resolves issues with contractors.
- Responds to customer complaints and inquiries for information.
- Interacts with locality staff and contracts as a liaison for coordinating programs and resolving program related issues.
- Performs related tasks as required.

## Knowledge, Skills and Abilities

Knowledge of Authority programs, policies and structure; knowledge of federal, state and local laws affecting the collection, transfer and disposal of recyclables and solid waste; knowledge of public information; knowledge of the locations where services are provided by the Authority; ability to read maps to locate businesses and residences; ability to work closely at all levels with various citizens, committee and staff members; good research and organization skills; proficient in the use of personal computers and associated software; ability to establish and maintain effective working relationships with associates, outside organizations, news media and the general public.

## Education and Experience

Bachelor's degree and moderate experience customer service, or equivalent combination of education and experience.

# Recycling Coordinator

## General Definition of Work

Performs professional work in assisting in the coordination and facilitation of the Authority's recycling programs provided to member jurisdictions. Work is performed under the general direction and supervision of the Executive Director.

## Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Assists in the management of recycling programs, including but not limited to coordinating service contractors, localities and the Authority and resolving concerns and issues with the public, contractor and locality representatives.
- Assists in education and public information necessary to effectively facilitate and enhance recycling and waste diversion initiatives of the Authority.
- Represents the Authority at public events, community meetings and other engagements to promote waste reduction and recycling as well as educate on Authority programs.
- Provides training to employees, localities and other groups on recycling and solid waste management best practices.
- Researches, compiles and reports data for use in establishing best practices for new programs and services to further the Authority's mission and makes recommendations to the Executive Director.
- Responds to inquiries from the public and CVWMA localities.
- Assists in the design of education and outreach materials.
- Coordinates and helps implement future programs and services that increase access to recycling to central Virginians.
- Networks and collaborates with counterparts in other parts of the state and country that will benefit the Authority in increasing recycling and over sustainable materials management.
- Performs related tasks as required.

## Knowledge, Skills and Abilities

General knowledge of Authority programs, policies and structure; knowledge of recycling and solid waste management concepts and best practices; is project oriented, ability to use office equipment, computer and associated software; ability to gather and analyze facts on a variety of subject matter and to assemble and present concise reports and presentations; ability to communicate effectively, orally and in writing; ability to perform and organize work independently; ability to establish and maintain effective working relationships with locality staff, contractors, vendors, associates, the media and the general public; ability to operate a motor vehicle.

## Education and Experience

Any combination equivalent to graduation from an accredited college or university with coursework in environmental, engineering, business administration, education, communications and/or related fields.

# **Administrative Assistant**

## **General Definition of Work**

Performs skilled administrative support work assisting with a variety of administrative tasks, and related work as required. Work is performed under the regular supervision of the Executive Director and supports all staff members.

## **Essential Functions**

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Greets public and other visitors to Authority offices; provides information verbally or via mail/email.
- Attends Board meetings; transcribes, drafts and proofreads meeting minutes; assembles and prepares agenda and Board package materials; posts appropriate public notices.
- Types a variety of documents including contact directory, correspondence, forms, reports, etc. where knowledge of presentation and format is necessary; researches, compiles and interacts with locality and contractor staff to gather and keep current data and information for Authority personnel.
- Assists in the preparation of periodic special and other reports; collects information from a variety of sources and compiles data; makes recommendations to improve standard operating procedures including cost comparisons.
- Maintains procedural manuals to ensure consistent performance of duties during absences.
- Processes incoming and outgoing mail, distributes faxes to appropriate staff member, assists with the distribution of informational and educational materials throughout the organization and to the public.
- Maintains accurate cash receipt logs; prepares and makes bank deposits; maintains and distributes petty cash; maintains cash transaction records.
- Maintains, updates and distributes monthly staff calendars; schedules appointments; makes meeting accommodations and arranges refreshments.
- Sorts, indexes and maintains various files and records.
- Maintains supply room; monitors and orders supplies as needed; notifies appropriate parties regarding building and equipment maintenance problems and/or concerns.
- Performs the duties of a Customer Service Representative when required.
- Performs related tasks as required.

## **Knowledge, Skills and Abilities**

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling, arithmetic; general knowledge of the organization and of general administrative policies and practices; ability to keep records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to establish and maintain effective working relationships with contractors, vendors, associates and the general public.

## **Education and Experience**

High school diploma or GED and moderate experience in office assistance work including public contract work, or equivalent combination of education and experience.

# Customer Service Representative

## General Definition of Work

Performs responsible skilled administrative support work in providing telephone and online support to residents and local jurisdictions within the Authority's service area, and related work as required. Work is performed under the general supervision of the Contract Center Manager.

## Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Answers customer service hotline; provides program information to the public and contractors via telephone, mail and email and researches inquiries.
- Sets up new service for customers.
- Resolves service related calls from the public and member jurisdictions concerning recycling and solid waste programs.
- Refers difficult issues to appropriate staff for resolution and response; works with Customer Service Supervisor, Public Information Coordinator and Director of Operations to ensure issues are resolved in a timely manner.
- Enters phone calls, faxes, emails and other correspondence into appropriate Authority database.
- Evaluates daily phone log reports to determine call volume and the nature of calls for follow up; reports daily status to Customer Service Supervisor.
- Conducts telephone and/or mail surveys of residents in the Authority's service area; summarizes results for use in the monitoring of the Authority's programs and services and provides suggestions for improvement based on these results.
- Files faxes and related correspondence in the appropriate files.
- Assists residents and Authority personnel with the location of Authority resources using local maps.
- Coordinates the delivery of information, collection calendars, stickers and program information to residents.
- Acts as customers' advocate to ensure issues are resolved appropriately in accordance with Authority guidelines.
- Processes credit card payments for customer orders.
- Maintains an enthusiastic, service-oriented attitude under pressure.
- Performs related tasks as required.

## Knowledge, Skills and Abilities

General knowledge of standard office practices, techniques, procedures and equipment; knowledge of Authority programs and service area; ability to operate standard office machines and personal computer with associated software; demonstrates a high level of customer focus and attention to details; ability to perform detailed record work; ability to work in a fast paced environment and meet deadlines; ability to understand and follow oral and written directions; ability to read and interpret maps; ability to establish and maintain effective working relationships with contractors, associates and the general public.

Technical Skills: Proficient with MS Word, Excel, and Outlook

## Education and Experience

High school diploma or GED with customer service experience, or equivalent combination of education and experience.

# 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:

1. 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
2. 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
3. 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
4. That the Executive Director is authorized to execute budget transfers for any amount within General Operating Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
5. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
6. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
7. That this resolution shall be in full force and effect on and after the first day of July 2023, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

**Adopted this 16th day of December, 2022**

**Attest:**

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**Robert L. 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:

1. 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
2. That the Residential Recycling Project Fund Budget includes anticipated revenues and expenses of \$10,872,145, and
3. 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
4. That the Executive Director is authorized to execute budget transfers for any amount within Residential Recycling Project Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
5. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
6. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
7. That this resolution shall be in full force and effect on and after the first day of July 2023, and shall constitute the Residential Recycling Project Fund Budget for the fiscal year commencing on that date.

**Adopted this 16th day of December, 2022**

**Attest:**

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**Robert L. 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:

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

**Adopted this 16th day of December, 2022**

**Attest:**

**Robert L. 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:

1. 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
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$4,892,590, and
3. That the Executive Director is authorized to execute budget transfers for any amount within Municipal Solid Waste Project Fund Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
4. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
5. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
6. That this resolution shall be in full force and effect on and after the first day of July 2023, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

**Adopted this 16th day of December, 2022**

**Attest:**

**Robert L. 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:

1. 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
2. That the Special Project Funds Budget includes anticipated revenues and expenses of \$4,802,100.
3. That the Executive Director is authorized to execute budget transfers for any amount within Special Project Funds Budget categories (Personnel Services, Fringe Benefits, Professional Services, Repairs/Maintenance, Advertising/Promotions, Materials and Supplies, Other Services/Charges, Leases, Contractual Services, Depreciation and Contingencies), and
4. That the Executive Director is authorized to execute budget transfers between categories to cover unanticipated expenses, not to exceed \$2,500, and
5. That the Executive Director shall provide to the Board of Directors monthly financial reports comparing actual revenues and expenses compared to the approved budget and a schedule by member locality of receivables due the Authority, including those that are 60 days or more past due, and
6. That this resolution shall be in full force and effect on and after the first day of July 2023, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

**Adopted this 16th day of December, 2022**

**Attest:**

**Robert L. 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:

1. 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
2. That the Pay and Classification Plan includes an open range pay scale consisting of thirty two grades, and
3. That the Pay and Classification Plan reflects a 3.0% merit-based salary increase for employees, to be reaffirmed by the Board of Directors at their regular meeting in May 2023, and
4. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2023-2024, and
5. 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 16th day of December, 2022**

**Attest:**

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**Robert L. 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:

1. That the *Personnel Policies, Benefits and Procedure Manual* is to define and describe CVWMA personnel policies, benefits and procedures, and
2. 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
3. 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
4. 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
5. That this resolution shall be in full force and effect on and after the first day of July 2023.

**Adopted this 16th day of December, 2022**

**Attest:**

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**Robert L. Dunn, Chairman**