Central Virginia Waste Management Authority

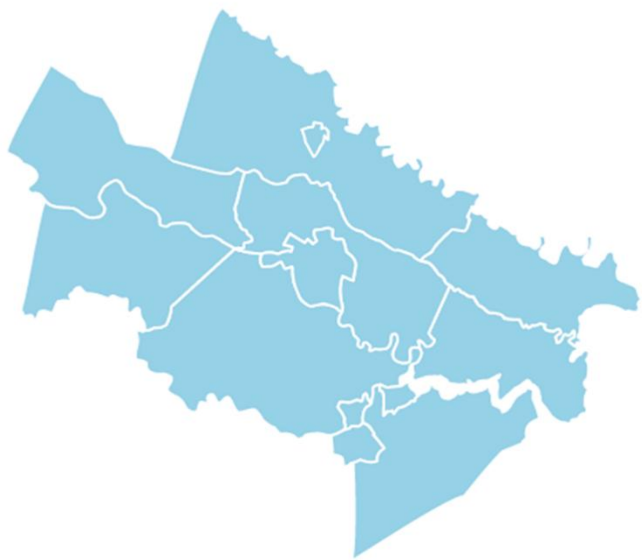
Proposed Operating Budget for the Fiscal Year
Beginning July 1, 2026
Ending June 30, 2027

MISSION

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

VISION

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



GOALS

1) *Increase recycling rate to 80% (DEQ Recycling Rate Report), while exploring and implementing alternative options to landfilling non-recyclable waste.*
2) *Ensure positive customer experience by providing 24/7 access to customer service.*
3) *Provide and expand educational services based on Sustainable Materials Management Hierarchy (SMMH) to meet the needs of schools, local governments and citizens in all localities.*
4) *Increase access to recycling in multi-family units.*
5) *Spur regional economic development opportunities to support the SMMH through education and research.*

Central Virginia Waste Management Authority

TABLE OF CONTENTS

		Page
I.	Letter of Transmittal	1
II.	Budget Summary - All Funds	5
III.	General Operating Fund - Revenues and Expenses	6
IV.	Residential Recycling Project Fund - Revenues and Expenses	8
V.	Drop-Off Recycling Project Fund - Revenues and Expenses	10
VI.	Municipal Solid Waste Project Fund – Revenues and Expenses	12
VII.	Special Project Funds - Revenues and Expenses	14
XIII.	Operating Budget - Explanation of Line Items	15
IX.	Pay and Classification	18
X.	Resolutions	27

CVWMA

CENTRAL VIRGINIA
WASTE MANAGEMENT AUTHORITY

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November 21, 2025

Board of Directors
Central Virginia Waste Management Authority
Richmond, Virginia

Members of the Board:

I am pleased to present the proposed Fiscal Year 2027 operating budget for your review and consideration. This proposed budget was prepared continuing to capitalize on the foundation of collaboration built by the Authority and our member jurisdictions over our initial 35 years. The regional approach to solid waste management provides solutions to recycling and waste management challenges and opportunities that cross jurisdictional boundaries, while balancing economics. This budget focuses on our commitment to deliver timely, accurate and cost-effective services to our members, implementing the strategic plan initiatives, while attracting and retaining a qualified and dedicated workforce.

Planning for the future of our waste in a manner that is sustainable and contributes to economic growth is a top priority of the Board and Staff and is critical as the landscape of solid waste is changing rapidly. It is becoming increasingly important to diversify the management of our waste so the region is positioned with opportunities that lessen our reliance on landfill disposal.

The Authority's mission of *Fostering regional collaboration to provide planning, resources and education in order to reduce, reuse, recycle and manage solid waste for our 13 jurisdictions* continues to guide us as we explore and implement innovative ways to increase recycling efforts and provide alternative options to landfilling non-recyclable waste; ensure a positive customer experience; provide and expand educational services; increase access to recycling in multi-family units; and spur economic development opportunities to support the sustainable materials hierarchy. We will continue to be strategic as we plan for the future of the Authority and while maintaining flexibility to adjust to industry, economic, health and other factors that affect our work.

The Authority prides itself on its success in establishing regional initiatives that can be tailored to meet the needs of individual localities and provides the flexibility for our members to provide positive environmental services, while balancing economic challenges.

This proposed budget anticipates revenues and expenses for the continuation of administration and operation of the over 30 recycling and solid waste contracts throughout central Virginia, maintaining and amending the Central Virginia Solid Waste Management Plan and calculating the annual regional recycling rate on behalf of the region in addition to providing public education and outreach, excellent customer service and financial stewardship.

Total revenues are estimated to be $25,343,560 and expenses are estimated to be $25,478,825, a 5.6% increase over the 2026 budget estimates. A net use of reserve funds is projected in the Residential Recycling Program of $135,265, as a result of the grant received in 2023 for the recycling carts purchased. The entire grant received from the Recycling Partnership was recorded in FY23, however the amortization of the carts will occur over a 10-year period, thus the amortization of the grant will result in a reduction of Net Position until the carts are fully amortized.

Over 90% of revenues comes from member/participating jurisdictions, including annual operating assessments and program participation. Contractual revenues are increased by over 6% and take into consideration locality participation and anticipated volume/activity changes and inflation. In addition, this budget accounts for anticipated levels of activity in the newly launched food waste collection and composting program. The program began with 22 sites in Chesterfield, Henrico and Richmond and we will work towards expanding the program in other member jurisdictions as well as to more public facilities. This budget also includes revenue and expenses associated with CVWMA purchasing the recycling and trash carts for the residential recycling and MSW programs. The cost of amortization and other cart related expenses are passed on to the localities participating in those programs as outlined in the respective service agreements.

In recent months, recycling markets for fiber, metal, plastics and used oil have dipped with fluctuations in supply and demand in the global marketplace. It is not uncommon for market prices to decline leading up to the holiday season and as demand wanes. Markets typically improve after the holidays. The Authority has several contracts that generate revenue from the sale of recyclable material. In the residential recycling contract, earning a rebate is a possibility but not guaranteed, thus this budget does not anticipate a rebate. The revenue from the sale of paper, cans and bottles in the Drop-off Recycling Program is mostly provided back to localities, with CVWMA retaining a portion of the revenue to balance the overall budget. Revenue is also earned in the scrap-metal, used oil, and battery recycling programs. Based on the contractual arrangements and participation by localities, rebates are conservatively estimated.

The General Operating Assessment remains at $.48 per capita. An addition of $10,155, or 1.7%, is budgeted based on the most recent population estimates. The Authority also earns income on excess cash.

Customer Service: Engaging with our member jurisdictions and the community to deliver timely, accurate and cost-effective services is one of our top priorities. The customer contact center allows CVWMA and members to keep a pulse on the Residential Recycling and MSW collection programs and provide valuable information to central Virginians, while also holding our contractors accountable for service expectations. As the Authority continues to balance communication with a live agent and communicating electronically, we will continue to offer multiple platforms to communicate with the public. Customers want to be able to access the Authority 24/7 and the Authority has delivered on that expectation by providing self-service options where residents can log a service request on-line at any time of the day or night.

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

We engage the public in numerous ways. Our website averages over 30,000 views per month and over 40,000 people (20% of households in the residential recycling program) have signed up and receive an email from us every 2 weeks. We touch every household (~200,000) each year by mailing a collection schedule. This generates interest in the program, whether it ignites residents to get involved or they simply have a question. CVWMA has a large social media presence on Facebook, Instagram, Nextdoor, LinkedIn and YouTube engaging residents and providing valuable information. We recently hired a new Educator who brings enthusiasm and organization to our school programs, ensuring program participants gain an understanding of recycling and waste reduction. The public relations assessment is increased by $.005/household per month in this upcoming budget in accordance with the service agreements.

Personnel and Compensation: Our greatest asset is our dedicated team. The CVWMA has been fortunate to employ a stable, hardworking and talented workforce that has adjusted to challenging economic conditions by being creative and positive. The uniqueness of each position provides an opportunity for independence, teamwork and leadership and our dedicated staff has shown resiliency in adjusting to disruptive situations.

This budget provides for 11.75 full-time equivalents (11 full-time and 2 part-time positions). In this proposed budget, the position of Contact Center Manager is reclassified to Senior Contact Center Manager to better reflect the seniority and the expanded roles this position plays as part of the management team.

This budget proposes an average 4% merit increase for staff. This rewards our hard-working, dedicated employees, and continues to be competitive in attracting the best qualified people to join our team.

The pay scale and pay and classification for the CVWMA staff is listed on page 18 and is unchanged from the previous year. The Pay and Classification Plan was updated by the Board in 2018 and was revised in the 2025 adopted operating budget. The compensation and classification plan includes job descriptions and job titles and the pay scale utilizing an open range system and the pay grades for each position.

Capital Outlay: All assets purchased in excess of $2,000 are treated as capital expenditures. The budget includes $27,500 requested for capital outlay for continued enhancement and upgrades of software, equipment and furniture as necessary.

This budget also provides for the purchase of recycling and trash carts as needed in the residential recycling and MSW programs of $120,000 and $80,000, respectively for replacement and new homes.

Summary: Through strategic planning, regional collaboration and strong partnerships with local governments and private industry, CVWMA has been a catalyst for advancing more effective and sustainable waste management practices across central Virginia. By continuing to build on the strong foundation and relationships we've developed, I am confident we will continue to cross jurisdictional boundaries, research and explore new and emerging technologies and systems, challenge the status quo, and lead our communities forward through collaboration.

All of this could not be accomplished without the unwavering dedication and support of the Board of Directors, the Executive Committee and the CVWMA staff. The Staff and I look forward to the implementation and administration of this budget and are available to answer any questions or to provide information as you proceed with your review of the *2026-27 Proposed Operating Budget*.

Sincerely,

Kimberly A. Hynes
Executive Director

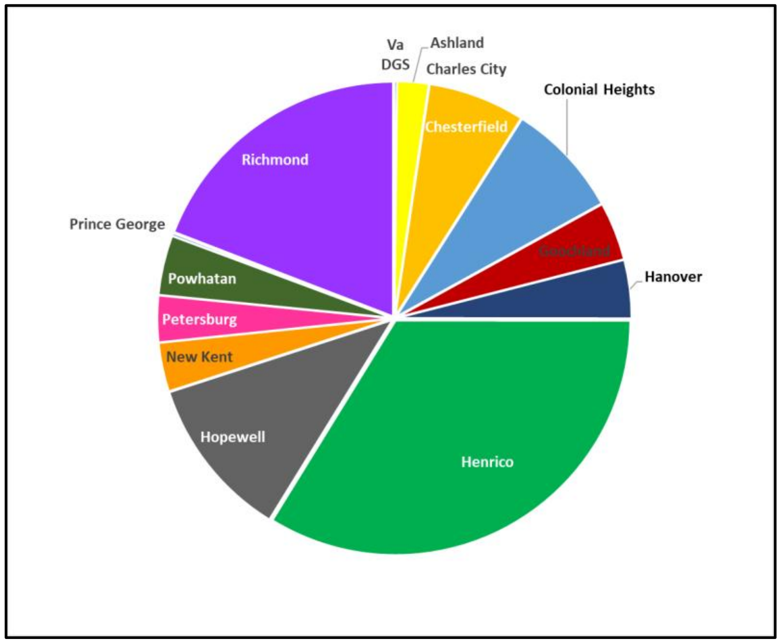
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

2026-27 Proposed Operating Budget

Summary Revenue Projections by Member Jurisdiction

The 2027 Proposed Budget estimates total revenues of $25,343,560. Of the total revenue projected, $24,117,560 or 95%, is estimated gross revenue from member/participating jurisdictions, including annual operating assessments and program participation as follows:

	Gross Revenue
Va DGS	40,700
Ashland	522,766
Charles City	3,114
Chesterfield	1,607,326
Colonial Heights	1,919,961
Goochland	971,913
Hanover	967,975
Henrico	8,146,332
Hopewell	2,703,169
New Kent	811,148
Petersburg	771,548
Powhatan	989,749
Prince George	45,475
Richmond	4,616,384
Total Gross Revenue	24,117,560



The revenue estimates herein are gross revenues and are not net of the estimated revenue to localities of $1,081,000 (expense to CVWMA) from the sale of recyclable material in the Drop-Off Recycling, Appliance and Scrap Metal and Special Waste Funds.

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

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

2026 - 2027 Proposed Operating Budget

Summary – All Funds

	General Operating Fund	Residential Recycling Fund	Drop-Off Project Fund	Municipal Solid Waste Fund	Special Project Funds	Total All Funds
REVENUES						
Local Government Assessments	$ 623,410	$ 709,000	$ -	$ 37,500	$ -	**$ 1,369,910**
Charges for Services	-	11,940,000	2,074,415	4,532,990	4,236,245	**22,783,650**
Use of Money and Property	25,000	10,000	2,000	8,000	-	**45,000**
Other	-	-	320,000	-	825,000	**1,145,000**
TOTAL REVENUES	648,410	12,659,000	2,396,415	4,578,490	5,061,245	**25,343,560**
EXPENSES						
Personnel Services	438,000	471,000	11,200	26,000	-	**946,200**
Fringe Benefits	107,360	140,900	3,625	8,650	-	**260,535**
Professional Services	45,375	97,845	3,500	10,725	-	**157,445**
Repairs/Maintenance	600	1,815	55	130	-	**2,600**
Advertising/Promotions	815	110,435	2,500	500	-	**114,250**
Materials and Supplies	2,250	7,800	600	1,350	-	**12,000**
Other Services/Charges	12,435	87,770	1,420	3,400	-	**105,025**
Leases	54,195	75,800	1,765	4,475	-	**136,235**
Contractual Services	-	11,150,900	2,330,415	4,378,850	5,060,620	**22,920,785**
Depreciation	16,000	650,000	200	156,800	750	**823,750**
Contingencies	-	-	-	-	-	**-**
TOTAL EXPENSES	**$ 677,030**	**$ 12,794,265**	**$ 2,355,280**	**$ 4,590,880**	**$ 5,061,370**	**$ 25,478,825**
INTERFUND TRANSFERS	**$ 28,620**	**$ -**	**$ (41,135)**	**$ 12,390**	**$ 125**	**$ -**
CAPITAL OUTLAY	$ 7,500	$ 140,000	$ -	$ 80,000	$ -	**$ 227,500**

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

General Operating Fund – Budget Summary

The General Fund Budget is proposed with revenues of $648,410, an increase of $15,335, or 2.4% from the 2025-26 approved budget. The Operating Fund Contribution Rate (Local Government Assessment) will remain at 48 cents per capita. This rate has remained unchanged for over 30 years since 1997. The operating assessment is increased in Fiscal Year 2026 based on most recent population estimates. The total population of the region is 1,298,774 which resulted in an increase of $10,155 in the annual operating assessment in this proposed budget. The 2027 budget includes similar levels of interest and investment income.

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

Expenses are proposed in the amount of $677,030, an increase of 5% from 2025 budget estimates. Administrative expenses are increased and are allocated between the General, Residential Recycling, Drop-Off and MSW Funds based on time and other factors. An average 3% increase is budgeted for salaries for staff based on merit.

In fiscal year 2025, the Authority recently negotiated a new office lease through Brandywine Realty Trust, and renovated the existing and new space. Additional space was needed for contact center and future staffing needs that will likely be needed as we move forward with implementation of the strategic plan. Additional and larger conference and meeting space was added to accommodate the Board and larger meetings.

The proposed budget also includes increases in computer, telephone, insurance and other operating costs as inflation and other factors have increased operating expenses.

The general fund budget is balanced with revenue received from the sale of recycled material in the drop off fund of $28,620.

The CVWMA has not traditionally owned a significant amount of capital assets. In the General Fund, two vehicles, computer and office equipment and furniture comprise Capital Outlay currently. This budget provides for a total of $27,500 in capital purchases ($7,500 in General Fund) for furniture and equipment. All assets purchased in excess of $2,000 are treated as capital expenditures.

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

General Operating Fund – Budget Summary

	2024-25 Actual	2025-26 Budget	2026-27 Budget Proposed
REVENUES			
LOCAL GOVERNMENT ASSESSMENTS:			
Annual Gov't Assessments	$ 606,580	$ **613,255**	$ **623,410**
USE OF MONEY AND PROPERTY:			
Interest on Investments	10,252	**19,820**	**25,000**
TOTAL REVENUES	616,832	633,075	**648,410**
EXPENSES			
PERSONNEL SERVICES			
Regular Salaries & Wages	322,675	389,000	**418,000**
Part-time Salaries	19,733	-	**20,000**
FRINGE BENEFITS:			
Payroll Taxes	24,505	25,300	**30,000**
Health Insurance	23,034	44,000	**49,710**
VRS Retirement	12,696	32,600	**25,650**
VRS Life Insurance	3,960	2,100	**2,000**
PROFESSIONAL SERVICES:			
Legal Services	9,625	10,500	**10,500**
Audit Fees	14,357	16,385	**17,250**
Financial Systems Services	4,225	4,175	**3,375**
Computer Support	12,552	12,000	**13,500**
Special Project Support	15,294	45,000	-
Recruitment	930	750	**750**
REPAIRS AND MAINTENANCE:			
Vehicle Maintenance	831	500	**100**
Equipment Maintenance	232	550	**500**
PROMOTION AND EDUCATION:			
Promotion and Education	910	1,000	**565**
Promotional Gifts, etc.	167	500	**250**
MATERIALS AND SUPPLIES:			
General Office Supplies/equip	1,723	2,000	**1,750**
Gas, Oil & Lube	842	850	**500**
Publications & Subscriptions	-	-	-
OTHER SERVICES AND CHARGES:			
Insurance	1,833	2,000	**2,375**
Telephone/Communications	340	300	**310**
Postage/Delivery	1,015	4,000	**2,000**
Travel - Mileage/Per Diem	-	250	**250**
Conference - Staff Development	4,337	7,500	**4,000**
Dues & Membership	845	2,000	**1,000**
Other/Miscellaneous	3,459	2,845	**2,500**
LEASES:			
Office Space Lease	11,716	44,000	**46,500**
Office Equipment Lease	(1,187)	1,700	**1,775**
Vehicle Lease	258	5,270	**5,920**
Interest and Amortization on Leases	12,831	-	-
DEPRECIATION:			
Depreciation	108,079	16,500	**16,000**
CONTINGENCIES:			
Contingencies and Reserve	-	-	-
TOTAL EXPENSES	611,817	673,575	**677,030**
TRANSFER IN	$ 56,670	$ 40,500	$ **28,620**
CAPITAL OUTLAY	$ 5,181	$ 7,500	$ 7,500

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

Residential Recycling Project Fund – Budget Summary

The Residential Recycling Project Fund anticipates revenues of $12,659,000 and expenses of $12,794,265 an increase of about 6.0% from the 2026 budget estimates. The residential recycling fund reflects the cost of residential recycling in eight participating jurisdictions which includes about 200,000 eligible households in the region. The proposed budget anticipates a net loss or use of funds of $135,265, which is the amortization of the $1.35 million grant received from The Recycling Partnership for the roll-out of 92,000 recycling carts in Goochland, Hanover and Henrico. The entire grant was recorded in fiscal year 2023. The carts costs will be amortized over ten years beginning in fiscal year 2024, thus the Residential Recycling Fund will utilize the grant funds to amortize a portion of the carts each year through 2033, thus reducing Net Position each year.

Significant changes to the residential recycling program became effective July 1, 2023. First, Chesterfield County no longer provides the residential recycling program through the CVWMA. The County and CVWMA entered into a service agreement to continue providing education and outreach to residents via schools, events, etc on the importance of recycling and encouraging participation in recycling for a 10-year period. In addition, the new contract with TFC Recycling to provide residential recycling services in the other eight participating localities (Ashland, Colonial Heights, Goochland, Hanover, Henrico, Hopewell, Petersburg and Richmond) began July 1, 2023. In the new program, bins have been phased out in all single-family homes and collection now occurs from the large cart only, with some exceptions for multi-family units that are currently in the program.

CVWMA procured for and now owns the recycling carts used in the program. Beyond the initial delivery in 2023, CVWMA is and will continue to purchase new carts and TFC is responsible for inventorying, storage, maintenance, repairs, removals and deliveries as part of the contract. The 92,000 recycling carts cost ~$5.6 million, including delivery to eligible homes. The CVWMA received grant monies from The Recycling Partnership of $15 per cart in Henrico and $8 per cart in Goochland and Hanover, bringing the cost down to about $4.4 million. The Authority partnered with The Closed Loop Fund on a zero-interest loan for the balance. The Closed Loop Infrastructure Fund provides zero-interest loans to municipalities that support "*building out circular economy infrastructure in the US.*" The cost of the carts is being amortized over 10 years (the standard warranty period) and the net amortized cost is passed on to the localities through monthly operational costs established in the service agreements. In addition, residents who want/need a second cart for recycling will be able to purchase them through the website as provided previously.

The contract with TFC includes the potential for CVWMA to receive a rebate from the sale of the recyclables collected in the program, however on a smaller scale than previous contracts. If and when received, the rebate will be used to further enhance the program. Although CVWMA received rebates in the latter half of fiscal year 2024 and for nine months in fiscal year 2025, no monies are included in this proposed budget, as the threshold established is high, and the rebate is not guaranteed.

The customer contact center will continue with three permanent full-time Customer Service Representatives plus the Senior Contact Center Manager. CVWMA has and will continue making enhancements to our contact center to provide a positive and responsive experience for residents. The Authority established an online, self-service option for customers to log their own service requests in an effort to balance more digital vs phone response. The self-service portal has increased access for customers and reduced time needed to respond to customer needs timely. CVWMA has built the customer service assessment in the locality service agreements that provides the flexibility to make enhancements that provide a better customer experience.

This budget includes funds for portions of the Public Relations Coordinator, Recycling Coordinator and Part-Time Educator to support the program and education and outreach efforts. The public relations assessment is used to promote the program to increase participation and educate on recycling correctly. The assessment, which is outlined in the service agreements with the participating localities, is used to fund promotional activities and campaigns, publications, educational materials, and postage in addition to staffing, office space, and overhead costs to promote the program.

The 2027 budget provides for $140,000 in capital expenditures, $120,000 for carts as needed to sustain inventory and $20,000 for furniture, equipment, website, and customer service application necessary to implement the program.

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

Residential Recycling Project Fund – Budget Summary

	2024-25 Actual	2025-26 Budget	2026-27 Budget *Proposed*
REVENUES			
LOCAL GOVERNMENT ASSESSMENTS:			
Public Relations Assessment	$ 331,087	$ 352,000	**$ 378,000**
Customer Service Assessment	301,004	315,000	**331,000**
CHARGES FOR SERVICES:			
Project Service Fees	9,922,180	10,500,000	**11,150,000**
Cart Revenue	801,138	755,000	**790,000**
USE OF MONEY AND PROPERTY:			
Interest on Investments	4,054	12,000	**10,000**
OTHER:			
Contract Administrative Costs	645	-	**-**
Material Sales Rebates	74,997	-	**-**
TOTAL REVENUES	11,435,105	11,934,000	**12,659,000**
EXPENSES			
PERSONNEL SERVICES:			
Regular Salaries & Wages	368,183	411,500	**435,200**
Part-time Salaries	23,429	30,000	**31,200**
Overtime	792	2,500	**2,500**
Incentive Base Pay	1,250	2,100	**2,100**
FRINGE BENEFITS:			
Payroll Taxes	30,631	33,300	**35,200**
Health Insurance	66,647	69,200	**77,000**
VRS Retirement	26,221	34,500	**26,700**
VRS Life Insurance	4,488	2,225	**2,000**
PROFESSIONAL SERVICES:			
Legal Services	5,775	6,390	**6,650**
Audit Fees	8,315	9,970	**10,850**
Financial Systems Services	2,933	2,540	**2,125**
Computer Support	35,402	40,000	**42,000**
Special Project Support	-	20,000	**36,220**
REPAIRS AND MAINTENANCE:			
Vehicle Maintenance	1,554	2,000	**1,500**
Equipment Maintenance	149	350	**315**
PROMOTION AND EDUCATION:			
Promotion and Education	74,535	71,500	**75,000**
Printing and Publications	30,654	36,000	**35,435**
MATERIALS AND SUPPLIES:			
General Office Supplies	3,170	3,650	**3,300**
Gas, Oil & Lube	576	1,350	**1,000**
Publications and Subscriptions	3,075	3,130	**3,500**
OTHER SERVICES AND CHARGES:			
Insurance	5,459	5,850	**6,750**
Telephone/Communications	27,207	26,910	**28,520**
Postage/Delivery	45,383	50,000	**46,000**
Travel - Mileage/Per Diem	501	500	**500**
Conference - Staff Development	719	2,500	**3,500**
Other/Miscellaneous	3,712	3,000	**2,500**
LEASES:			
Office Space Lease	10,108	74,500	**73,000**
Office Equipment Lease	10	2,900	**2,800**
Interest and Amortization on Leases	11,070	-	**-**
CONTRACTUAL SERVICES:			
Project Payments	9,922,180	10,500,000	**11,150,000**
Cart Expenses	1,593	900	**900**
DEPRECIATION:			
Depreciation	676,703	620,000	**650,000**
TOTAL EXPENSES	$ 11,392,424	$ 12,069,265	**$ 12,794,265**
CAPITAL OUTLAY	$ 233,511	$ 140,000	**$ 140,000**

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

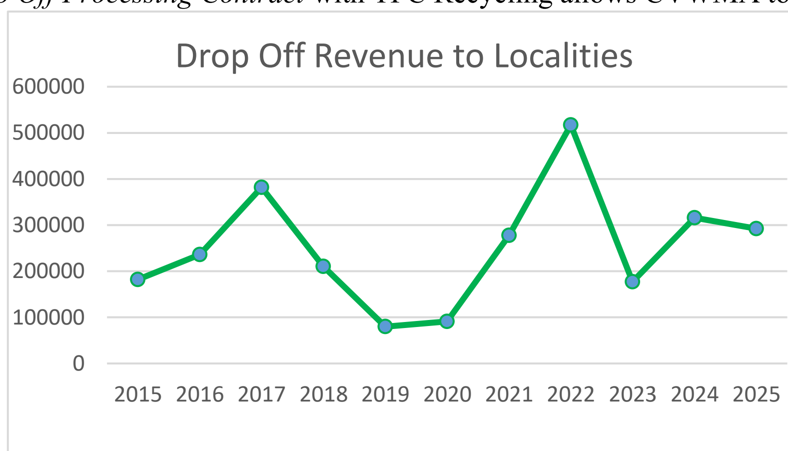
Drop Off Recycling Project Fund – Budget Summary

The Drop-Off Project Fund consists of $2,396,415 in revenues and $2,355,280 in expenses, an approximate 21% increase from 2026 estimates based on anticipated volume, participation, inflation and recycling markets. The CVWMA maintains a multi-faceted drop off recycling program. The continuation of roll-off recycling containers and 8-yard front end load (FEL) single stream, and comingled (comix) containers is expected in this budget. Several jurisdictions also deliver mixed paper and Old Corrugated Containers (OCC) to recycling facilities through contracts with CVWMA. Nearly 10,000 tons of paper, cardboard, newspaper, aluminum, plastic, cartons and glass are recycled annually through the CVWMA drop off program.

The roll-off program consists of 40 containers located at 17 sites around the region. More than 450 pulls are made per month and the material is going to TFC Recycling for processing and marketing. TFC also provides collection from 178 FEL containers at 61 sites in the region, including schools and public buildings.

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

Recycling markets ebb and flow based on many factors including supply and demand and the economy. Mixed paper market prices have leveled off after the pandemic years, but continue to be strong. The drop-off processing portion of the *Residential Recycling and Drop Off Processing Contract* with TFC Recycling allows CVWMA to share in a portion of the revenue from the sale of paper and comix collected at drop-off sites. CVWMA receives 80% of the market price for mixed paper and cardboard and at least $20/ton for comix collected in the roll-offs and FELs at drop-off sites. CVWMA keeps a portion of the rebate in the Drop-Off Program and this budget reflects a conservative estimate of expected revenue generated through the roll-off and FEL Contracts. Localities keep 100% of the revenue received from delivering paper and OCC directly to one of the processors and for separated comix material collected in FELs.



Through this program, CVWMA has provided over $3 million back to localities from the sale of commodities over the last 15 years. Based on the volume and current and anticipated market prices, the proposed budget estimates $320,000 in revenue, consistent with previous years.

Net revenue estimated in the drop-off fund is $41,135 and will be transferred out at the end of the fiscal year as deemed necessary to support other operations and administration of the Authority.

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

Drop Off Recycling Project Fund – Budget Summary

	2024-25 Actual	2025-26 Budget	2026-27 Budget *Proposed*
REVENUES			
CHARGES FOR SERVICES:			
Project Service Fees	$ 1,783,859	$ 1,715,000	**$ 2,074,415**
USE OF MONEY AND PROPERTY:			
Interest on Investments	1,216	995	**2,000**
OTHER:			
Material Sales Rebates	384,355	300,000	**320,000**
TOTAL REVENUES	2,169,430	2,015,995	**2,396,415**
EXPENSES			
PERSONNEL SERVICES:			
Regular Salaries & Wages	9,028	9,300	**11,200**
FRINGE BENEFITS:			
Payroll Taxes	718	725	**900**
Health Insurance	(68)	1,525	**1,950**
VRS Retirement	(119)	780	**700**
VRS Life Insurance	88	50	**75**
PROFESSIONAL SERVICES:			
Legal Services	963	970	**1,150**
Audit Fees	1,572	1,515	**1,950**
Financial Systems Services	535	385	**400**
REPAIRS AND MAINTENANCE:			
Equipment Maintenance	28	50	**55**
PROMOTION AND EDUCATION:			
Promotion and Education	-	2,000	**2,500**
MATERIALS AND SUPPLIES:			
General Office Supplies	595	555	**600**
OTHER SERVICES AND CHARGES:			
Insurance	611	555	**800**
Telephone/Communications	340	300	**620**
LEASES:			
Office Space Lease	345	1,525	**1,700**
Office Equipment Lease	(25)	60	**65**
Interest and Amortization on Leases	377	-	**-**
DEPRECIATION:			
Depreciation	2,681	200	**200**
CONTRACTUAL SERVICES:			
Project Payments	1,783,769	1,715,000	**2,074,415**
Project Rebates	292,135	240,000	**256,000**
TOTAL EXPENSES	$ 2,093,573	$ 1,975,495	**$ 2,355,280**
TRANSFER OUT		$ (40,500)	**$ (41,135)**

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

Municipal Solid Waste Project Fund – Budget Summary

The MSW Fund accounts for residential collection of solid waste in the Town of Ashland and the Cities of Colonial Heights, Hopewell and the County of Chesterfield (tax-relief only), totaling nearly 19,000 eligible units. The City of Petersburg pulled out of the regional trash collection program effective July 1, 2024. In addition, this fund includes the collection of trash from public buildings through Front-End Load (FEL) municipal solid waste collection program in Goochland, Hanover and Powhatan. The budget and anticipates revenues of $4,578,490 and expenses of $4,590,880, an overall increase of 3.4% over 2026 budgeted levels. Revenue and contracted costs are adjusted for inflation, increases and decreases in activity and new procured contracted costs. This budget includes a net use of funds of $12,390, that will be transferred from the Drop-Off Project Fund. This is predominantly to cover property taxes required under the Hopewell cart lease. These costs will be paid back through the amortization fee charged to the locality over 10 year amortization period of the carts.

CVWMA conducted a procurement for Residential MSW Collection and Disposal Services in 2021 and a new contract was awarded to Waste Management of Virginia (WM) in all four localities. The new contract began in the City of Colonial Heights July 1, 2022, and the Town of Ashland transferred to WM in January 2023. The contracts for Hopewell and Petersburg with Meridian Waste expired June 30, 2024. CVWMA transitioned Hopewell to WM effective July 1, 2024, and the City of Petersburg voted to do their own procurement. The costs of the new contract in Colonial Heights, Hopewell and Ashland are reflected in this proposed budget.

CVWMA is now purchasing and providing trash carts for the MSW Residential MSW Collection program. CVWMA purchased and owns the carts distributed in Colonial Heights and Ashland and recently Hopewell in FY25. This budget reflects the amortization of the cost of the carts which is also provided for in revenue via the negotiated service agreements with the localities.

A portion of the contact center related costs and a portion of the Operations Analyst wages are allocated to the MSW Fund. The customer service assessment is provided for in the new service agreements and is adjusted by the CPI in accordance with the related service agreements.

The proposed budget estimates $80,000 for capital outlay to purchase additional and replacement carts for the program, as needed.

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

Municipal Solid Waste Project Fund – Budget Summary

	2024-25 Actual	2025-26 Budget	2026-27 Budget Proposed
REVENUES			
LOCAL GOVERNMENT ASSESSMENTS:			
Customer Service Assessment	$ 34,617	$ 36,100	**$ 37,500**
CHARGES FOR SERVICES:			
Project Service Fees	4,053,187	4,206,200	**4,357,750**
Cart Revenue	174,017	189,960	**175,240**
Contract Administrative Costs	30,875	-	**-**
USE OF MONEY AND PROPERTY:			
Interest on Investments	2,027	7,515	**8,000**
TOTAL REVENUES	4,294,723	4,439,775	**4,578,490**
EXPENSES			
PERSONNEL SERVICES:			
Regular Salaries & Wages	24,393	25,500	**26,000**
FRINGE BENEFITS:			
Payroll Taxes	2,010	2,000	**2,100**
Health Insurance	4,511	5,125	**4,800**
VRS Retirement	1,074	2,150	**1,600**
VRS Life Insurance	264	150	**150**
PROFESSIONAL SERVICES:			
Legal Services	2,888	3,140	**2,700**
Audit Fees	4,169	4,900	**4,450**
Financial System Services	758	1,250	**850**
Computer Support	2,102	2,500	**2,725**
REPAIRS AND MAINTENANCE:			
Equipment Maintenance	56	150	**130**
PROMOTION AND EDUCATION:			
Printing and Publications	140	500	**500**
MATERIALS AND SUPPLIES:			
General Office Supplies	1,616	1,795	**1,350**
Gas, Oil & Lube	-	300	**-**
OTHER SERVICES AND CHARGES:			
Insurance	2,648	2,795	**1,850**
Telephone/Communications	2,100	2,400	**1,550**
Other/Miscellaneous	60		
LEASES:			
Office Space Lease	804	5,110	**4,300**
Office Equipment Lease	(50)	200	**175**
Interest and Amortization on Leases	38,535		
CONTRACTUAL SERVICES:			
Project Payments	4,079,653	4,206,200	**4,357,750**
Cart Expenses	61,464	21,110	**21,100**
DEPRECIATION:			
Depreciaton Expense	141,103	152,500	**156,800**
TOTAL EXPENSES	$ 4,370,298	$ 4,439,775	**$ 4,590,880**
TRANSFER IN		$ -	**$ 12,390**
CAPITAL OUTLAY	$ 22,216	$ 85,000	**$ 80,000**

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

Special Project Funds – Budget Summary

Special Project Funds include the hauling and disposal operation from nine convenience centers in four jurisdictions, CFC/HCFC removal, appliance and scrap metal hauling and recycling, special waste collections (household hazardous waste, electronics, battery and mattress recycling), waste tire recycling, and yard waste grinding projects. CVWMA launched a food waste collection and composting program in fiscal year 2026 in Chesterfield, Henrico and Richmond and anticipated revenues and expenses are also included in this Special Project Funds budget.

The Special Project Funds Budget is proposed with anticipated revenues and expenses of $4,960,725, an increase of 2.0% over 2026 budget estimates. Revenues and expenses are projected based on current and anticipated activity and volumes, inflation and rates.

CVWMA rebates participating jurisdictions 100% of the revenue earned from used oil, scrap metal and other smaller programs such as battery recycling. Recycling markets for scrap metal remain strong and although used oil markets have contracted, CVWMA will continue to receive a minimum rebate for used oil. This budget maintains a conservative estimate of material sales revenue in the Appliance and Scrap Metal and Used Oil programs of $825,000. In 2025 and 2024, the Authority provided back to participating localities nearly $825,000 and $877,000, respectively from revenue earned on these two programs.

	Waste Transfer & Disposal	Yard Waste Projects	CFC/HCFC Recovery Project	Appliance & Scrap Metal Recycling	Waste Tires	Food Waste Composting	Special Waste Collections	2026-27 Budget *Proposed*
REVENUES								
CHARGES FOR SERVICES:								
Project Service Fees	$ 2,575,000	$ 1,010,000	$ 132,200	$ -	$ 62,500	$ 72,125	$ 384,420	**$ 4,236,245**
USE OF MONEY AND PROPERTY:								
Interest on Investments	-	-	-	-	-	-	-	**-**
OTHER:								
Materials Sales Rebates	-	-	-	750,000	-	-	75,000	**825,000**
TOTAL REVENUES	2,575,000	1,010,000	132,200	750,000	62,500	72,125	459,420	**5,061,245**
EXPENSES								
ADVERTISING AND PROMOTIONS								
Promotional and Educati	-	-	-	-	-		-	**-**
CONTRACTUAL SERVICES:								
Project Payments	2,575,000	1,010,000	132,200	-	62,500	71,500	384,420	**4,235,620**
Project Rebates	-	-	-	750,000	-		75,000	**825,000**
DEPRECIATION:								
Depreciaton Expense	-	-	-	-	-	750	-	**750**
TOTAL EXPENSES	$ 2,575,000	$ 1,010,000	$ 132,200	$ 750,000	$ 62,500	$ 72,250	$ 459,420	**$ 5,061,370**
TRANSFER IN (OUT)	$ -	$ -	$ -	$ -	$ -	$ 125	$ -	**$ 125**

OPERATING BUDGET – EXPLANATION OF LINE ITEMS

REVENUES:

Local Government Assessments:

General Operating Assessment **–** General Fund per capita operating assessment. Assessment of $.48/capita remains the same. Population is determined using the most recent US census data or the final estimates by the Cooper Center for Public Service. Assessment increased by $10,155 from FY2026.

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

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

Charges for Services:

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

Investment/Interest Income:

CVWMA invests excess funds in short-term securities, mutual funds, money market funds etc. in accordance with the approved Investment Policy.

Other Income:

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

EXPENSES:

Personnel Services:

Regular Salaries & Wages - Funds are included for 11 full-time positions including Executive Director, Director of Recycling and Waste Management, Finance and Administration Manager, Public Relations Coordinator, Operations Analyst, Senior Contact Center Manager, Recycling Coordinator, three Customer Service Representatives and Administrative Assistant. Compensation is determined in accordance with the Authority's payment plan. Salaries and wages are allocated among General, Residential Recycling, Drop-Off and MSW Funds.

Part-time Wages – Two part-time positions are included: The Educator position is budgeted in the Residential Recycling Fund and the Accounting Technician is budgeted in the General Fund.

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

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

Fringe Benefits:

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

Health Insurance - Includes the cost of health insurance for all full-time employees. The CVWMA defrays a portion of the cost of single coverage. The premium rate is capped at $1,000 per month per full-time employee, revised in this budget.

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

Retirement - Funding for the cost of retirement for full-time employees through the Virginia Retirement System. The contribution rate is currently 6.1% of payroll. Also provides funding for a health insurance credit for employees upon retirement.

Other Fringe Benefits - Provides funds for Cash Match Plan, which provides additional retirement savings for employees under the existing Deferred Compensation Plan administered by the Virginia Retirement System. No funds included in FY2027.

Professional Services:

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

Audit Services - Funds the cost of the annual audit and the preparation of the Annual Comprehensive Financial Report. Audit fees are allocated to General, Residential Recycling, Drop-Off and MSW funds based on percentage of revenues.

Special Project Support - Resources allocated to finance program initiatives, which may be developed for member jurisdictions or for specific program needs. $36,220 is proposed in this budget to utilize for special projects as they arise.

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

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

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

Repairs and Maintenance:

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

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

Promotion and Education:

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

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

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

Material and Supplies:

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

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

Publications and Subscriptions - Allots funds periodicals and professional subscriptions.

Other Service & Charges:

Insurance - Allocates the cost of public officials, general liability, automobile and workers' compensation insurance to the various funds based on project revenues. This includes insurance for recycling and trash carts.

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

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

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

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

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

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

Leases:

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

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

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

Contractual Services:

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

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

Depreciation:

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

Capital Outlay:

The Authority's computer system is hosted remotely eliminating the need to purchase extensive computer equipment. The Fiscal Year 2027 Proposed Budget provides for $27,500 ($7,500 in General Fund and $20,000 in the Residential Recycling Fund) for capital purchases, defined herein.

The Authority purchases and own carts in the Residential Recycling and MSW Funds, which are capitalized. This proposed budget includes $120,000 in the Residential Recycling Fund and $80,000 in the MSW Fund, for the purchase of additional and replacement carts in FY27.

2026 - 2027 PAY AND CLASSIFICATION

CLASSIFICATIONS		Annual Salary Range		
	Grade	Min	Mid	Max
Executive Director	Unclassified	-	-	-
Director of Recycling and Waste Mgmt	30	92,053	119,669	147,285
Finance and Administration Manager	25	72,126	93,764	115,402
Public Relations Coordinator	22	62,305	80,997	99,688
Senior Contact Center Manager	22	65,421	85,047	104,673
Operations Analyst	18	51,259	66,636	82,014
Recycling Coordinator	18	51,259	66,636	82,014
Administrative Assistant	13	40,163	52,211	64,260
Customer Service Representative	11	36,429	47,357	58,286

SCALE

	Annual Salary				Hourly Rates		
	Min	Mid	Max		Min	Mid	Max
1	22,364	29,073	35,782	1	10.75	13.98	17.20
2	23,482	30,527	37,572	2	11.29	14.68	18.06
3	24,656	32,053	39,450	3	11.85	15.41	18.97
4	25,889	33,656	41,423	4	12.45	16.18	19.91
5	27,184	35,339	43,494	5	13.07	16.99	20.91
6	28,543	37,106	45,668	6	13.72	17.84	21.96
7	29,970	38,961	47,952	7	14.41	18.73	23.05
8	31,468	40,909	50,349	8	15.13	19.67	24.21
9	33,042	42,954	52,867	9	15.89	20.65	25.42
10	34,694	45,102	55,510	10	16.68	21.68	26.69
11	36,429	47,357	58,286	11	17.51	22.77	28.02
12	38,250	49,725	61,200	12	18.39	23.91	29.42
13	40,163	52,211	64,260	13	19.31	25.10	30.89
14	42,171	54,822	67,473	14	20.27	26.36	32.44
15	44,279	57,563	70,847	15	21.29	27.67	34.06
16	46,493	60,441	74,389	16	22.35	29.06	35.76
17	48,818	63,463	78,108	17	23.47	30.51	37.55
18	51,259	66,636	82,014	18	24.64	32.04	39.43
19	53,822	69,968	86,115	19	25.88	33.64	41.40
20	56,513	73,467	90,420	20	27.17	35.32	43.47
21	59,338	77,140	94,941	21	28.53	37.09	45.64
22	62,305	80,997	99,688	22	29.95	38.94	47.93
23	65,421	85,047	104,673	23	31.45	40.89	50.32
24	68,692	89,299	109,906	24	33.02	42.93	52.84
25	72,126	93,764	115,402	25	34.68	45.08	55.48
26	75,732	98,452	121,172	26	36.41	47.33	58.26
27	79,519	103,375	127,231	27	38.23	49.70	61.17
28	83,495	108,544	133,592	28	40.14	52.18	64.23
29	87,670	113,971	140,272	29	42.15	54.79	67.44
30	92,053	119,669	147,285	30	44.26	57.53	70.81
31	96,656	125,653	154,649	31	46.47	60.41	74.35
32	101,489	131,935	162,382	32	48.79	63.43	78.07

Director of Recycling and Waste Management

General Definition of Work

Responsible for planning, developing and implementing innovative and comprehensive strategies through better sustainable materials management that contribute to a more circular economy. Performs complex professional work planning, directing and supervising the procurement of contractor services for recycling and solid waste programs for thirteen-member jurisdictions and related work as required. Work is performed under the general supervision of the Executive Director.

Essential Functions

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

- Develop and implement long and short-term plans to meet goals and objectives of the Authority's regional strategic plan.
- Oversee the operational aspects of all Authority programs including curbside recycling, municipal solid waste collection, drop off recycling, composting etc. and the development of new programs.
- Assess the waste stream and identify gaps and opportunities for sustainable practices.
- Establish and foster partnerships with member local governments and outside organizations focused on developing solutions for various aspects of waste.
- Oversee procurement process and contract development for recycling and waste programs. Prepare contracts and service agreements to properly implement regional service projects.
- Prepare program and project budgets; prepare statistical information to support annual budget requests and to emphasize program participation; maintain statistical information for assigned Authority projects; prepare a variety of program related reports, documentation and related correspondence and records.
- Research, develop and implement emerging technologies and practices that reduce reliance on landfill disposal.
- Provides direction and information to contractors, localities, staff and citizens regarding programs and services provided by the Authority.
- Monitor Authority contractor(s) through field inspections and customer service; monitors contract terms for existing services; reviews and approves contractor invoices.
- Evaluate the effectiveness of programs and make data-driven recommendations for improvement.
- Supervise assigned program personnel; assists in the recruitment and selection of personnel; assists Customer Service Representatives with difficult issues.
- Provide technical expertise and assistance to local governments and make recommendations regarding best waste management practices.
- Plan, coordinate, attend and conduct various meetings; oversees and assists with the preparation and dissemination of agendas, meeting minutes and relevant materials.
- Conducts public meetings related to the Solid Waste Management Plan; gathers information and prepares plan amendments; coordinates approval of amendments with the Department of Environmental Quality, the Richmond Regional and Crater Planning District Commissions, localities and the requesting entity.
- Keeps abreast of federal, state and local legislation affecting the collection, transfer and disposal of recyclables and solid waste; monitors national trends in the areas of collection, disposal and recycling to identify and evaluate for practical application throughout the Authority service area.

Knowledge, Skills and Abilities

- Effective leadership skills that support collaboration.
- Technical knowledge of recycling and solid waste management concepts and best practices.
- Knowledge of local, state and federal laws, regulations and policies governing Authority programs and public procurement.
- Strong analytical skills with the ability to assess complex waste streams and identify effective solutions.
- Excellent written and verbal communication skills and ability to articulate and effectively communicate.
- Excellent communication and interpersonal skills, with the ability to establish and build relationships with Board members, local leadership, staff, industry leaders and key stakeholders.
- Ability to supervise and lead staff effectively and efficiently.

Education and Experience

Bachelor's degree in environmental science, business administration, or related field and experience in the recycling and/or solid waste management field, including moderate supervisory experience, or equivalent combination of education and experience

Finance and Administration Manager

General Definition of Work

Administers the Authority's accounting and financial reporting operations and related work as required under the general direction of the Executive Director.

Essential Functions

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

- Plans, directs and organizes the financial activities of the Authority.
- Maintains automated financial accounting records, prepares monthly bank reconciliations, prepares disbursements/payments to contractors and vendors, prepares billing invoices to jurisdictions, records journal entries and balances all special-project accounts and subsidiary ledgers.
- Prepares and presents monthly and annual financial activity to the Board of Directors.
- Coordinates annual audit including the preparation of the annual financial statements and Annual Comprehensive Financial report (ACFR); submits ACFR to appropriate governing bodies and regulatory agencies.
- Participates in the development of the annual budget; monitors revenues and expenditures throughout the fiscal year in comparison to budget. Reports results to the Board.
- Assists jurisdictions with annual budgeting and billing questions.
- Responsible for prudently investing excess Authority funds.
- Coordinates and is knowledgeable on Authority benefits, including health insurance, retirement, life insurance and paid leave.
- Prepares biweekly payroll to include benefit payments, reconciliation to VRS, tracks leave balances and ensures W-2 forms have accurate information; performs risk management function for the agency.
- Responsible for overall office administration, including computers, office equipment, supplies, etc.
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Extensive knowledge of governmental or non-profit fund accounting and generally accepted accounting principles, with emphasis on statements published by the Governmental Accounting Standards Board (GASB).
- General knowledge of health care and retirement benefits.
- Excellent written and verbal communications skills and ability to articulate and effectively communicate financial activity.
- Sound computer skills with the ability to use computer and typical fund accounting software.
- Capacity to establish and maintain effective relationships with Board members, staff and Authority partners and the public.

Education and Experience

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

Public Relations Coordinator

General Definition of Work:

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

Essential Functions

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

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

Knowledge, Skills and Abilities

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

Education and Experience

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

Senior Contact Center Manager

General Definition of Work

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

Essential Functions

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

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

Knowledge, Skills and Abilities

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

Education and Experience

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

Operations Analyst

General Definition of Work

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

Essential Functions

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

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

Knowledge, Skills and Abilities

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

Education and Experience

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

Recycling Coordinator

General Definition of Work

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

Essential Functions

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

- Assists in the management of recycling programs, including but not limited to coordinating service with contractors and localities, and working directly with residential customers resolving specific programmatic concerns and issues.
- Researches, compiles and reports data for use in establishing best practices for new programs and services to further the Authority's mission and makes recommendations to the Executive Director.
- Assists in education and public information to effectively facilitate and enhance recycling and waste diversion initiatives of the Authority.
- Represents the Authority at public events, community meetings and other engagements to promote waste reduction and recycling as well as educate on Authority programs. This will include weekends and evenings as needed.
- Provides training to employees, localities and other groups on recycling and solid waste management best practices.
- Responds to inquiries from the public and CVWMA localities.
- Provides input into the design of education and outreach materials.
- Coordinates and helps implement future programs and services that increase access to recycling to central Virginians and fosters waste diversion efforts in accordance with the adopted Sustainable Materials Management Hierarchy.
- Networks and collaborates with counterparts in other parts of the state and country that will benefit the Authority in increasing recycling and overall sustainable materials management.
- Presents data, program information and ideas to the Executive Director, Board of Directors and external partners.
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Knowledge of recycling and solid waste management concepts and best practices.
- Excellent written and verbal communication skills and ability to articulate and effectively communicate.
- Ability to perform and organize work independently and in a team environment.
- Must have valid driver's license and the ability to operate a motor vehicle to observe recycling and solid waste program activity in the field.
- Sound computer skills with the ability to use computers and typical software to analyze various types of data.
- Ability to gather and analyze data and information on a variety of subject matter, determine trends and present concise reports and presentations.
- Flexibility to adjust working schedule between office and field work and adjust time outside of regular office hours for events and/or education and outreach activities.
- Capacity to establish and maintain effective relationships with Board members, staff and Authority partners and the public.

Education and Experience

Any combination equivalent to degree in environmental science, business administration, education, communication or related fields and/or at least 3 years of experience in the recycling / solid waste management field.

Administrative Assistant

General Definition of Work

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

Essential Functions

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

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

Knowledge, Skills and Abilities

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

Education and Experience

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

Customer Service Representative

General Definition of Work

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

Essential Functions

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

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

Knowledge, Skills and Abilities

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

<u>Technical Skills</u>: Proficient with MS Word, Excel, and Outlook

Education and Experience

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

RESOLUTION 26-05

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, 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, 2026, and ending June 30, 2027, 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 2026-2027 approved Budget, and

2. That the General Operating Fund Budget includes anticipated revenues of $648,410 and expenses of $677,030. This budget anticipates a transfer from the Drop-Off Project Fund in the amount of $28,620. 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 2026, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 12th day of December, 2025

Attest: ______________________________

Cary, Chairman

RESOLUTION 26-06

A resolution adopting the Residential Recycling Project Fund Budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, 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, 2026, and ending June 30, 2027, 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 2026-2027 approved Budget, and

2. That the Residential Recycling Project Fund Budget includes anticipated revenues of $12,659,000 and expenses of $12,794,265. This budget anticipates an appropriation of Net Position in the amount of $135,265, and

3. That the Residential Recycling Project Fund Budget reflects the acquisition of Capital Outlay in the amount of $140,000, 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 2026, and shall constitute the Residential Recycling Project Fund Budget for the fiscal year commencing on that date.

Adopted this 12th day of December, 2025

Attest: ______________________________

Cary Drane, Chairman

RESOLUTION 26-07

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, 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, 2026, and ending June 30, 2027, 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 2026-2027 approved Budget, and

2. That the Drop-Off Project Fund Budget includes anticipated revenues of $2,396,415 and expenses of $2,355,280. This budget anticipates a transfer $41,135 to the General Operating Fund, Municipal Solid Waste Fund and Other Special Projects 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 2026, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

Adopted this 12th day of December, 2025

Attest: _________________________

Cary Drane, Chairman

RESOLUTION 26-08

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, 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, 2026, and ending June 30, 2027, 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 2026-2027 approved Budget, and

2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues of $4,578,490 and expenses of $4,590,880. This budget anticipates a transfer of $12,390 from the Drop Off Project Fund, and

3. That the Municipal Solid Waste Project Fund Budget reflects the acquisition of Capital Outlay in the amount of $80,000, 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 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

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 2026, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

Adopted this 12th day of December, 2025

Attest: __________________________

Cary Drane, Chairman

RESOLUTION 26-09

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, 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, 2026, and ending June 30, 2027, 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 2026-2027 approved Budget, and

2. That the Special Project Funds Budget includes anticipated revenues of $5,061,245 and expenses of $5,061,370. This budget anticipates a transfer of $125 from the Drop Off Project Fund, and

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 2026, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

Adopted this 12th day of December, 2025

Attest: ___________________________

Cary Drane, Chairman

RESOLUTION 26-10

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2026, and ending June 30, 2027.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2026, and ending June 30, 2027, 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 2026-2027 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, 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 2026-2027, and

5. That this resolution shall be in full force and effect on and after the first day of July 2025, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 12th day of December, 2025

Attest: ________________________________

Cary Drane, Chairman

RESOLUTION 26-11

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 2026-2027 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Personnel Policies, Benefits and Procedures Manual shall be effective July 1, 2026.

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 $1,000 per month toward individual premiums for Health Insurance, replacing the previous $900 maximum payment, and

4. That Section 4.06 of the Authority's *Personnel Policies, Benefits and Procedures Manual* defined as part of the 2026-2027 Operating Budget are updated effective July 1, 2026 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 2026.

Adopted this 12th day of December, 2025

Attest: ________________________________

Cary Drane, Chairman