



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
JUNE 21, 2024
CVWMA CONFERENCE ROOM
2100 LABURNUM AVENUE, STE. 105
RICHMOND, VA 23227**

PLEDGE OF ALLEGIANCE

CALL TO ORDER

9:00 a.m.

CERTIFICATION OF QUORUM

AGENDA

Page(s)

1. Public Comment Period
2. Minutes of the Regular Meeting of May 17, 2024 **3 – 12**
3. Chairman's Report
 - Resolution of Appreciation for 25 Years of Service for Stephanie Breaker **13**
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- 4.. Nominating Committee Report **15**
 - Election of Officers for Fiscal Year 2024-2025
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6. Operations and Technical Advisory Committee Report **16**
7. Public Information **17 – 18**
8. Financial Reports for May 2024 **19 – 26**
9. Strategic Plan Implementation Report
10. Administrative
 - Board Retreat – October 18; 9:00am-12:00pm

OLD/NEW BUSINESS

ADJOURNMENT

Upcoming Meetings:

Board of Directors Meeting for July is **CANCELLED**

Executive Committee Meeting – Monday, July 8, 2024 – 10:00am

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

Technical Advisory Committee – Thursday, July 11, 2024 – 9:00 a.m.

Board of Directors Meeting – Friday, August 16, 2024 – 9:00 a.m.

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

MINUTES OF THE REGULAR MEETING OF MAY 17, 2024

Minutes of the May 17, 2024, 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
MAY 17, 2024
2104 LABURNUM AVE.
RICHMOND, VA 23227**

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
Jenny Schontag (A-Ashland)
Clay Bowles (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Wendy Grady (M-Goochland)
Randy Hardman (M-Hanover)
Jeff Stoneman (M-Hanover)
Marilee Tretina (M-Henrico)
Marcia E. Kelley (M-Henrico)
Rodney Hathaway (A-New Kent)
Randall Williams (A-Petersburg)
Tim Glidewell (A-Powhatan)
Elizabeth Hall (M-Richmond)

MEMBERS/ALTERNATES NOT PRESENT

Stephen Chidsey (M-Ashland)
Nathaniel Richardson (M-Charles City)
Michelle Johnson (A-Charles City)
John Neal (A-Chesterfield)
Mindy McKinney (A-Chesterfield)
Dawn Rowell (A-Chesterfield)
Doug Smith (M-Colonial Heights)
John Saunders (A-Hanover)
Monique Robertson (M-Hopewell)
Jordan Stewart (M-New Kent)
Jerry Byerly (M-Petersburg)
Bob Powers (M-Powhatan)
Dean Simmons (M-Prince George)
Carly Glenn (M-Richmond)
Michael Walker (A-Richmond)
Noah Hillerbrand (A-Richmond)

Non-Voting:

Dwayne Jones (A-Goochland)
Teresa Arnold (A-Hanover)
Josh Byerly (A-Henrico)
J. Bentley Chan (A-Henrico)
Jon Clary (A-Henrico)

Staff:

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

Visitors:

Bob Leftwich, County of Goochland

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 no one, Chairman Dunn closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of April 19, 2024

Chairman Dunn (M-Chesterfield) opened the floor for a motion to consider the minutes of the April 19, 2024, meeting as submitted. The motion was made by Vice-Chairman M. Jones (M-Richmond) and seconded by Ms. E. Hall (M-Richmond), and so carried that the minutes of the April 19, 2024, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting were approved as submitted.

Item No. 3: Chairman’s Report: Resolution of Appreciation for Mr. Dwayne Jones

Chairman Dunn informed the board that under the Chairman’s Report, he and Mrs. Hynes will acknowledge a very special resolution for an exceptional board member. Mrs. K. Hynes, Executive Director and Chairman Dunn presented Mr. Dwayne Jones (A-Goochland) with a Resolution of Appreciation as a token of esteem upon his completion of service as Alternate of the Central Virginia Waste Management Authority Board of Directors since June of 2014. Mrs. Hynes read aloud the Resolution of Appreciation, commending Mr. Jones for his outstanding leadership as a representative of Goochland County for over 10 years.

Mrs. Hynes graciously thanked Mr. Jones for his invaluable contribution to the Authority. The CVWMA Board of Director’s and staff will truly miss his consistent presence and outstanding leadership. Mrs. Hynes thanked Mr. Jones for his service on the TAC where he demonstrated an unwavering commitment to the purpose of the Authority. Chairman Dunn wished Mr. Jones luck in his future endeavors and invites Mr. Jones to return for a visit any time. Chairman Dunn opened the floor for a vote on the Resolution. A motion was made by Vice-Chairman Jones and seconded by Ms. E. Hall (M-Richmond) and so carried that the Resolution of Appreciation for Mr. Dwayne Jones be approved as submitted.

Mr. Jones thanked Mrs. Hynes, Chairman Dunn, and the Board for the honor and recognition.

Item No. 4: Public Hearings – Central Virginia Solid Waste Management Plan (CVSWMP/Plan)

a. PH2401: Amendment 10: Shoosmith Landfill Consideration of Resolution 24-19: Approval to amend the Plan to remove cells 27 & 28 from permitted capacity-

Mr. Rich Nolan, CVWMA Director of Operations, reminded the Board of the process of a major amendment to the Central Virginia Solid Waste Management Plan (CVSWMP or Plan). In accordance with the Virginia Solid Waste Planning Regulations, a major amendment is required whenever there is an expansion or cessation of disposal capacity. A major amendment requires a public hearing, approval by the CVWMA Board of Directors and approval by the Richmond Regional and Crater Planning District Commissions and ultimate approval by the Virginia Department of Environmental Quality (DEQ).

Mr. R. Nolan provided some background information on proposed Amendment #10. The Shoosmith Sanitary Landfill is located at 11520 Iron Bridge Rd, Chester, VA 23831 in the County of Chesterfield and is a permitted landfill operating under Solid Waste Facility Permit No 587 that was issued by DEQ.

An expansion of this Landfill into an adjacent quarry (cells 27 and 28) was originally approved by the VA DEQ, however, the Article VII/VIII application required by the host community of Chesterfield County was not approved by the Board of Supervisors in July 2018. The outcome of litigation prevents the landfill from expanding into the quarry. Approximately 33,699,000 cubic yards (approximately 17 million tons) of capacity currently in the plan will be removed by this amendment, if approved by all parties. It should be noted that this amendment only removes the cells related to the quarry and does not include the closure of the Shoosmith Landfill as there is capacity remaining in cells 1-26 that could be available.

Mr. Nolan stated that the purpose of this hearing is to receive input regarding the removal of the quarry capacity from the Plan. Mrs. Hynes announced that each board member was provided a hard copy of the written correspondence dated May 1, 2024, submitted by SCS Engineers on behalf of Shoosmith Landfill. The written response clarifies and confirms that only the quarry capacity should be removed from the Plan as the Landfill is still operating in the other cells that have remaining capacity.

Chairman Dunn opened the floor for public comment. Without any requests to address the Board, he closed the public comment period for **PH2401: Amendment 10; Shoosmith Landfill**.

Chairman Dunn opened the floor for a motion to accept and file **Resolution 24-19: Approval to amend the Plan to remove cells 27 & 28 from permitted capacity** as submitted. A motion was made by Vice-Chairman Jones (M-Richmond) seconded by, Ms. M. Tretina (M-Henrico) and carried that **Resolution 24-19** be approved and filed as submitted.

Item No. 4: Public Hearings – Central Virginia Solid Waste Management Plan (CVSWMP/Plan)

b. PH2402: Amendment 11: Tri-Cities Landfill Consideration of Resolution 24-20: Approval to amend the Plan to include the closure of the Tri-Cities Landfill

Similarly to the previous Public Hearing, Mr. R. Nolan reported that the CVWMA Board of Directors will hear public comments regarding a proposed Amendment 11 to the CVSWMP.

Mr. Nolan provided background information on proposed Amendment #11. The Tri-Cities Landfill, owned by Meridian Waste and operated in the City of Petersburg, is permitted under Solid Waste Facility Permit No. 228 issued by DEQ. This Landfill is no longer accepting waste and is in the process of closure. Meridian Waste, the owners of the landfill discontinued accepting waste in late 2018 and the solid waste permit was ultimately revoked by DEQ, and the landfill is currently in closure. There was approximately 500,000 tons of capacity remaining at the time of closure. This remaining capacity will be removed by Amendment 11, if approved by the CVWMA Board of Directors and the Richmond Regional and Crater Planning District Commissions.

Chairman Dunn opened the floor for public comment for or against Amendment #11. Without any requests to address the Board, he closed the public comment period for **PH2402: Amendment 11; Tri-Cities Landfill**.

Chairman Dunn opened the floor for a motion to accept and file **Resolution 24-20: Approval to amend the Plan to include the closure of the Tri-Cities Landfill** as submitted. A motion was made by Vice-Chairman Jones (M-Richmond) seconded by Mr. T. Flippen (A-Colonial Heights) and carried that **Resolution 24-20** be approved and filed as submitted.

Item No. 4: Public Hearings – Central Virginia Solid Waste Management Plan (CVSWMP/Plan)

c. PH2403: Amendment 12: Eastend Landfill Consideration of Resolution 24-21: Approval to amend the Central Virginia Solid Waste Management Plan (CVSWMP) to include the closure of The Eastend Landfill

Mr. R. Nolan reported that the CVWMA Board of Directors will hear public comment regarding a proposed amendment to the CVSWMP to remove landfill disposal capacity that is no longer available for use by the region.

Mr. R. Nolan provided some background information on the proposed Amendment #12. The East End Landfill, a Construction Demolition and Debris landfill located at 1790 Darbytown Road, Henrico, VA operates under Solid Waste Permit #524. This facility does not have the local zoning approval required by the County of Henrico to operate and will be forced to close. This Amendment will remove approximately 108,500 tons of remaining airspace from the Plan. from this landfill. This will be Amendment 12 to the CVSWMP. No adverse effect is projected to available airspace in the CVWMA region with this closure.

Chairman Dunn opened the floor for public comment on Amendment #12 to the Plan. Without any requests to address the Board, he closed the public comment period for **PH2403: Amendment 12; Eastend Landfill**.

Chairman Dunn opened the floor for a motion to accept and file **Resolution 24-21: Approval to amend the Plan to include the closure of the East End Landfill** as submitted. A motion was made by Ms. M. Tretina (M-Henrico) and seconded by Ms. M. Kelley (M-Henrico) and carried that **Resolution 24-21** be approved and filed as submitted.

Item No. 5: Nominating Committee Report

Mrs. M. Kelley (M-Henrico), Nominating Committee Chair reported that she and Ms. W. Grady (M-Goochland), as members of the 2024 Nominating Committee, presented the proposed slate of officers for the 2024-25 fiscal year.

- Chairman Mr. Miles Jones (City of Richmond)
- Vice-Chairman Ms. Marilee Tretina (Henrico County)
- Secretary Mr. Cary Drane (Chesterfield County)
- Treasurer Mr. John Mitchell (Henrico County)
- Director Ms. Jordan Stewart (New Kent County)

Mrs. Kelley confirmed that the current Chairman Mr. Bob Dunn (M-Chesterfield) will continue to serve as Past-Chairman, and the new terms will begin on July 1, 2024. Ms. Kelley concluded her report with a special thanks to all the new slate of officers for their commitment to serve.

Chairman Dunn expressed a sincere appreciation for all the board members that have agreed to serve as an officer or on our various committees. Chairman Dunn reminded the board that elections for the proposed slate of officers will be held at next month’s board meeting in June.

Item No. 6: Audit Committee Report-Consideration of Resolution 24-22: To Award a Contract for Financial Auditing Services

Mr. J. Mitchell, Treasurer, reported on behalf of the Audit Committee. The Audit Committee includes Mr. J. Mitchell (M-Henrico), Treasurer, Mr. R. Dunn (M-Chesterfield), Chairman, and Mr. C. Bowles (M-Chesterfield).

Mr. Mitchell reported that the existing contract for audit services expired last year, so the Authority issued a Request for Proposal (RFP) for audit services on March 1, 2024. The committee received 5 proposals for consideration, and 3 out of 5 of the proposed firms were interviewed by the committee and key staff members. After careful deliberation the committee recommends awarding the contract to Brown Edwards & Company L.L.P. for the next 4 fiscal years 2024, 2025, 2026, and 2027. Brown Edwards & Company has served the Authority for 12 years and has provided exceptional expertise in financial auditing services.

Chairman Dunn asked for a motion to approve Resolution 24-22 to Award a Contract for Financial Audit Services as submitted. A motion was made by Mr. M. Jones (M-Richmond), Vice-Chairman, and seconded by Mr. C. Bowles (M-Chesterfield) and carried that Resolution 24-22 is approved and filed as submitted.

Item No. 7: Operations and Technical Advisory Committee Report

Mr. Nolan announced that the upcoming annual Disaster Recovery Workshop will be held on June 5, 2024, at the Beulah Recreation Center located in North Chesterfield County. Mr. Nolan extended an invitation to all members of the board.

Mr. Nolan provided an update on Hopewell's residential trash transition from Meridian to WM starting on July 1, 2024. Mr. Nolan affirmed that over the last several months he and the staff have been consistently meeting with Hopewell officials. On June 17th CVWMA will begin to distribute new trash carts to Hopewell residents. Old carts will be removed during the following week.

Mr. Nolan and the staff have also worked with Mr. R. Williams (A-Petersburg) and Petersburg officials on transition residential recycling program from Meridian to TFC Recycling. Mr. Nolan explained that residents will continue to use existing recycling carts. Recycling collection days will change from Wednesdays and will be spread over five days on the red week. Residents will be notified via postcard during the month of June.

Mr. Nolan shared a few highlights from the Waste Diversion Committee tour of the McGill Composting Facility in Waverly, VA. He described the tour as very informative, and he noted that the facility is very effective in their approach to accepting a wide variety of materials for composting.

Mr. Nolan announced that June 1, Goochland County will host a HHW and Paper-Shredding event. On May 11, City of Richmond hosted an HHW, Paper-Shredding, and E-cycling event at the Robin Hood Road site that yielded a high turnout.

Mr. Nolan reported briefly on the commodities market, noting that both mixed paper and newspaper are up \$5 per ton, with no changes in the price of cardboard and steel.

Mr. Nolan reported that the Technical Advisory Committee (TAC) met on May 2nd, and included a speaker from NOPE Composting Company, a food waste collection and composting company. Mr. Nolan reported that the TAC discussed the Central Virginia Solid Waste Management Plan, Public Hearings (just held) and service agreement updates. The next TAC meeting will be held on June 6th at 9:00 am. Lastly, Mr. Nolan reminded the board that copies of the program statistics are located on the table at the front of the room and are available on the CVWMA website, in addition to the updated stats from the Chesterfield recycling program.

Ms. M. Kelley (M-Henrico) inquired about composting, asking if there were any opportunities for CVWMA programs. Mr. Nolan responded that the City of Richmond is currently operating a small composting pilot program that provides collection sites throughout the city where people can drop off food scraps for composting. The Compost Pilot Program received a grant from the US Department of Agriculture and CVWMA is looking at doing something similar by providing containers at various convenience centers.

Mr. J. Mitchell (M-Henrico), Treasurer commented on the need for a sealed container for composting materials. Mr. Nolan stated that the program is currently using purple 65-gallon carts for collection. The carts are collected on an established route each week. The compost that is processed is used by the city to fortify the city gardens and for Parks and Recreation usage. Mr. Nolan stated that when the CVWMA is ready we can apply for one of the USDA grants and provide composting services on a larger scale.

Ms. E. Hall (M-Richmond) asked if CVWMA will apply for one of the USDA Grants. Mrs. Hynes stated that CVWMA is not likely to apply for the USDA grants at this time because a location needs to be identified and would need to be prepared from a logistical standpoint. Mrs. Hynes explained that composting facilities require a DEQ permit once you get to a certain volume of material and the Authority is not there yet.

Mr. C. Drane (M-Chesterfield), Secretary, asked if the Richmond Composting Program is having issues with animal activity. Mr. Nolan responded that he hadn't heard any reports from Richmond concerning.

Chairman Dunn asked if restaurants are participating in the composting programs. Mr. Nolan responded that NOPE might be collecting and composting from restaurants. He also reported on his research regarding supermarket composting efforts. He also stated that some of the larger grocery stores in the area are collecting food waste in FEL containers that are taken to McGill for composting.

Ms. M. Tretina mentioned that the Downtown Hilton has been composting for years. Mr. Nolan responded in the affirmative, and he commented that several commercial businesses have implemented composting programs.

Ms. J. Schontag (A-Ashland) commented on new postings of compostable forks and spoons. She cautioned putting them in home composting and stated that a commercial facility may accept them. Mr. Nolan agreed with Ms. Schontag, he stated that he is very enthusiastic about the board's interest in composting.

Ms. E. Hall (M-Richmond) stated that when the Authority is ready to apply for the grant will Mr. Nolan keep the Board informed, to which Mr. Nolan replied he would.

Item No. 8: Public Information

Mrs. J. Buchanan, CVWMA Public Relations Coordinator updated the board on the education and outreach activities for the month of April, Earth Month. She reported CVWMA attended a total of 43 outreach events/programs in the month of April. Mrs. Buchanan also participated in several media outreach opportunities through WRVA and Channel 12 News. Mrs. Buchanan reported on the vast amount of in person, face to face outreach. She interacted with more than 2400 people during the month of April. Mrs. Buchanan reported on outreach to broader audiences through radio spots that were featured on Audacy stations: WRVA and the Big Country 98.5. The spots contained promotional messaging and information for Earth month events that were hosted by our localities that offered e-cycling, paper shredding, and household hazardous waste collections. Mrs. Buchanan is very enthusiastic about the amount of public interest and the request for CVWMA to attend various community events. Mrs. Buchanan was invited to attend various locality sponsored events, birthday festivals, and farmers markets. In these spaces she received a lot of questions about composting and recycling.

Mrs. Buchanan reminded the board about the Spanish language campaign and the distribution of the recycling kits that were promoted through CVWMA's partnership with the Spanish language Radio station Poder 1380 A.M. Through the campaign, CVWMA received 160 requests for recycling kits that were sent by mail. The kits included reusable straws, bookmarks, a family activity, blue bags for plastic bag collection, a Spanish language word search, a curbside recycling calendar, and Spanish language educational materials.

Mrs. Buchanan provided an update on the Hopewell trash communications which includes a utility bill insert that is currently being distributed to households and will continue to be distributed over the next couple of weeks. CVWMA

created a flyer with frequently asked questions that have been posted on the CVWMA's website. CVWMA will be mailing a postcard to all residents with new collection day information. She mentioned that an instructional video will be created soon and shared with residents.

Lastly, Mrs. Buchanan shared a few of the upcoming events for community outreach. CVWMA will be attending and presenting at the City of Richmond, Eighth District Councilwoman Reva Trammell's monthly meeting of constituents. In addition, Mrs. Buchanan hopes to attend the Hanover Tomato Festival in July.

Item No. 9: Financial Reports for April 2024

Mr. Adam George, Accounting & Financial Manager, reported a year-to-date net income of \$ \$170,879. He informed the board that the financial activity is slightly higher than the projected budget. This increase is due to an unguaranteed rebate from TFC in the Residential Recycling Program. Mr. George reported that prior to last week there were two account invoices that were more than 60 days past due. Since that time, payment has been received from Chesterfield and Hanover.

Chairman Dunn opened the floor for questions. Hearing none, he asked for a motion to approve the Financial Reports for April 2024 as submitted. A motion was made by Mr. M. Jones, Vice-Chairman and seconded by Mr. T. Flippen (A-Colonial Heights) and carried that the Financial Reports for April 2024 are approved and filed as submitted.

Item No. 10: Consideration of Resolution 24-23: Amending the 2023-2024 Residential Recycling and MSW Fund Budgets

Mrs. Hynes presented Resolution 24-23: to amend the 2023-2024 Residential Recycling and MSW Fund Budgets for the fiscal year beginning July 1, 2023, ending on June 30, 2024. Mrs. Hynes explained that the staff has reviewed revenues and expenses and made some projections through the end of the year and compared that data to the overall budget.

Mrs. Hynes referenced the rebate from TFC, in the Residential Recycling program reported by Mr. George during the Financial Report. She reported that during the contract negotiations the market prices were not favorable enough to yield a rebate, so there was zero anticipation of receiving any revenue. However, since February CVWMA has received about \$8,333 per month, she noted that the rebate is capped at \$100,000 a year. Mrs. Hynes anticipates receiving \$8,333 per month until the end of the fiscal year. During contract negotiations TFC asked, and we agreed to use any rebates to enhance the program and put a small amount towards scholarships. Mrs. Hynes and the staff hopes to encourage people to enter into the recycling industry, or to study for a CDL license to become a driver. Mrs. Hynes stated that she will come back to the board in the new fiscal year to appropriate the funds once it is determined how to best utilize the funds. Mrs. Hynes is requesting to appropriate \$41,665 in revenue into residential recycling.

In addition, funds were budgeted in both Residential Recycling and MSW funds for the amortization of carts in a line item labeled 96-Gallon Cart Expense. Depreciation of the carts in both funds is being recorded in the Depreciation line item. The resolution will transfer \$570,000 and \$65,000 to Depreciation Expense from 96-Gallon Cart Expense in the Residential Recycling and MSW Funds, respectively. This does not have any effect on Net Income. All other line items are within budget or within the authority of Mrs. Hynes.

Chairman Dunn opened the floor for questions. Hearing none, he asked for a motion to approve Resolution 24-23: Amending the 2023-2024 Residential Recycling and MSW Fund Budgets as submitted. A motion was made by Mr. M. Jones (M-Richmond), Vice-Chairman and seconded by Mr. J. Mitchell (M-Henrico) and carried that the Resolution 24-23 is approved and filed as submitted.

Item No. 11: Consideration of Resolution 24-24: Reaffirming the Pay and Classification Plan for Fiscal Year 2025

Mrs. Hynes presented Resolution 24-24 reaffirming the pay and classification plan for the fiscal year 2025. Mrs. Hynes reminded the Board that the 2025 budget includes an average 4% increase for staff wages which is already included in the numbers that the board adopted in December. Mrs. Hynes assessed next year's budget conservatively and feels that the 4% is sustainable. Mrs. Hynes noted that most member jurisdictions have included similar increases for their staff and this Resolution 24-24 reaffirms the average salary increase already included in the budget. She also noted that wage increases are based on performance.

Mr. J. Mitchell (M-Henrico), Treasurer, stated that he does not have any objection to the resolution, but feels that the vote is repetitive considering that the increase was already approved as part of the budget. Mr. Mitchell asked for clarification on the required second vote. Chairman Dunn stated that he was uncertain but feels that it would not be problematic to vote again.

Chairman Dunn opened the floor for questions. Hearing none, he asked for a motion to approve Resolution 24-24: Reaffirming the Pay and Classification Plan for Fiscal Year 2025 as submitted. A motion was made by Mr. J. Mitchell (M-Henrico), Treasurer, and seconded by Mr. T. Flippen (A-Colonial Heights) and carried that Resolution 24-24 is approved and filed as submitted.

Item No. 12: Administrative

Mrs. Hynes reminded the board that next year marks the 35th Anniversary of CVWMA and we've already begun to discuss planning as we put together a committee. Chairman Dunn posed several options at our previous meeting but would like the board's input on how we should celebrate our accomplishments. All interested parties are welcome to join the Anniversary Committee or if you have ideas, please reach out to Chairman Dunn or Mrs. Hynes.

Mrs. Hynes reported that the Executive Committee has discussed ideas and options for a 2024 Board retreat. Mrs. Hynes reminded the board that we had a very successful board retreat in September of 2023. The Committee recommends scheduling the Retreat in the fall, maybe sometime in October. We will plan workshops for the board and continue our progress on the implementation of the strategic plan. Mrs. Hynes encourages the board to mark their calendar for the Retreat.

Mrs. Hynes reported that she, Mr. Nolan, Mrs. Buchanan, and Mr. Girard just got back from the annual statewide SWANA (Solid Waste Association of North America) and Virginia Recycling Association Conference, held in Norfolk, VA. Mrs. Hynes was very enthusiastic about the workshops and speakers, which were very enlightening. She mentioned that a few board members also attended the conference: Mr. J. Clary (A-Henrico), Ms. T. Arnold (A-Hanover), and Mr. J. Byerly (A-Henrico).

Lastly, Mrs. Hynes reported that renovations are ending, and she hopes to accommodate the board in our new conference room in June.

Chairman Dunn reiterated the importance of serving on the 35th Anniversary Committee, he invited all interested parties to reach out to him if they would like to participate in the planning, he also reminded the board that the new CVWMA entrance is adjacent to the Laburnum Ave parking lot.

OLD/NEW BUSINESS

ADJOURNMENT

With no further business to come before the Board, Chairman Dunn opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:38 a.m. The motion was made by Mr. M. Jones (M-Richmond), Vice-Chairman, seconded by Mr. T. Glidewell (A-Powhatan) and carried that the May 17, 2024, 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 May 17, 2024, regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held on June 21, 2024, at 9:00 a.m. Given under my hand and seal of the CVWMA this 21st day of June 2024.

Robert Dunn, Chairman

Resolution of Appreciation

Presented to

Stephanie Breaker

FOR TWENTY-FIVE YEARS OF SERVICE WITH

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

WHEREAS, Stephanie Breaker joined the Central Virginia Waste Management Authority on June 21, 1999 as Customer Service Representative; promoted a year later to Customer Service Supervisor and currently serves as Senior Customer Service Manager; and

WHEREAS, Ms. Breaker has served for twenty-five years and continues to serve the Authority with enthusiasm, dedication, professionalism, initiative, and creativity; and

WHEREAS, Ms. Breaker promotes Authority programs, exhibiting best practices in the development of a comprehensive team approach to customer engagement and interaction in providing solutions to best meet the needs of localities, customers, partners, Authority Board and Staff; and

WHEREAS, Ms. Breaker, by providing her knowledge and expertise in the area of customer service guides the creation and implementation of many timeless tools to ensure accountability and excellent service, and is instrumental in raising awareness about recycling opportunities throughout the entire region; and

WHEREAS, as a result of Ms. Breaker's energy, efforts and personal and professional commitment to the environment and customer engagement, she has created a positive image for the Authority and is a benefit to the purpose of the Authority; and therefore,

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Stephanie Breaker for her outstanding service, efforts, and achievements as an invaluable leader to the Authority upon completion of 25 years of service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.



Adopted this 21st day of June 2024

Attest:

Robert L. Dunn, Chairman of the Board



Resolution of Appreciation

Presented to

Barbara Hegamyer

**FOR TWENTY-FIVE YEARS OF SERVICE AND UPON HER RETIREMENT WITH
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY**

WHEREAS, Barbara Hegamyer joined the Central Virginia Waste Management Authority on July 12, 1999 as Part Time Administrative Assistant and currently serves as Accounting Technician; and

WHEREAS, Mrs. Hegamyer has served for twenty-five years and continues to serve the Authority with enthusiasm, dedication, professionalism, initiative, and creativity for twenty-five years; and

WHEREAS, Mrs. Hegamyer has demonstrated effective communications skills in developing relationships with member localities, contract service providers and Authority Board and Staff that have been productive for the region during her tenure with the Authority; and

WHEREAS, Mrs. Hegamyer by providing her knowledge and expertise in the area of accounting and office administration through the creation and implementation of many best practices and timeless resources, and is instrumental in raising awareness about recycling opportunities throughout the entire region; and

WHEREAS, as a result of Mrs. Hegamyer's energy, efforts and personal and professional commitment to the Authority and environment, she has created a positive image for the Authority and is a benefit to the purpose of the Authority; and therefore,

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Barbara Hegamyer for her outstanding service, efforts, and achievements as an invaluable leader to the Authority upon completion of 25 years of service, and her retirement presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 21st day of June 2024

Attest: _____
Robert L. Dunn, Chairman of the Board



NOMINATING COMMITTEE: ELECTION OF OFFICERS FOR FISCAL YEAR 2024-2025

Election of Officer's for Fiscal Year 2024-2025

The Nominating Committee of Mrs. M. Kelley (M-Henrico) and Mrs. W. Grady (M-Goochland) presented a slate of officers for the ensuing fiscal year. The Board will consider the following slate of officers:

Chairman	Miles Jones (City of Richmond)
Vice-Chairman	Marilee Tretina (Henrico County)
Secretary	Cary Drane (Chesterfield County)
Treasurer	John Mitchell (Henrico County)
Director	Jordan Stewart (New Kent County)

The elections will be held at the June 2024 Board of Directors meeting, at which time, any Board member may make additional nominations.

The term of the elected officers will begin July 1, 2024.

OPERATIONS AND TECHNICAL ADVISORY COMMITTEE REPORT

Recycling – Residential Recycling tons for the month of May 2024 were 2,311 tons compared to 1,939 tons in May 2023. Total recycling tonnage collected in FY 2024 is 24,438 tons compared to 21,208 tons in FY 2023. CVWMA continues to work with TFC and the City of Petersburg on transitioning curbside recycling services from Meridian Waste to TFC.

Commodity Markets- June 2024 market price for Mixed Paper is \$80.00 per ton, no change from May 2024; Newsprint is at \$90.00 no change; and OCC is \$120.00 per ton, no change from previous month. The steel rebate is \$210/ton for scrap metal recycled in June 2024 compared to \$205/ton in May 2024.

Municipal Solid Waste – Service by Waste Management of Virginia (WM) and Meridian have been routine in May 2024. The Contract with Meridian for Hopewell residential trash service expires June 30, 2024 and the CVWMA is continuing work on implementation and transition planning. Delivery of new trash carts to Hopewell residents begins June 17.

Scheduled Events: – E-cycling and paper shredding, Henrico County – September 14th
– E-cycling, HHW, and paper shredding, City of Richmond – September 21st.

Technical Advisory Committee (TAC) – The June TAC meeting was held on June 6, 2024. The group discussed leaf composting and food scrap composting. Also, discussed the possibility of a solid waste study for the CVWMA region and updates on Contract and Service Agreement renewals/expiration. Next meeting is on July 11, 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

Outreach

Hopewell Municipal Solid Waste: CVWMA has completed much of the planned outreach for the transition to WM, including:

- Website updates
- 1,000 flyers printed and distributed to key city sites/departments-
- Emails to Hopewell residents (1,350 addresses)
- Newsletter article
- Town hall meeting (held June 3; 50 people attended)
- YouTube video (1,300+ views so far)
- Postcard announcing collection day change (mailed June 13)
- Targeted social media posts
- News release
- Media advisories

Petersburg Recycling: CVWMA has completed a postcard that will be mailed to 12,000 homes in Petersburg announcing new recycling days. The card shows a six-month calendar with collection days circled. Here is the Red Monday card:


Your New Recycling Day is **RED** Monday

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

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

 Your recycling days are circled on the calendar.

 Put your recycling out by 7:00am on your recycling day.

 Make a service request at cvwma.com.

Reduce. Reuse. Recycle.

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

Tour of TFC Recycling: Staff with Keep Henrico Beautiful and appointees to the RVA Clean City Commission toured the material recovery facility on June 12. It was the first time for most. The visit helped to demystify the recycling process and give everyone a better understanding of how CVWMA works with the localities and TFC.



Upcoming Education & Outreach Events

- July 12-13: Hanover Tomato Festival
- July 3: Goochland Parks and Rec Camp “Back Home on the Farm”
- August 8: Goochland Parks and Rec Camp “Camp You Only Camp Once”
- August 20: Paw Patrol Community Carnival (Henrico)

FINANCIAL REPORTS FOR MAY 2024

The monthly financial activity for May is consistent with anticipated levels of service and budget. The Authority has a combined net income of \$137,182 as of the end of May.

The Accounts Receivable schedule is included and reflects two accounts with an invoice more than 60 days old.

Recommended Action: Approval of the May 2024 Financial Reports

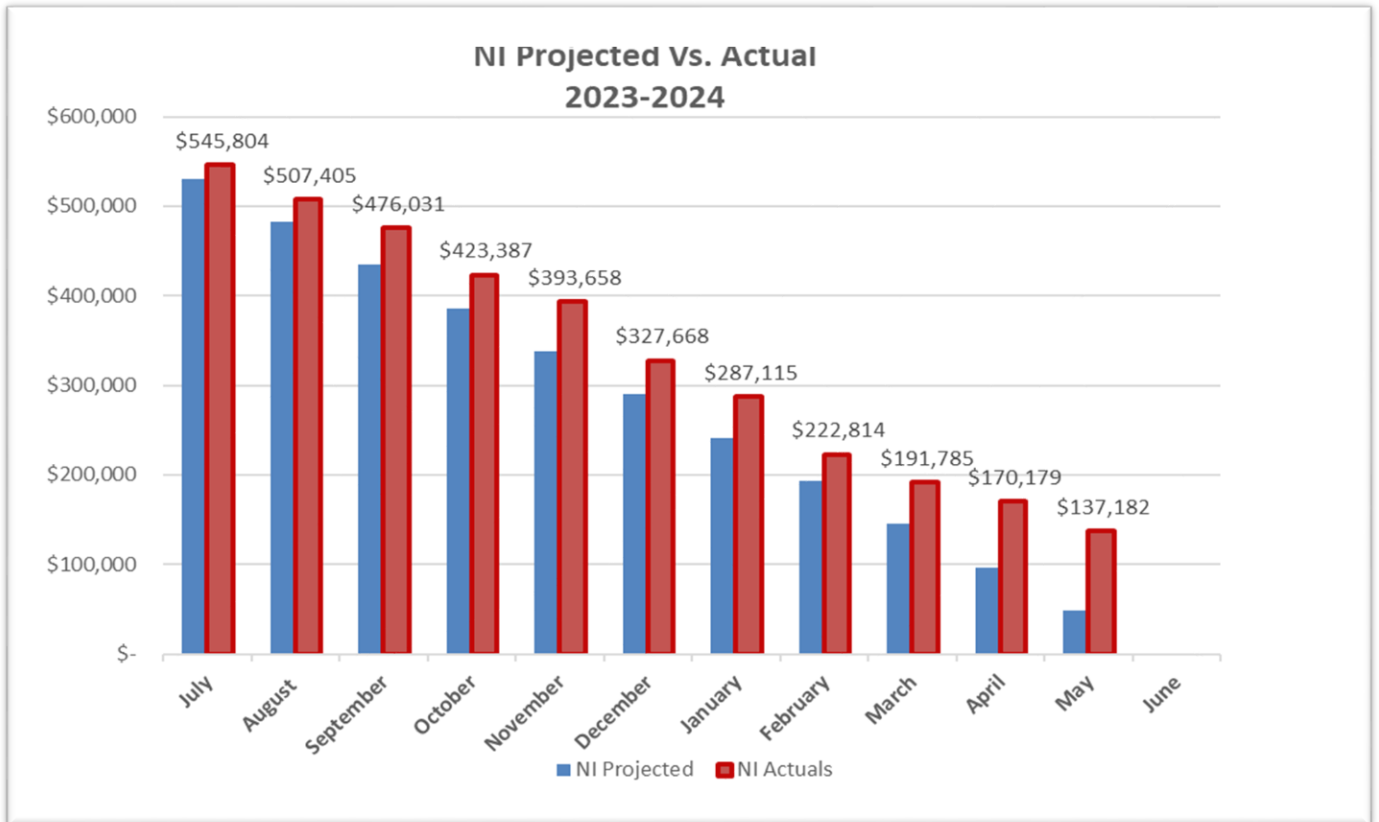
Attachments.

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2023 through May 31, 2024**

Summary - All Funds

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>NI Totals</u>
General Operating Fund	\$ 621,611	594,369	\$ 27,242
Curbside Project Fund	9,829,091	9,746,780	\$ 82,311
Drop-Off Project Fund	1,631,397	1,592,061	\$ 39,336
Municipal Solid Waste Fund	4,788,268	4,799,975	\$ (11,707)
CFC/HCFC	97,500	97,500	\$ -
Special Waste Collections	274,082	274,082	\$ -
Waste Tire Fund	36,680	36,680	\$ -
Appliance and Scrap Metal Hauling	678,109	678,109	\$ -
Yard Waste Projects	1,019,468	1,019,468	\$ -
Waste Transfer & Disposal	<u>1,862,893</u>	<u>1,862,893</u>	<u>\$ -</u>
Totals	<u>\$ 20,839,099</u>	<u>\$ 20,701,917</u>	<u>\$ 137,182</u>

	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>
Capital Outlay	<u>\$ -</u>	<u>\$ 131,243</u>	<u>\$ 1,907,500</u>



**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2023 through May 31, 2024**

General Operating Fund

	Month to Date <u>Actual</u>	Year to Date <u>Actual</u>	Total <u>Budget</u>	<u>Variance</u>	<u>% Budget Remaining</u>
<i>Revenues:</i>					
Annual Gov't Assessments	\$ -	\$ 598,419	\$ 598,420	\$ 1	0.0%
Interest on Investments	<u>2,394</u>	<u>23,192</u>	<u>26,360</u>	<u>3,168</u>	<u>12.0%</u>
<i>Total Revenues</i>	<u>2,394</u>	<u>621,611</u>	<u>624,780</u>	<u>3,169</u>	<u>0.5%</u>
<i>Expenses:</i>					
Personnel services	31,989	377,901	417,000	39,099	9.4%
Fringe benefits	9,352	107,756	113,150	5,394	4.8%
Professional services	1,915	38,861	42,550	3,689	8.7%
Repairs and maintenance	40	811	1,900	1,089	57.3%
Advertising and promotions	38	68	1,500	1,432	95.5%
Materials and supplies	818	5,230	3,725	(1,505)	-40.4%
Other services and charges	2,593	16,800	19,150	2,350	12.3%
Leases	3,762	41,050	49,060	8,010	16.3%
Depreciation	411	5,892	6,800	908	13.4%
<i>Total Expenses</i>	<u>50,918</u>	<u>594,369</u>	<u>654,835</u>	<u>60,466</u>	<u>9.2%</u>
<i>Net Income</i>	<u><u>\$ (48,524)</u></u>	<u><u>\$ 27,242</u></u>	<u><u>\$ (30,055)</u></u>	<u><u>\$ 57,297</u></u>	
<i>Capital Outlay</i>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 7,500</u></u>	<u><u>\$ (7,500)</u></u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2023 through May 31, 2024**

Curbside Project Fund

	Month to Date <u>Actual</u>	Year to Date <u>Actual</u>	Total <u>Budget</u>	<u>Variance</u>	<u>% Budget Remaining</u>
Revenues:					
Project Service Fees	\$ 768,543	\$ 8,504,831	\$ 9,265,000	\$ 760,169	8.2%
Public Relations Assessment	25,705	274,862	310,000	35,138	11.3%
Customer Service Assessment	23,321	329,828	361,000	31,172	8.6%
96-gal Cart Revenue	58,212	686,687	927,800	241,113	26.0%
Material Sales Rebate	8,333	24,999	-	(24,999)	
Sponsorship and Grants	-	-	-	-	
Interest on Investments	745	7,884	8,345	461	5.5%
Total Revenues	<u>884,859</u>	<u>9,829,091</u>	<u>10,872,145</u>	<u>1,043,054</u>	<u>9.6%</u>
Expenses:					
Personnel services	30,357	330,302	370,600	40,298	10.9%
Fringe benefits	8,087	94,541	115,800	21,259	18.4%
Professional services	5,275	46,614	43,265	(3,349)	-7.7%
Repairs and maintenance	140	981	2,155	1,174	54.5%
Advertising and promotions	1,851	90,514	92,000	1,486	1.6%
Materials and supplies	60	3,538	4,605	1,067	23.2%
Other services and charges	11,663	81,798	77,680	(4,118)	-5.3%
Leases	4,526	48,855	79,365	30,510	38.4%
Depreciation	48,756	530,363	575,440	45,077	7.8%
Contractual services	767,143	8,503,330	9,265,000	761,670	8.2%
96-gal Cart Expense	188	15,944	246,235	230,291	93.5%
Material Sales Rebate	-	-	-	-	-
Total Expenses	<u>878,046</u>	<u>9,746,780</u>	<u>10,872,145</u>	<u>1,125,365</u>	<u>10.4%</u>
Net Income	<u>\$ 6,813</u>	<u>\$ 82,311</u>	<u>\$ -</u>	<u>\$ 82,311</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ 111,151</u>	<u>\$ 335,000</u>	<u>\$ (223,849)</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2023 through May 31, 2024**

Drop Off Project Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 135,183	\$ 1,335,225	\$ 1,721,060	\$ 385,835	22.4%
Materials Sales Rebate	44,433	293,807	250,000	(43,807)	-17.5%
Interest on Investments	<u>223</u>	<u>2,365</u>	<u>2,435</u>	<u>70</u>	<u>2.9%</u>
Total Revenues	<u>179,839</u>	<u>1,631,397</u>	<u>1,973,495</u>	<u>342,098</u>	<u>17.3%</u>
Expenses:					
Personnel services	863	9,758	11,250	1,492	13.3%
Fringe benefits	228	2,691	3,380	689	20.4%
Professional services	140	3,326	4,030	704	17.5%
Repairs and maintenance	-	50	255	205	80.4%
Advertising and promotions	-	434	-	(434)	0.0%
Materials and supplies	93	577	780	203	26.0%
Other services and charges	78	1,298	1,325	27	2.0%
Leases	84	905	1,360	455	33.5%
Contractual services	135,183	1,335,227	1,721,060	385,833	22.4%
Materials sales rebate	<u>35,510</u>	<u>237,795</u>	<u>200,000</u>	<u>(37,795)</u>	<u>-18.9%</u>
Total Expenses	<u>172,179</u>	<u>1,592,061</u>	<u>1,943,440</u>	<u>351,379</u>	<u>18.1%</u>
Net Income	<u>\$ 7,660</u>	<u>\$ 39,336</u>	<u>\$ 30,055</u>	<u>\$ 9,281</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2023 through May 31, 2024**

Municipal Solid Waste Fund

	Month to Date	Year to Date	Total	Variance	% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>		<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 428,743	\$ 4,672,989	\$ 4,759,000	\$ 86,011	1.8%
Customer Service Assessment	3,592	39,536	49,000	9,464	19.3%
Cart Revenue	9,295	71,801	80,430	8,629	
Contract Admin Costs	-	-	-	-	0.0%
Interest on Investments	372	3,942	4,160	218	5.2%
	<u>442,002</u>	<u>4,788,268</u>	<u>4,892,590</u>	<u>104,322</u>	<u>2.1%</u>
Expenses:					
Personnel services	1,726	19,072	22,500	3,428	15.2%
Fringe benefits	668	7,800	9,650	1,850	19.2%
Professional services	323	5,680	6,555	875	13.3%
Repairs and maintenance	-	85	440	355	80.7%
Advertising and promotions	-	406	2,500	2,094	99.0%
Materials and supplies	179	1,316	1,640	324	19.8%
Other services and charges	2,100	5,117	2,565	(2,552)	-99.5%
Leases	418	4,595	5,650	1,055	18.7%
Depreciation	5,788	61,998	59,765	(2,233)	-3.7%
Contractual Services	428,227	4,672,546	4,759,000	86,454	1.8%
Cart Expense	1,519	21,360	22,325	965	
	<u>440,948</u>	<u>4,799,975</u>	<u>4,892,590</u>	<u>92,615</u>	<u>1.9%</u>
Net Income	<u>\$ 1,054</u>	<u>\$ (11,707)</u>	<u>\$ -</u>	<u>\$ (11,707)</u>	
Capital Outlay	<u>\$ -</u>	<u>\$ 20,093</u>	<u>\$ 1,565,000</u>	<u>\$ -</u>	

**Central Virginia Waste Management Authority
Statement of Revenues and Expenses - Summary
July 1, 2023 through May 31, 2024**

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	\$ 361,952	\$ 3,179,543	\$ 4,002,100	\$ 822,557	20.6%
Materials Sales Rebate	<u>86,249</u>	<u>789,189</u>	<u>800,000</u>	<u>10,811</u>	<u>1.4%</u>
<i>Total Revenues</i>	<u>448,201</u>	<u>3,968,732</u>	<u>4,802,100</u>	<u>833,368</u>	<u>17.4%</u>
<i>Expenses:</i>					
Contractual services	361,717	3,179,515	4,002,100	822,585	90.0%
Materials sales rebate	<u>86,484</u>	<u>789,217</u>	<u>800,000</u>	<u>10,783</u>	<u>1.3%</u>
<i>Total Expenses</i>	<u>448,201</u>	<u>3,968,732</u>	<u>4,802,100</u>	<u>833,368</u>	<u>17.4%</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 Receivables
May 31, 2024

	Total	Over 60 days	Current w/in 60 days
Department of General Services	\$ 5,161		\$ 5,161
Ashland	30,258		30,258
Charles City			-
Chesterfield	48,470		48,470
Colonial Heights	106,472		106,472
Goochland	89,670	1,510	88,160
Hanover	81,841	1,755	80,086
Henrico	564,764		564,764
Hopewell	311,524		311,524
New Kent	4,963		4,963
Petersburg	189,567		189,567
Powhatan	29,613		29,613
Prince George	12,315		12,315
Richmond	290,513		290,513
Totals	\$ 1,765,131	\$ 3,265	\$ 1,761,866