



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
DECEMBER 15, 2023
THE CULTURAL ARTS CENTER
2880 MOUNTAIN RD, GLEN ALLEN, VA 23060**

PLEDGE OF ALLEGIANCE

CALL TO ORDER

9:00 a.m.

CERTIFICATION OF QUORUM

AGENDA

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| 1. | Public Comment Period | |
| 2. | Minutes of the Regular Meeting of November 17, 2023 | 3-9 |
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| 4. | 2024 Proposed Meeting Dates | 10 |
| 5. | Consideration of Resolutions 24-05 – 24-11: 2025 Operating Budget | 11-17 |
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OLD/NEW BUSINESS

ADJOURNMENT

Holiday Reception

Upcoming Meetings:

Board of Directors Meeting – Friday, January 19, 2024 – 9:00 a.m.

Technical Advisory Committee – Thursday, January 4, 2024 – 9:00 a.m.

Executive Committee Meeting – Monday, January 8, 2024 – 10:00 a.m.

ByLaws Review Committee – Monday, January 8, 2024 – 10:00 a.m. (tentative)

Board of Directors Meeting – Friday, February 16, 2024

At any time during the meeting the Board may go into a closed session pursuant to Virginia Code Section 2.2-3712 for purposes of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice, as authorized under Virginia Code Section 2.2-3711 (A) (7).

MINUTES OF THE REGULAR MEETING OF NOVEMBER 17, 2023

Minutes of the November 17, 2023, CVWMA Board of Directors meeting are attached for review and consideration.

Recommended Action: Approval of minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 17, 2023
2104 WEST LABURNUM AVENUE
RICHMOND, VA**

MEMBERS/ALTERNATES PRESENT

Voting

Robert L. Dunn (M-Chesterfield), Chairman
Miles Jones (M-Richmond), Vice-Chairman
John Mitchell (M-Henrico), Treasurer
Cary Drane (M-Chesterfield), Secretary
Stephen Chidsey (M-Ashland)
Clay Bowles (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Wendy Grady (M-Goochland)
Randy Hardman (M-Hanover)
Theresa Arnold (A-Hanover)
Marcia E. Kelley (M-Henrico)
Josh Byerly (A-Henrico)
Monique Robertson (M-Hopewell)
John Lockwood (A-New Kent)
Randall Williams (A-Petersburg)
Dean Simmons (M-Prince George)
Carly Glenn (M-Richmond)

MEMBERS/ALTERNATES NOT PRESENT

Jenny Schontag (A-Ashland)
Michelle Johnson (A-Charles City)
John Neal (A-Chesterfield)
Mindy McKinney (A-Chesterfield)
Dawn Rowell (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Susan Dibble (M-Hanover)
Marilee Tretina (M-Henrico)
Jon Clary (A-Henrico)
Karin Carmack (M-Powhatan)
Elizabeth Hall (M-Richmond)
Michael Walker (A-Richmond)
Noah Hillerbrand (A-Richmond)

Non-Voting:

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

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Adam George, Accounting & Finance Manager
Julie Buchanan, Public Relations Coordinator
Stephanie Breaker, Customer Service Manager
Adam Girard, Recycling Coordinator
LaTanya McBride, Administrative Assistant

Visitors:

Eryn Cook, Eco Inspired Living

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

Item No. 1: Public Comment Period

Chairman Dunn opened the public comment period and asked if there were any members of the public present who wish to address the Board to come forward. Seeing none, Chairman Dunn closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of October 20, 2023

Chairman Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the October 20, 2023, meeting as submitted. The motion was made by Mr. S. Chidsey (M-Ashland) and seconded by Mr. J. Mitchell, Treasurer (M-Henrico), and so carried that the minutes of the October 20, 2023, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

Item No. 3: Chairman's Report

Chairman Dunn took a moment to thank everyone that came out to support CVWMA at the Hardywood Park Craft Brewery in celebration of America Recycles Day. Chairman Dunn expressed how much he truly enjoyed the event but was disappointed that he didn't see more board members come out to support the event.

Item No. 4: Presentation-Eryn Cook, Eco Inspired Living

Mrs. Hynes introduced Ms. Eryn Cook, owner of Eco Inspired Living. Ms. Cook is the founder of Eco Inspired Living, a zero-waste refill shop located at 2624 Buford Rd. in Bon Air, VA. Ms. Cook was born and raised in Richmond, just minutes from her store. Before Ms. Cook became an entrepreneur and a business owner, she worked as a college athletics administrator living on the east coast and the mid-west. Ms. Cook explained that it was around this time that she realized her true passion to help people lead a more sustainable and environmentally conscious life. Mrs. Hynes explained how the Eco Inspired Living reuse and refill model aligns with CVWMA's strategic goals.

Ms. Cook expressed how much she appreciated the opportunity to share her presentation and thanks the board for inviting her to share. Eco Inspired Living opened its doors on April 6, 2021, and since the opening the response from the community has been astounding. Ms. Cook explained Eco Inspired Living's mission to reduce plastic waste by providing a variety of non-toxic, plastic free sustainable options (Swaps) for a variety of essential products. Eco Inspired Living encourages their customers to bring their own refillable containers, plastic shampoo bottles, glass jars, or reusable plastic bags each time they come to refill their products. All Eco Inspired Living swaps/products are non-toxic and sold right in the store. Ms. Cook displayed a few of Eco's alternative swaps like natural loofa for washing dishes, laundry bars an alternative to liquid detergent, and personal care products like soap, shampoo, and conditioner.

Ms. Cook stated that it is impossible in this day and time to have a zero-waste society, but she is doing her part to combat this manmade issue by showing people how to reduce their waste in a tangible, affordable, and easy way. The average American is estimated to throw away roughly 320 plastic bags each year, and some products can only be recycled once or twice or can't be recycled at all. Ms. Cook explained she purchases large quantities of refillable products that come in 55-gallon drums which are kept in barrels in the back of the store.

Ms. Cook explained how Eco Inspired Living works closely with local small businesses, and she has enjoyed partnering with like-minded companies. For instance, some of Eco's products have compostable packaging, so Eco works with a local company that commercially composts their packaged products. Ms. Cook reported to date Eco has saved 14,000 containers from being dumped in a landfill, because people bring their own refillable containers and we take/provide donated containers as well.

Chairman Dunn asked how you get those containers from the landfill? Do you have individuals that bring stuff into the shop to be sold? Ms. Cook clarified that based on the volume of products Eco Inspired has sold, they estimate that 14,000 containers have been saved from disposal in the landfill.

Ms. Cook explained with a hypothetical example, if you and two other people were to buy a shampoo bottle, and all three people bring their containers to the shop to be refilled that's three containers that we've saved. Chairman Dunn asked Ms. Cook hypothetically if I buy a product and I empty the bottle I can bring it to you to be refilled? Ms. Cook replied yes you sure can.

Ms. Cook ended with a few suggestions on how to make the decision to reuse and refill as a mindset by explaining the importance of reducing our carbon footprint in our daily lives. Ms. Cook thanked the board and asked if there were any questions.

Ms. LaTanya McBride, Administrative Assistant, asked why Ms. Cook chose South of the James for her first location, and if she is planning on opening more stores in the future. Ms. Cook responded that she grew up less than 5 minutes away from her store and she was interested in being a part of the small business community in that area which includes about 38 small businesses. She hopes to one day open more locations around the region.

Chairman Dunn thanked Ms. Cook for her presentation, and she thanked the board for having her.

Item No. 5: Operations and Technical Advisory Committee Report

Mr. R. Nolan provided an update on the recycling and commodity markets; the paper markets continue to increase; cardboard is up to \$95 from \$90, mixed paper is up to \$40 from \$35, and newsprint is up to \$50 from \$45. The steel rebate has dropped to \$190 after hovering around \$200.

Mr. Nolan shared one upcoming event: November 18th Goochland County will host a Tire Amnesty and Paper Shredding Event.

Mr. Nolan updated the board on operations and recycling, indicating CVWMA continues to see an increase in residential recycling volumes. He will share more statistical information quarterly in January. Mr. Nolan and the staff are working towards transitioning the trash collection program in Hopewell and Petersburg to Waste Management effective July 2024. Staff has been meeting with WM and both localities monthly.

Mr. Nolan reported that the TAC meeting was held on November 2. Mr. Nolan stated that the group decided to formulate a solid waste management subcommittee to assist with development of the regional solid waste plan due to DEQ in August 2024. The first meeting of the committee was also November 2. The TAC also contracts renewals and procurements. The Front-End Load Municipal Solid Waste proposals are due later today. The next TAC meeting will be held on December 5. Mr. Nolan reminded the board that the program statistics are located upfront and on the CVWMA website.

Item No. 6: Public Information

Mrs. Julie Buchanan, Public Relations Coordinator, thanked everyone that came out to support the America Recycles Day event at Hardywood Park Brewery in West Creek on November 15th. Mrs. Buchanan explained CVWMA's partnership with Hardywood, the largest independently owned craft brewery in Virginia and their goals to transition all their packaging to easier to recycle aluminum cans by the end of the year. In celebration of our partnership, they went to great lengths to create a replica of an aluminum can bail that was true to size, and it was a great example to show people how aluminum cans are packaged for the recycling process. Mrs. Buchanan thanked everyone that joined us for the festivities and looks forward to working with Hardywood on other projects in the future.

Mr. Buchanan reported on the America Recycles Day press release and the blurb in Henrico Citizen promoting America Recycles Day. Mrs. Buchanan informed the board that there were some posts from the localities outlining data from America Recycles Day, in addition to a social media toolkit which was posted on the CVWMA website and was forwarded to all the public relations/public works representatives from each locality.

Mrs. Buchanan congratulated Ms. T. Arnold (A-Hanover) for her America Recycles Day video that was posted on Facebook from Hanover County. Mrs. Buchanan shared a plug in the RVA Hub from our fellow board member Ms. E Hall (M-Richmond). Mrs. Hall has written two articles in RVA Hub, and her second article addresses some of the myths about recycling and why some people choose not to do it. Mrs. Buchanan provided a link to that article via email, and she thanked Mrs. Hall in her absence for helping to get the word out about CVWMA and recycling in general.

Mrs. Buchanan reported on the upcoming outreach/events from the end of November through December. She is excited to work with several church groups as church outreach is a great way for CVWMA to get the word out about waste reduction and recycling all over the region. Mrs. Buchanan encourages the board to let her know if there's a school, local club, or event happening in your locality that you'd like us to attend.

Lastly, Mrs. Buchanan shared a scannable QR code that links to the subscription page for the CVWMA newsletter, which featured an article about Eco Inspired Living's owner Ms. Eryn Cook a couple of months ago. She encouraged all Board members to sure they are subscribed to the newsletter.

Item No. 7: Financial Reports for October 2023

Mr. Adam George, Accounting & Financial Manager, reported a year-to-date net income of \$423,387. Mr. George stated that the financial activity is consistent with previous months and anticipated levels of service. He reported on the accounts receivable, noting that there are two accounts more than 60 days past due, and the staff is working closely with those jurisdictions and anticipate collections in the next couple of weeks.

Chairman Dunn opened the floor for questions. Hearing none, asked for a motion to approve the Financial Reports for October 2023 as submitted. A motion was made by Mr. C. Bowles (M-Chesterfield), seconded by Mr. T. Flippen (A-Colonial Heights) and carried that the Financial Reports for October 2023 are approved and filed as submitted.

Item No. 8: Strategic Plan Committee Report

Mrs. Hynes updated the board on the Strategic Plan Committee Report, she noted that 4 out of the 5 committees have already met to discuss the implementation of committee goals during the kickoff meeting. Mrs. Hynes informed the board that they can find information from meetings of the Waste Diversion Committee, Customer Service Committee, and Education Committee meetings in your board package. Mrs. Hynes encouraged any board members that are not signed up for a committee to let her or Ms. McBride know to add you to that committee for the next meeting. Mrs. Hynes asked the board to save the committee meeting dates in their calendar.

Mrs. Hynes stated that the Multifamily Committee hadn't met before the dissemination of the board package. Mrs. Hynes reported that the Multifamily Committee will be meeting with the Recycling Partnership to discuss best practices and a potential pilot program for multifamily recycling. Mrs. Hynes invited all board members interested in attending the Multifamily/Recycling Partnership meeting to let her know and she will send a calendar invite. Also, the group would like to meet with the Green City developers to learn more about their sustainability and recycling efforts.

Mrs. Hynes reported that the group discussed polling the localities, determining existing requirements for new development applications, and drafting specific language for new developers/developments planning to recycle then we can implement our infrastructure at the beginning stages of construction. Mrs. Hynes reported that the group

discussed sharing feedback like articles, success stories, trade magazines, media concerning multifamily recycling, and data from other communities across the country. Mrs. Hynes informed the board that the Multifamily Committee will meet on February 6, 2024, at 10 am.

Mrs. Hynes informed the board that the staff is in the process of setting up the first Economic Development Goal Committee meeting. The group plans to discuss the progress of each committee on a quarterly basis, since we meet quarterly.

Item No. 9: 2024-2025 Proposed Operating Budget

Mrs. Hynes reminded the board that the operating budget for the ensuing fiscal year must be adopted by December 31st in accordance with the bylaws. Mrs. Hynes informed the board that hard copies of the proposed 2025 budget are available, and a follow-up copy will be sent to all board members via email. Mrs. Hynes suggested that all Board members review the budget over the next month and contact her with their questions/suggestions before the next board meeting. Hynes reminded the board that (14) affirmative votes are needed to approve the budget, and everyone should be prepared to adopt the 2025 budget at the December 15th meeting.

Mrs. Hynes stated that the budget was created with several goals in mind, including retaining a qualified and dedicated workforce and continuing to deliver timely, accurate, cost-effective services that our jurisdictions have come to expect and enjoy. CVWMA will continue implementing the Strategic Plan adopted by the Board. Mrs. Hynes reported that the overall projected budget is \$24,722,620 which reflects an overall 6.7% increase over the 2024 operating budget. This budget also projects a use of about \$126,000 of reserve funds from the residential recycling program. Mrs. Hynes reminded the board that the 1.3 million in grant money from the Recycling Partnership had to be recorded in fiscal year 2023 and thus will be amortized over the next 10 years using those funds.

Mrs. Hynes indicated that the majority of CVWMA revenues are pass through to the localities based on their participation in programs and those revenues are estimated based on current and anticipated levels of participation and pricing in the contracts. The annual operating assessment will remain at \$.48/capita, unchanged since 1997. This will add about \$8,000 to the budget. The customer service and public relations assessments are increased based on the terms of the service agreements for residential recycling and MSW programs. Material sales rebate is budgeted conservatively with all of the revenues provided back to participating localities in the scrap metal and used oil funds. The CVWMA keeps 25% of recycling revenue received in the drop off fund. Mrs. Hynes explained how the budget for investment income is less reliant on investment income than previous budgets.

Mrs. Hynes shared discussions with the Executive Committee and the TAC on potentially raising the general operating assessment rate to assist in implementing the strategic plan priorities. This will be a conversation CVWMA will be having in 2024 with the Board and leadership in the region.

Mrs. Hynes explained the biggest administrative expense is our dedicated workforce. This budget provides for 12.25 FTEs, which is 12 full-time positions and one part-time position. Mrs. Hynes stated that the budget allows for one more position, customer service representative, needed in order to be more responsive to the public. Mrs. Hynes reported that the budget includes an average 4% wage increase for staff, and an increase in the pay scale of 5%. Mrs. Hyne stated that the benefits have increased and the VRS contribution rates will likely increase, and we do not know how much at this time, but the proposed budget allows for an increase. The health insurance cap is increased from \$850 per month to \$900 per month for premiums. The current single premium is \$859/month.

Mrs. Hynes reported on the cost attributed to the renegotiated office lease. CVWMA is expanding office space to include the adjacent office. Renovations are expected to begin in December. Mrs. Hynes explained that the \$20,000 under Special Project Support is budgeted to allow some funds to be used for special project, such as an engineering or consulting review of the solid waste plan next year or an initiative that furthers implementation of the strategic plan. In Capital Outlay, Mrs. Hynes projected spending \$35,000 for the purchase of computers, furniture, and office equipment as needed. Mrs. Hynes stated that funds to purchase new trash carts in Hopewell and Petersburg are built

into the 2024 budget and in 2025, \$85,000 is included in both residential recycling and MSW collection funds for replacements, new construction and additional carts.

Ms. M. Kelly (M-Henrico) asked what is the process if we need to allocate more than the 20,000 that is built into the fund for special projects during that budget cycle? What do we do if something comes up and we need funds? What is the process to allocate more funds to the special project?

Mrs. Kim replied, any amendments to the budget that is more than \$20,000 would come back to the board for approval because those funds will need to be deducted from our reserves.

Item No. 10: Administrative

Mrs. Hynes updated the board on the Recycling Education and Outreach EPA grant CVWMA applied for, which unfortunately, CVWMA is not a recipient. In Virginia grant monies were awarded to the Hampton Roads Planning Commission. CVWMA will continue to look for opportunities to obtain grant money for education outreach, special projects, infrastructure, etc.

Mrs. Hynes informed the board that the annual holiday reception will be held immediately following the Board meeting on December 15. Mrs. Hynes explained that staff is currently looking at the Cultural Arts Center in Henrico and will send out details when they are finalized. Mrs. Hynes reminded the board that she will invite CVWMA contractors and partners that the staff works closely with every day, so everyone will have an opportunity to meet them.

OLD/NEW BUSINESS

Ms. C. Glenn (M-Richmond) asked, since we didn't get the grant for mattress recycling, if there is a plan for mattresses. Are they still going to go to the landfill or are they being held somewhere for recycling? Mrs. Hynes responded that the staff is still planning to implement a program for member jurisdictions. Staff is working on drafting a Request for Proposals to start a mattress recycling program. Unfortunately, some of the mattresses are still being landfilled but Hanover has installed a machine to break down some of the mattress material, so that it's less bulky in the landfill. Mrs. Hynes asked Ms. T. Arnold (A-Hanover) to update the board on Hanover's progress at a future meeting.

ADJOURNMENT

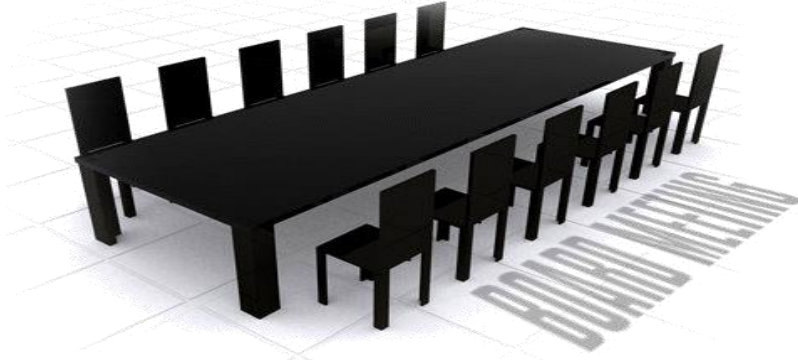
With no further business to come before the Board, Chairman Dunn opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:53 a.m. The motion was made by Mr. M. Jones (M-Richmond), Vice-Chairman, seconded by Mr. S. Chidsey (M-Ashland) and carried that the November 17, 2023, Board of Directors' meeting be adjourned.



CERTIFICATE

I, Robert Dunn, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the November 17, 2023, regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., December 15, 2023. Given under my hand and seal of the CVWMA this 15th day of December 2023.

Robert Dunn, Chairman



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETINGS – 2024
Generally – 3rd Friday each month at 9:00 a.m.**

DATE	LOCATION	TIME
JANUARY 19, 2024	CVWMA OFFICES	9:00 a.m.
FEBRUARY 16, 2024	CVWMA OFFICES	9:00 a.m.
MARCH 15, 2024	CVWMA OFFICES	9:00 a.m.
APRIL 19, 2024	CVWMA OFFICES	9:00 a.m.
MAY 17, 2024	CVWMA OFFICES	9:00 a.m.
JUNE 21, 2024	CVWMA OFFICES	9:00 a.m.
JULY 19, 2024	CANCELED	9:00 a.m.
AUGUST 16, 2024	CVWMA OFFICES	9:00 a.m.
SEPTEMBER 20, 2024	CVWMA OFFICES	9:00 a.m.
OCTOBER 18, 2024	CVWMA OFFICES	9:00 a.m.
NOVEMBER 15, 2024	CVWMA OFFICES	9:00 a.m.
DECEMBER 13, 2024*	TBD	9:00 a.m.

* meeting scheduled for 2nd Friday due to holidays

RESOLUTION 24-05

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, 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, 2024, and ending June 30, 2025, 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 2024-2025 approved Budget, and
2. That the General Operating Fund Budget includes anticipated revenues of \$615,130 and expenses of \$640,360. This budget anticipates a transfer from the Drop-Off Project Fund in the amount of \$25,230. 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 2024, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 15th day of December, 2023

Attest: _____
Robert L. Dunn, Chairman

RESOLUTION 24-06

A resolution adopting the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, 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, 2024, and ending June 30, 2025, 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 2024-2025 approved Budget, and
2. That the Residential Recycling Project Fund Budget includes anticipated revenues of \$11,458,370 and expenses of \$11,584,165. This budget anticipates an appropriation of Net Position in the amount of \$125,795, and
3. That the Residential Recycling Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$110,000, 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 2024, and shall constitute the Residential Recycling Project Fund Budget for the fiscal year commencing on that date.

Adopted this 15th day of December, 2023

Attest:

Robert L. Dunn, Chairman

RESOLUTION 24-07

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, 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, 2024, and ending June 30, 2025, 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 2024-2025 approved Budget, and
2. That the Drop-Off Project Fund Budget includes anticipated revenues of \$1,922,355 and expenses of \$1,897,125. This budget anticipates a transfer \$25,230 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 2024, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

Adopted this 15th day of December, 2023

Attest: _____
Robert L. Dunn, Chairman

RESOLUTION 24-08

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, 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, 2024, and ending June 30, 2025, 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 2024-2025 approved Budget, and
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$5,760,310, 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 2024, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

Adopted this 15th day of December, 2023

Attest:

Robert L. Dunn, Chairman

RESOLUTION 24-09

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, 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, 2024, and ending June 30, 2025, 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 2024-2025 approved Budget, and
2. That the Special Project Funds Budget includes anticipated revenues and expenses of \$4,4840,660.
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 2024, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

Adopted this 15th day of December, 2023

Attest:

Robert L. Dunn, Chairman

RESOLUTION 24-10

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2024, and ending June 30, 2025, 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 2024-2025 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 4.0% merit-based salary increase for employees, to be reaffirmed by the Board of Directors at their regular meeting in May 2024, 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 2024-2025, and
5. That this resolution shall be in full force and effect on and after the first day of July 2024, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 15th day of December, 2023

Attest:

Robert L. Dunn, Chairman

RESOLUTION 24-11

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, 2024.

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 \$900 per month toward individual premiums for Health Insurance, replacing the previous \$850 maximum payment, and
4. That Section 4.06 of the Authority's *Personnel Policies, Benefits and Procedures Manual* defined as part of the 2024-2025 Operating Budget are updated effective July 1, 2024 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 2024.

Adopted this 15th day of December, 2023

Attest:

Robert L. Dunn, Chairman

CONSIDERATION OF RESOLUTION 24-12: RENEWAL OF CONTRACT FOR WASTE TIRE COLLECTION, STORAGE, HAULING AND PROCESSING SERVICES

This request is to renew the existing Contract between CVWMA and Virginia Recycling Corporation (VRC), and the associated Service Agreements between CVWMA and participating jurisdictions. The initial term of the Contract expires June 30, 2024.

VRC has expressed an interest in extending this Contract and has provided good service over the initial five-year term. VRC was requested to provide a renewal proposal to extend the Contract for five years. They agreed to maintain the current Contract pricing with a request to add additional cost for Off the Road (OTR) tires over next five years. This information was shared with the Technical Advisory Committee (TAC) for review and discussion on December 5 and upon review, the TAC recommends renewal of this Contract for an additional five years.

Attached is **Resolution 24-12** authorizing the Executive Director to execute an Addendum to the Contract for Waste Tire Collection, Storage, Hauling and Processing Services with VRC and an Amendment to the Special Project Service Agreement with Participating Jurisdictions to extend the term.

Recommended Action: Approval of **Resolution 24-12**

Attachment.

RESOLUTION 24-12

A resolution authorizing an addendum to the Contract for Waste Tire Collection, Storage, Hauling and Processing Services between the Central Virginia Waste Management Authority and Virginia Recycling Corporation and amendment to the associated Special Project Service Agreements with Participating Local Jurisdictions to renew the Contract for a five (5) year period commencing on July 1, 2024.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS the report included as Staff Agenda Item No. 6 of the December 2023 Board Agenda outlined the proposed Addendum to the Contract for Waste Tire Collection, Storage, Hauling and Processing Services; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Contract for Waste Tire Collection, Storage, Hauling and Processing Services between the Central Virginia Waste Management Authority and Virginia Recycling Corporation; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an amendment to the Special Project Service Agreement between the Central Virginia Waste Management Authority and member localities as requested; and

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

Adopted this 15th day of December 2023

ATTEST: _____
Robert Dunn, Chairman

OPERATIONS AND TECHNICAL ADVISORY COMMITTEE REPORT

Recycling – Residential Recycling tons for the month of November 2023 were 2,295 tons compared to 2,135 tons in November 2023. Total recycling tonnage collected in FY 2024 is 10,825 tons compared to 9,752 tons in FY 2023. Service under the new Recycling Contract continues to be going very well. Updated set-out rates are also looking positive since the cart roll-out in June 2023.

Commodity Markets- December 2023 market price for Mixed Paper is \$45.00 per ton, up \$5.00 from November 2023; Newsprint is at \$55.00 per ton up \$5.00; and OCC is \$95.00 per ton, same as the previous month. The steel rebate is \$240/ton for scrap metal recycled in December 2023 compared to \$190/ton in November.

Municipal Solid Waste – Service by Waste Management of Virginia (WM) and Meridian have been routine in November 2023. The Contracts with Meridian for Hopewell and Petersburg residential trash service expire June 30, 2024, and the CVWMA is continuing work on implementation and transition planning.

Scheduled Events: – City of Richmond – January 13th – E-cycling, paper shredding, and Christmas tree chipping

Technical Advisory Committee (TAC) – The November TAC meeting was held on December 5, 2023. The group discussed upcoming changes to the Central Virginia Solid Waste Management Plan, upcoming Contract renewals/expiration and RFP status. Next meeting is on January 4, 2024, at 9:00am.

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

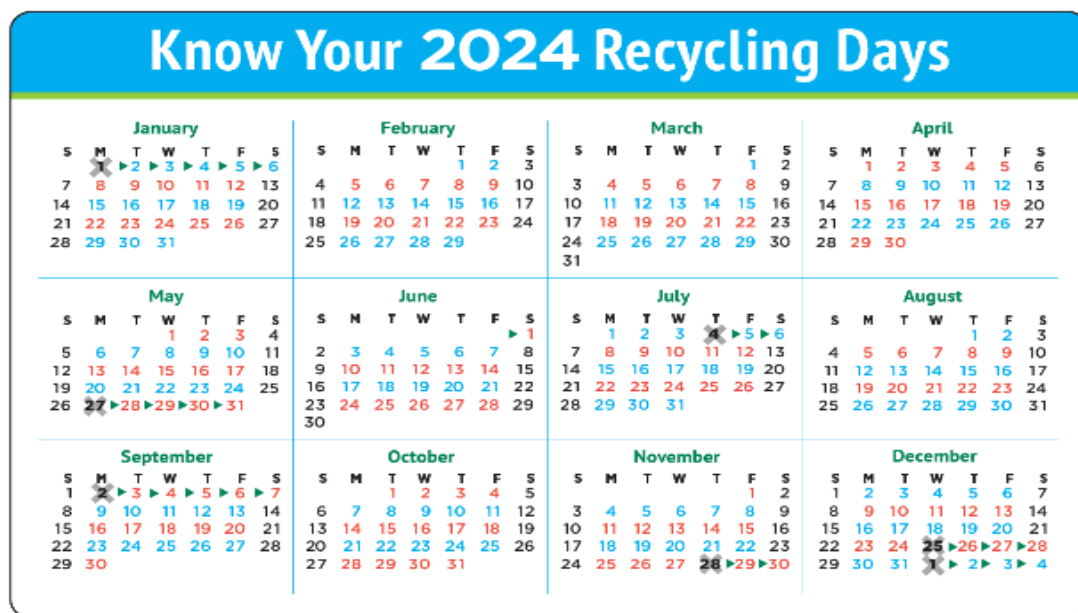
PUBLIC INFORMATION

Advertising

RVAHub: Board Member Elizabeth Hall's third article is posted at www.RVAHub.com. CVWMA articles, display ads and videos will appear on RVAHub, Richmond's only hyperlocal news site, for the next four months through a paid agreement.

*Outreach*

2024 Calendars: CVWMA recycling collection calendars are with the printer. About 200,000 calendars will be mailed on Dec. 26. A pdf is posted at <https://cvwma.com/calendar>.



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



Make a service request at cvwma.com.

Reduce. Reuse. Recycle.



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



MRF Tour: Members of the Charles City Landfill Advisory Commission toured the TFC Recycling MRF on Dec. 1. WM services the county's three recycling drop-offs, sending the material to TFC. LAC members are interested in encouraging more recycling in Charles City. Goochland County staff and a member of The Young Scientists also attended the tour.

Battery Safety for the Holidays:

An article about battery safety in the CVWMA December newsletter has gotten more than 1,000 clicks since Dec. 1. The article explains the danger of placing batteries in household recycling and trash streams. It contains information about what to do with different types of batteries at the end of life. It also suggests options for recycling common alkaline batteries. <https://cvwma.com/news/battery-recycling/>

**Upcoming Events**

December 13: Education Program at Tuckahoe Elementary School (Henrico)

December 18: NBC 12 Interview About Holiday Waste and Calendars

January 16: Education Program at Colonial Trail Elementary School (Henrico)

January 17: Education Program at Seven Pines Elementary School (Henrico)

FINANCIAL REPORTS FOR NOVEMBER 2023

The monthly financial activity for November is consistent with anticipated levels of service and budget. The Authority has a combined net income of \$393,658 as of the end of November.

The Accounts Receivable schedule is included and reflects zero accounts more than 60 days old.

Recommended Action: Approval of the November 2023 Financial Reports.

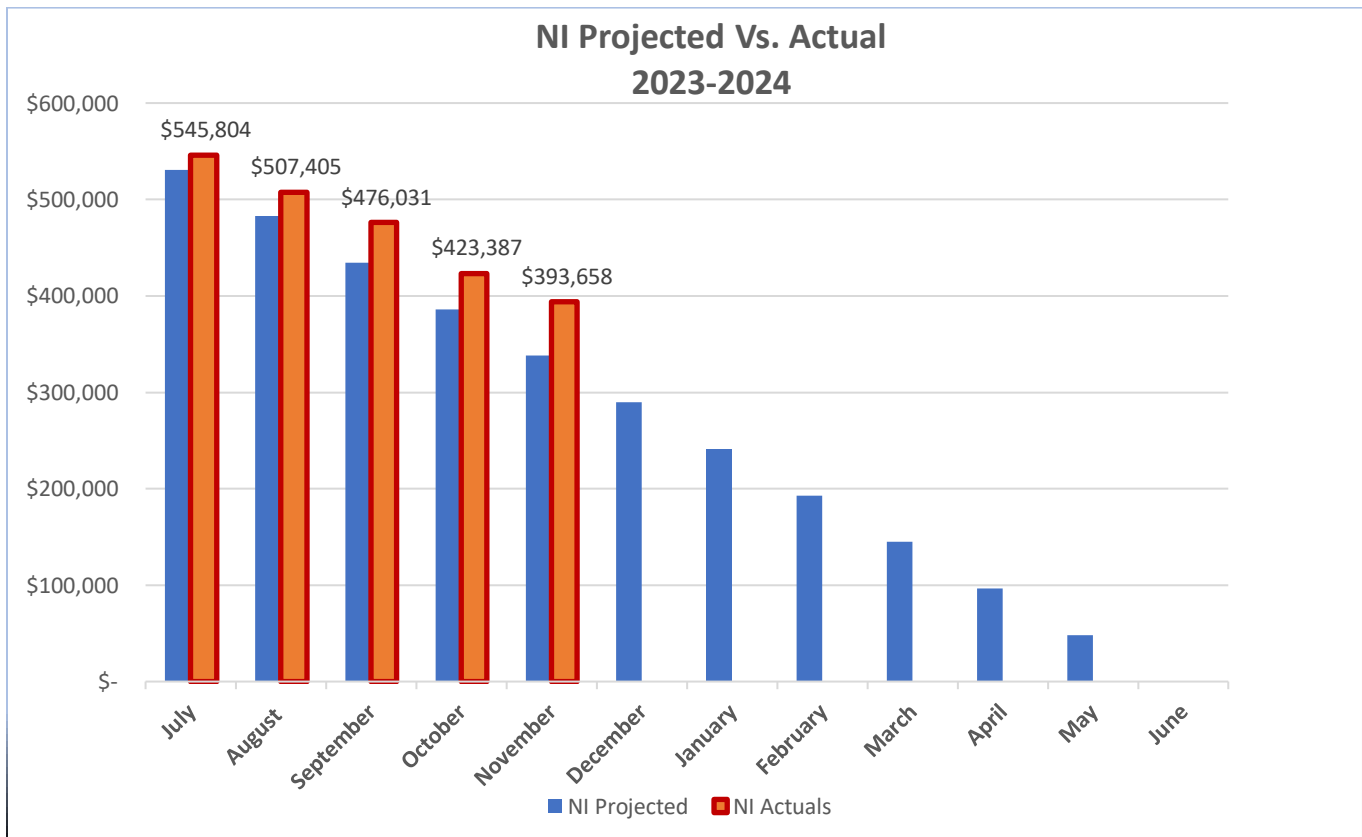
Attachments.

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Summary
July 1, 2023 through November 30, 2023

Summary - All Funds

	<u>Total</u> <u>Revenues</u>	<u>Total</u> <u>Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 606,395	277,779	\$ 328,616
Curbside Project Fund	4,520,448	4,452,717	\$ 67,731
Drop-Off Project Fund	617,191	612,684	\$ 4,507
Municipal Solid Waste Fund	2,152,507	2,159,703	\$ (7,196)
CFC/HCFC	36,210	36,210	\$ -
Special Waste Collections	109,102	109,102	\$ -
Waste Tire Fund	11,748	11,748	\$ -
Appliance and Scrap Metal Hauling	289,107	289,107	\$ -
Yard Waste Projects	488,146	488,146	\$ -
Waste Transfer & Disposal	845,233	845,233	\$ -
<i>Totals</i>	<u>\$ 9,676,087</u>	<u>\$ 9,282,429</u>	<u>\$ 393,658</u>

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



Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Summary
July 1, 2023 through November 30, 2023

General Operating Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ (1)	\$ 598,419	\$ 598,420	\$ 1	0.0%
Interest on Investments	<u>1,850</u>	<u>7,976</u>	<u>26,360</u>	<u>18,384</u>	<u>69.7%</u>
Total Revenues	<u>1,849</u>	<u>606,395</u>	<u>624,780</u>	<u>18,385</u>	<u>2.9%</u>
Expenses:					
Personnel services	34,067	170,857	417,000	246,143	59.0%
Fringe benefits	9,299	50,834	113,150	62,316	55.1%
Professional services	3,687	23,246	42,550	19,304	45.4%
Repairs and maintenance	40	535	1,900	1,365	71.8%
Advertising and promotions	-	(15)	1,500	1,515	101.0%
Materials and supplies	220	1,018	3,725	2,707	72.7%
Other services and charges	1,574	9,404	19,150	9,746	50.9%
Leases	2,621	18,473	49,060	30,587	62.3%
Depreciation	<u>411</u>	<u>3,427</u>	<u>6,800</u>	<u>3,373</u>	<u>49.6%</u>
Total Expenses	<u>51,919</u>	<u>277,779</u>	<u>654,835</u>	<u>377,056</u>	<u>57.6%</u>
Net Income	<u>\$ (50,070)</u>	<u>\$ 328,616</u>	<u>\$ (30,055)</u>	<u>\$ 358,671</u>	
Capital Outlay					
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,500</u>	<u>\$ (7,500)</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Summary
July 1, 2023 through November 30, 2023**

Curbside Project Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 764,252	\$ 3,910,016	\$ 9,265,000	\$ 5,354,984	57.8%
Public Relations Assessment	25,681	120,690	310,000	189,310	61.1%
Customer Service Assessment	35,101	166,360	361,000	194,640	53.9%
96-gal Cart Revenue	61,184	320,470	927,800	607,330	65.5%
Material Sales Rebate	-	-	-	-	
Sponsorship and Grants	-	-	-	-	#DIV/0!
Interest on Investments	<u>622</u>	<u>2,912</u>	<u>8,345</u>	<u>5,433</u>	<u>65.1%</u>
Total Revenues	<u>886,840</u>	<u>4,520,448</u>	<u>10,872,145</u>	<u>6,351,697</u>	<u>58.4%</u>
Expenses:					
Personnel services	29,561	152,235	370,600	218,365	58.9%
Fringe benefits	7,980	45,298	115,800	70,502	60.9%
Professional services	3,453	22,525	43,265	20,740	47.9%
Repairs and maintenance	405	841	2,155	1,314	61.0%
Advertising and promotions	8,815	22,192	92,000	69,808	75.9%
Materials and supplies	677	1,847	4,605	2,758	59.9%
Other services and charges	2,456	20,694	77,680	56,986	73.4%
Leases	3,335	22,171	79,365	57,194	72.1%
Depreciation	48,022	239,416	575,440	336,024	58.4%
Contractual services	764,252	3,909,926	9,265,000	5,355,074	57.8%
96-gal Cart Expense	26	15,572	246,235	230,663	93.7%
Material Sales Rebate	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	<u>868,982</u>	<u>4,452,717</u>	<u>10,872,145</u>	<u>6,419,428</u>	<u>59.0%</u>
Net Income	<u>\$ 17,858</u>	<u>\$ 67,731</u>	<u>\$ -</u>	<u>\$ 67,731</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 335,000</u>	<u>\$ (335,000)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Summary
July 1, 2023 through November 30, 2023

Drop Off Project Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 134,372	\$ 532,277	\$ 1,721,060	\$ 1,188,783	69.1%
Materials Sales Rebate	24,367	84,040	250,000	165,960	66.4%
Interest on Investments	<u>187</u>	<u>874</u>	<u>2,435</u>	<u>1,561</u>	<u>64.1%</u>
<i>Total Revenues</i>	<u>158,926</u>	<u>617,191</u>	<u>1,973,495</u>	<u>1,356,304</u>	<u>68.7%</u>
<i>Expenses:</i>					
Personnel services	871	4,288	11,250	6,962	61.9%
Fringe benefits	225	1,302	3,380	2,078	61.5%
Professional services	416	2,452	4,030	1,578	39.2%
Repairs and maintenance	-	50	255	205	80.4%
Advertising and promotions	-	434	-	(434)	0.0%
Materials and supplies	37	170	780	610	78.2%
Other services and charges	18	975	1,325	350	26.4%
Leases	80	410	1,360	950	69.9%
Contractual services	134,372	532,280	1,721,060	1,188,780	69.1%
Materials sales rebate	<u>20,132</u>	<u>70,323</u>	<u>200,000</u>	<u>129,677</u>	<u>64.8%</u>
<i>Total Expenses</i>	<u>156,151</u>	<u>612,684</u>	<u>1,943,440</u>	<u>1,330,756</u>	<u>68.5%</u>
<i>Net Income</i>	<u>\$ 2,775</u>	<u>\$ 4,507</u>	<u>\$ 30,055</u>	<u>\$ (25,548)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Summary
July 1, 2023 through November 30, 2023

Municipal Solid Waste Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 430,001	\$ 2,100,904	\$ 4,839,430	\$ 2,738,526	56.6%
Customer Service Assessment	3,590	17,997	49,000	31,003	63.3%
Cart Revenue	6,784	32,150	-	(32,150)	
Contract Admin Costs	-	-	-	-	0.0%
Interest on Investments	<u>311</u>	<u>1,456</u>	<u>4,160</u>	<u>2,704</u>	<u>65.0%</u>
<i>Total Revenues</i>	<u>440,686</u>	<u>2,152,507</u>	<u>4,892,590</u>	<u>2,740,083</u>	<u>56.0%</u>
<i>Expenses:</i>					
Personnel services	1,661	8,202	22,500	14,298	63.5%
Fringe benefits	678	3,751	9,650	5,899	61.1%
Professional services	445	2,915	6,555	3,640	55.5%
Repairs and maintenance	-	85	440	355	80.7%
Advertising and promotions	-	-	2,500	2,500	99.0%
Materials and supplies	80	591	1,640	1,049	64.0%
Other services and charges	73	1,992	2,565	573	22.3%
Leases	401	2,053	5,650	3,597	63.7%
Depreciation	5,621	28,104	59,765	31,661	53.0%
Contractual Services	430,001	2,101,022	4,759,000	2,657,978	55.9%
Cart Expense	<u>2,020</u>	<u>10,988</u>	<u>22,325</u>	<u>11,337</u>	
<i>Total Expenses</i>	<u>440,980</u>	<u>2,159,703</u>	<u>4,892,590</u>	<u>2,732,887</u>	<u>55.9%</u>
<i>Net Income</i>	<u><u>\$ (294)</u></u>	<u><u>\$ (7,196)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (7,196)</u></u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Summary
July 1, 2023 through November 30, 2023

Other Special Projects

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 323,751	\$ 1,435,551	\$ 4,002,100	\$ 2,566,549	64.1%
Materials Sales Rebate	<u>59,629</u>	<u>343,995</u>	<u>800,000</u>	<u>456,005</u>	<u>57.0%</u>
<i>Total Revenues</i>	<u>383,380</u>	<u>1,779,546</u>	<u>4,802,100</u>	<u>3,022,554</u>	<u>62.9%</u>
<i>Expenses:</i>					
Contractual services	314,120	1,435,551	4,002,100	2,566,549	90.0%
Materials sales rebate	<u>69,260</u>	<u>343,995</u>	<u>800,000</u>	<u>456,005</u>	<u>57.0%</u>
<i>Total Expenses</i>	<u>383,380</u>	<u>1,779,546</u>	<u>4,802,100</u>	<u>3,022,554</u>	<u>62.9%</u>
<i>Net Income</i>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	

Central Virginia Waste Management Authority
Accounts Receivable
November 30, 2023

	Total	Over 60 days	Current w/in 60 days
Department of General Services	\$ 3,058	\$ -	\$ 3,058
Ashland	30,025	-	30,025
Charles City	-	-	-
Chesterfield	119,883	-	119,883
Colonial Heights	105,673	-	105,673
Goochland	34,322	-	34,322
Hanover	104,187	-	104,187
Henrico	561,099	-	561,099
Hopewell	157,321	-	157,321
New Kent	48,057	-	48,057
Petersburg	-	-	-
Powhatan	118,288	-	118,288
Prince George	-	-	-
Richmond	(2,677)	(3,772)	1,095
Totals	\$ 1,279,234	\$ (3,772)	\$ 1,283,007



YOU ARE CORDIALLY INVITED TO



CVWMA'S HOLIDAY RECEPTION

DECEMBER 15, 2023

9:30 AM

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

THE CULTURAL ARTS CENTER
2880 MOUNTAIN ROAD, GLEN ALLEN VA
23060

