



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
DECEMBER 16, 2011
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

CALL TO ORDER

9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

ITEM NO.

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STAFF AGENDA

ITEM NO.

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**CHAIRMAN'S AGENDA
ITEM NO. 2**

MINUTES OF THE REGULAR MEETING OF NOVEMBER 18, 2011

Minutes of the November 18, 2011 CVWMA Board of Directors' meeting are attached for review and consideration.

Recommended Action: Approve minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING
NOVEMBER 18, 2011
MINUTES
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Mark Kukoski (M-Richmond), Chairman
Steve Chidsey (M-Hanover), Vice Chairman
Gentry Bell (M-Henrico), Secretary
Leigh Dunn (M-Goochland), Director
Marcia R. Phillips (M-Chesterfield), Past Chair
John T. Bragg (A-Charles City)
Robert L. Dunn (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
John Fountain (A-Hopewell)
James H. Burrell (M-New Kent)
Michael D. Briddell (M-Petersburg)
Christopher Rapp (A-Powhatan)
Bill Hamby, Jr. (M-Prince George)

MEMBERS/ALTERNATES NOT PRESENT

Matthew D. Benka (M-Richmond), Treasurer
Lee Sloppy (M-Ashland)
Josh Farrar (A-Ashland)
Jack Miniclier (M-Charles City)
Robert C. Key (M-Chesterfield)
Jeff T. Howard (A-Chesterfield)
Dr. Sheryl D. Bailey (A-Chesterfield)
Tom Mattis (M-Colonial Heights)
Paul E. Drumwright (A-Goochland)
Robert Setliff (M-Hanover)
Michael Flagg (A-Hanover)
Steve Herzog (A-Hanover)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Steve J. Yob (A-Henrico)
Phillip E. Elliot (M-Hopewell)
James Tacosa (A-New Kent)
William Riggelman (A-Petersburg)
Elliot Danburg (M-Powhatan)
David Sutton (A-Prince George)
James Jackson (M-City of Richmond)

Non Voting:

Charles E. Dane (A-Chesterfield)

Staff:

Kimberly A. Hynes, Executive Director
Bernard B. Harris, Director of Operations
Nan B. Downey, Director of Administration and Finance
Nancy W. Drumheller, Public Information Coordinator
Reginald D. Thompson, Operations Technician

Guest

Tad Phillips, Area Municipal Services Manager
for Allied Waste

With a quorum in attendance Chairman M. Kukoski (M-Richmond) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Kukoski opened the floor to receive public comment. With no requests from the public to address the Board, Chairman Kukoski closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of September 16, 2011

A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mrs. M. R. Phillips (M-Chesterfield) and carried that the minutes of September 16, 2011, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Kukoski reported that 450,000 tons of recyclable materials were recycled in the previous year in the region. The volume of recyclables collected through the CVWMA curbside and drop-off programs each year could fill to the top, the Diamond, Richmond's baseball stadium three times. That is impressive!

STAFF AGENDA

Item No. 4: Consideration of Resolution 12-02: Amending the Southern Area Convenience Center Contract

Mr. B. Harris, Director of Operations, reported that Resolution 12-02 is to increase fees for hauling and disposal at Chesterfield County's Southern Area transfer station. The Solid Waste Transfer and Disposal Service Contract and Service Agreement between the Central Virginia Waste Management Authority (CVWMA), Shoosmith Brothers, Inc. and the County of Chesterfield for hauling and disposal of MSW generated at the Southern Area Transfer Station. Mr. Harris went on to report that during the 2011 legislative session, Senate Bill 1007 was passed to increase in permit fees for solid waste facilities. He asserted Shoosmith Brothers, Inc. requested an increase in the disposal fees of \$0.05 per ton per Section VII Paragraph E. of the contract which allows the contractor to receive a cost adjustment for increases resulting from a change in federal or state environmental or tax regulations. This amounts to about a \$400 charge over the course of a year.

Concluding Mr. Harris directed the Board's attention to pages 13-14 of the agenda package. Mr. Harris informed the Board that Resolution 12-02 will authorize the Executive Director to execute an addendum to the Solid Waste Transfer and Disposal Service Contract and Service Agreement to reflect a revised fee schedule to include the increase permit costs for MSW disposed of from the Chesterfield Southern Area Convenience Center.

Chairman Kukoski opened the floor for a motion to approve **Resolution 12-02**. A motion was made by Mr. J. T. Bragg (A-Charles City), seconded by Mrs. G. Bell (M-Henrico) and carried that **Resolution 12-02** be approved as submitted.

Item No. 5: Consideration of Resolution 12-03: Awarding the Contract for MSW Services for the City of Colonial Heights

Mr. Harris reported that the current Contract for Municipal Solid Waste Collection Services between CVWMA and Allied Waste a Republic Services Company (formerly BFI) was entered into July 1, 2002 with a 5-year renewal.

Mr. Harris reported that the CVWMA issued a Request for Proposal (RFP) and received four responses. The selection committee comprised of Mr. Harris, Mr. Steve Yob (Henrico), Mr. Tom Mattis (Colonial Heights), Mr. Chuck Henley (Colonial Heights), Mrs. Kimberly Hynes, reviewed responses from Allied Waste, Waste Management, and Container First Services (CFS). Mr. Harris informed the Board that the consensus of the committee is to recommend awarding the contract to (CFS). Mr. Harris went on to report that he and Mrs. Hynes on Tuesday reviewed the selection of CFS with the Colonial Heights City Council. He informed the Board that City Council is considering the suggestion to issue its residents a 68-gallon trash and a 68-gallon recycling cart, which would be a reduction in the original size of the carts and a significant savings to the city.

Concluding, Mr. Harris directed the Board's attention to the handout placed at each seat; highlighting information that would be included in the contract. He noted that CFS agreed to waive any CPI increase over the five year life of the contract. He then directed the Board's attention to pages 15-16 of the agenda package. Mr. Harris informed the Board that **Resolution 12-03** would authorize the Executive Director to execute a contract for Colonial Heights Municipal Solid Waste Collection Services with Container First Services. A Special Project Service Agreement will be developed between CVWMA and Colonial Heights for these services.

Mr. W. E. Henley (A-Colonial Heights) on behalf of the City of Colonial Heights, its representatives appreciates all the work Authority staff and supporting Board members have done during the process. He in addition thanked Allied Waste for services the company has provided over the years to city residents.

Chairman Kukoski opened the floor for a motion to approve **Resolution 12-03**. A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. R. C. Whiteman (M-Henrico) and carried that **Resolution 12-03** be approved as submitted.

Item No. 6: Consideration of Resolution 12-04: Amending the Contract for Residential Curbside Recycling Collection and Drop-off Program Processing Services

Mr. Harris reported that materials collected at Drop-offs are transported to Tidewater Fibre Corporation (TFC) for processing. He asserted that the Authority entered into a curbside and drop-off contract with TFC on July 1, 2009. Mr. Harris went on to report that the contract currently provides for TFC to pay CVWMA \$5 per ton for all fiber from the drop-off program and charge CVWMA \$7 per ton for all commingled containers (aluminum, glass, steel and plastic). TFC has now agreed pay 90 percent of the high side for #1 Mixed Paper for the Southeast Region as published in the first edition of the month of the Official Board Markets. Mr. Harris asserted that the contract is being amended to include the new payment terms. He included that CVWMA will retain 25 percent of the fiber revenue and 75 percent will be passed on to the localities. Currently mixed paper prices are \$90 to \$100 per ton having fallen \$40 per ton from October levels. At the current price this could result in annual revenue of approximately \$300,000. In addition, at sites that have both a roll-off and a newspaper front end can, it was proposed the newspaper FEL be removed to redirect the newsprint to the roll-off. The CVWMA contract with SP recycling is capped at \$45

per ton for #6 Old News. Mr. Harris commented that the timing is good since SP Recycling filed Chapter 11 on November 15.

Concluding Mr. Harris directed the Board's attention to pages 16-17 of the Board Package where a copy of Resolution 12-04 is provided. The resolution would authorize the Executive Director to execute a contract addendum with Tidewater Fibre Corporation to revise the payment/fee schedule for drop-off material. The Curbside Recycling Collection and Drop-Off Processing Services Contract Special Project Service Agreements will be developed between CVWMA and the local participating jurisdictions.

Chairman Kukoski opened the floor for a motion to approve **Resolution 12-04**. A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. R. L. Dunn (M-Chesterfield) and carried that **Resolution 12-04** be approved as submitted.

Chairman Kukoski thanked Authority Technical Advisory Committee members Mr. Steve Chidsey and Mr. Steve Yob who were instrumental in bringing information reported by Mr. Harris to the attention of the CVWMA's Executive Committee. Chairman Kukoski added that this will be a tremendous benefit to the Authority in generating revenue to municipalities and balancing the Authority's budget.

Mr. J. H. Burrell (M-New Kent) asked about the rental fee for FELs. Mr. Harris responded that there is no rental fee on the newsprint FELs.

Mr. G. Bell (M-Henrico) thanked the Authority Technical Advisory Committee members Mr. Steve Chidsey and Mr. Steve Yob and Authority staff members for their leadership roles and work they put into working with Authority contractors.

Item No. 7: Curbside Recycling Program

Mr. Harris directed the Board's attention to a slide presentation which provided highlights of the Authority's Curbside Recycling Program. He reported that after the first 3-months of the fiscal year, curbside tonnage increased significantly from the previous year. He added that October collections reversed that trend with a decrease of 2.9 percent in collection from October 2010. Year-to-date, 11,255 tons were collected through the first 4 months of the previous year; and increase of 3.6 percent.

He went on to report that the set-out rate of 37.4 percent decreased slightly from October 2010. Bin requests for the month of October totaled 647 compared to the 783 requested in October of last year. Reported misses were under 300; a good month for TFC with no penalties for the month. Mr. Harris went on to report that sales for the 96-gallon curbside collection carts have been good with 950 sold to date. He asserted that Mrs. N. Drumheller's e-blast to 10,000 or more residents on the Authority's e-mail reminder list, the distribution of America Recycles Day information, and that the yellow sticky note on the front page of the *Richmond Times-Dispatch* sparked additional interest and sales in the 96-gallon cart.

Concluding, Mr. Harris reported on the re-routing schedule effective January 2, 2012. He asserted that about 11,000 households will be affected and that post cards will be mailed to each household on December 12 and the subsequent mailings of the curbside collection calendar.

Mrs. N. W. Drumheller, Public Information Coordinator, directed the Board's attention to the front of the room where a bulletin board of information was displayed containing CVWMA activities. She reported that the Authority is in month two of its fall media curbside education campaign and four winners were awarded a monetary prize for their participation in the CBS6 TFC Recycling and CVWMA contest for a free 96-gallon cart. Winners from the Counties of Chesterfield, Henrico, and the Cities of Colonial Heights and Richmond were selected at random and each received a \$500 monetary award for their curbside recycling efforts of over 20 pounds (\$25 per pound up to \$500) and a free 96 gallon recycling cart. Mrs. Drumheller went on to report that information on the Authority's curbside program and "10-carts in 10-days" as well as the \$5 off cart promotion was included in two recent distributions of the Valpak mailed to 100,000 homes. Mrs. Drumheller went on to report that Authority staff put out a press release announcing information on all contest winners. Henrico County utility bill inserts are starting to be mailed to over 80,000 homes also included new curbside education message and information on the program. She in addition noted that utility bill inserts included in Henrico County residential bills have generated an increasing amount of interest in the curbside program and bin requests.

Continuing, Mrs. Drumheller thanked Chesterfield County for running an interview featuring Mr. Don Kappel, Director of Public Affairs and Mrs. K. A. Hynes. The interview was taped at the TFC MRF and talked about how easy it is to recycle with CVWMA. Mrs. Drumheller went on to report that as part of the Authority's promotion with Channel 6 and Bill Bevins, included is a commercial to promote recycling which was shown to the Board.

Mrs. M. E. Kelley (M-Henrico) commented that after touring the MRF in September, one of the things she picked up while listening to industry experts was that plastic bags remain an ongoing program. She asserted that going forward attention should be given to finding specific ways to combat this problem to include creating message to the general public addressing the problem.

Chairman Kukoski commented that there is a significant volume of waste transported to landfills; information and pictures of which can be included in educational materials. He added that partnering with local grocery stores that are recycling could also be something to look into.

Mrs. Hynes commented that Authority staff in their outreach efforts has distributed educational materials addressing the matter. She added that information on grocery bag recycling is on the Authority's Web site and on the curbside recycling schedule, an "X" has been placed on non-recyclable materials including plastic bags.

Mrs. Drumheller responded that the Authority has partnered with Keep Virginia Beautiful who has a big initiative on plastic bag recycling. She added that the Authority will continue to partner with the organization on their plastic bag recycling initiatives.

Item No. 8: Municipal Solid Waste (MSW) Program

Mr. R. D. Thompson, Operations Technician, reported that the month of September was a less than perfect for Allied Waste who recovered with more favorable reports for the month of October with 266 reported misses down 795 from the month of September; the lowest monthly total fiscal year-to-date. Mr. Thompson went on to report that penalties for the month of October totaled \$490 and that the call volume for the month is back down to normal levels.

Concluding, Mr. Thompson reported that operations manager, Mr. David Aikman transferred to Republic's Charlottesville division and that Mr. Russell Richards is now serving in the capacity of Operations Manager for the company's Richmond Division. Mr. Harris, directing the Board's attention to a slide presentation in the front of the room, reported on residential calls to the Authority's Call Center regarding missed collections. He asserted that the majority of calls received were from residents with late set-outs reporting it as missed collection or from residents who did not call actual missed pick ups on a timely basis, reporting the miss a day or two from the next scheduled day of service. Allied Waste drivers reported back with pictures of debris set at the curb that was not placed in trash receptacles or out of the ordinary, including an accumulation of yard waste not resulting from previous wind storms.

Mr. Harris went on to report that Authority staff met with representatives of Allied Waste and the City of Petersburg and discussed educating residents on what can and cannot be included as part of collection services. A post card of "Do's and Don'ts" for MSW collection was recently distributed to Petersburg residents. He noted that the post card paid for by Allied Waste also emphasizes reporting a missed collection in a timely manner.

Concluding, Mr. Harris commented that providing residents with this information will hopefully show a significant improvement in reported missed collection services.

Item No. 9: Operations and Program Statistics

Recycling Rate Report

Mr. Thompson, directed the Board's attention to a slide presentation in the front of the room and provided a brief summary of the DEQ's statewide Recycling Rate Report. He reported that each of the 71 solid waste planning units in the state met or exceeded their mandated recycling rate under the states 2 tier recycling rate. Fifty-two of the solid waste planning units had a rate greater than 25 percent and 19 had a rate between 15 and 25 percent.

Mr. Thompson went on to report that the Richmond region recorded the highest recycling rate of any region in the state with a 55.5 percent recycling rate. The state of Virginia achieved its highest statewide recycling rate ever in 2010 with a 40.5 percent rate. Mr. Thompson went on to report that the increase in the state wide recycling rate was the result of an increase in Principal Recyclable materials and credit tonnage reported in 2010 along with the 8 percent decrease in the amount of MSW disposed off during the year.

Concluding, Mr. Thompson reported that a full copy of the Statewide Recycling Rate Report can be found on the DEQ's Web site.

Mr. Harris reported that the fall cycle of eCycling events have concluded. He added that at several events, almost 20,000 pounds was collected and that since holding the regular collection events which started in November 2004, a total of 78 have been held, and almost 1,000,000 pounds of eWaste materials has been collected.

Proceeding, Mr. Harris directing the Board's attention to a copy of program statistical information for the Month of October placed at each seat. He asserted that program statistical information for the month of September was available in the front of the room.

Mr. Harris reported that drop-off volume is down 1.3 percent from October 2010. He asserted that paper was less than 200 tons for the first time in several years. This was partially due to the temporary removal of the roll-off at fire station #13 located at Church and Lauderdale in Henrico. To offset the change, the county is negotiating with a church on Pump Road to add a nearby drop-off site before the closing of fire station # 9 for renovations which is located on Quioccasin Road in Henrico.

Concluding, Mr. Harris reported that the month of October was at an all time low with only 32 tons of newspapers and magazines collected from front-end loaders. He added that circulations continue to decline and Authority staff has received calls recently regarding services provided SP Recycling which seems to have deteriorated.

Item No. 10: Technical Advisory Committee (TAC) Report

Mr. Harris presented the Technical Advisory Committee (TAC) report on behalf of Mr. B. Riggelman (A-Petersburg), Technical Advisory Committee (TAC) Chairman. Mr. Harris reported that the Technical Advisory Committee met on Thursday, November 3 at the CVWMA office. Discussions included much of the information reported on during this meeting.

Concluding, Mr. Harris reported that the December meeting has been cancelled and that the next meeting is scheduled for January 5, 2012.

Item No. 11: America Recycles Day

Mrs. Drumheller provided the Board with highlights of events during America Recycles Day, which was on November 15, 2011. She asserted that an e-mail blast that was sent out to over 10,000 e-mail subscribers promoting the Authority's ARD contest , 96 gallon larger carts, JustStart Recycling and Use any Container message as well as November holiday impacts to collections. Mrs. Drumheller went on to report that over 1,000 people responded to the Authority's America Recycles Day contest survey and made an America Recycles Day pledge. Prizes which included a single \$100 Wal-Mart gift card and two \$50 Wal-Mart gift cards were awarded to three winners picked at random.

Proceeding, Mrs. Drumheller reported that on America Recycles Day Mr. Bill Bevins who co-hosts Virginia This Morning interviewed Mrs. Hynes and Tidewater Fibre Corporation business owner, Mr. Michael Benedetto. During the interview they discussed the curbside recycling program and its benefits with a special emphasis on job creation. She went on to report that Mrs. Hynes also did an interview with WRIC ABC 8 noon news.

In addition, Mrs. Drumheller's report also included information on the Authority partnering with Keep Virginia Beautiful and Retail Merchant Association on November 15, 2011.

Item No. 12: Public Information

Mrs. Drumheller reported that the November 2011 issue of the Authority's Waste Reduction was distributed and that an e-mail blast was sent to over 10,000 e-mail subscribers. She went on to provide the Board with an update of information on additional media interviews with Henrico Today, Henrico County TV Channel 17, and Authority staff's participation with two webinars for event recycling and sporting event recycling.

Concluding, Mrs. Drumheller's report included information on the curbside rerouting mailer coordination. She went on to report that Authority is working with Channel 8 and Mr. John Bernier to promote the 2012 CVWMA Curbside Collection Schedule, which will air after New Years. Mrs. Drumheller reported calendars have been printed and will make the December 1 deadline to Mailing Services. She included information with regards to Sonoco Recycling as the 2012 sponsor; the possibility of doing a video with Richmond's City Mayor; an update on the December 10 James River Advisory Council Parade of Lights, and the February 8 Regional Recycling Education Workshop.

Item No. 13: Financial Reports for October 2010

Mrs. N. B. Downey, Director of Administration and Finance, directed the Board's attention to pages 18-24 of the agenda package, which displays the Financial Reports for October 2011. She informed the Board that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of October 31, 2011. The CVWMA has a combined net income of \$343,000 year-to-date.

With no questions or comments from the floor a motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mrs. M. R. Phillips (M-Chesterfield), and carried that the Financial Reports for October 2011 be approved as submitted.

Item No. 14: 2012-2013 Proposed Operating Budget

Mrs. K. Hynes directed the Board's attention to the *2012-2013 Proposed Operating Budget* that was placed at each seat. She reminded the Board that the Authority's bylaws call for the adoption of the budget for the ensuing fiscal year by December 31, 2011.

Mrs. Hynes then provided a recap of the last few years which included fiscal year 2008 yielding a net income of \$98,000 ending the year with \$886,000 in reserves. She went on to report that the following three years showed losses totaling \$160,000 plus a rebate of \$150,000 back to participating member jurisdictions in fiscal year 2010. Mrs. Hynes asserted that at the end of fiscal year 2011, the Authority has just over \$640,000 in reserves; 4.4 percent of the Authority's total budget. She added that since 93 percent of the Authority's total budget is program related and passed through to member jurisdictions, reserves total about 65 percent of the administrative budget.

Proceeding, Mrs. Hynes directing the Board's attention to the slide presentation in the front of the room reported the decline in administrative expenses since fiscal year 2009. She asserted that the overall budget is balanced at \$14,810,905, an increase of 2.0 percent over the 2012 budget. Mrs. Hynes went on to report that program revenue is flat and that although most programs are adjusted by Consumer Price Index (CPI) or inflation rate, projected savings will be realized from the Colonial Heights MSW procurement as previously reported on and the continued decline in waste volume at convenience centers.

Continuing, Mrs. Hynes reported that there is a significant increase projected in the sale of recyclable materials, predominantly in the drop-off fund as Authority staff plans to amend the contract. She however noted that revenues remain strong in the metal and oil programs. Mrs. Hynes went on to report that interest income is reduced another 18 percent to just under \$30,000; reduced by 57 percent in the current years budget. Mrs. Hynes included that the overall administrative expenses were increased by 4.6 percent. The Virginia Retirement Systems (VRS)

costs are projected to increase 28 percent. This budget proposed to keep the staff intact with an included 3 percent wage increase for employees. Pro

Proceeding, Mrs. Hynes asserted that the goal in the proposed operating budget is to continue to provide the level of services member jurisdictions have come to expect. She added that Authority staff continues to look for ways to generate revenues, reduce costs, and enhance CVWMA programs. Mrs. Hynes went on to report that general operating assessments on the revenue side will remain the same at 48 cents per capita. Mrs. Hynes noted that the population was based on the 2010 U.S. Census Data which resulted in a population growth of about 36,000 people in the region, yielding an increase of \$17,300 in assessment revenue. She asserted program revenues increased in contracts and public relations and customer service assessments in the curbside and MSW programs increased by the CPI adding reductions were realized on the MSW and convenience center contracts.

Mrs. Hynes reported that material sales revenue is budgeted at an additional \$100,000 in the drop-off fund for the sale of paper in the drop-off program with the amendment of the contract approved earlier during the meeting. She noted that this is a conservative estimate based on what the market has been for mixed paper and that the CVWMA retains 25 percent, which helps in balancing its budget for this coming fiscal year. Mrs. Hynes went on to report that the budget includes \$10,000 in calendar sponsorship in the curbside program. Mrs. Hynes restated information from Mrs. Drumheller's public information report Sonoco Recycling's sponsoring the CVWMA 2012 Curbside Collection Schedule. She informed the Board that Authority staff made efforts to have the company donate paper, but found that materials from the mill are not conducive to printing. Mrs. Hynes went on to report that a revenue and expense line item has been included in the budget for the \$65 purchases of the 96-gallon curbside cart. She added that interest revenue is reduced by 18 percent.

Continuing, Mrs. Hynes reported that the largest part of the Authority's administrative budget is staff and benefits. She reiterated that the staff has been kept in tact and that a 3 percent increase in salaries has been included in the budget. Mrs. Hynes noted that the current fiscal year is the third consecutive year Authority staff has not received a raise in salary. Mrs. Hynes noted that an expected increase in retirement costs of more than 25 percent; a \$16,000 impact has been included. She informed the Board that double digit increases in health insurance are also expected to increase and that the budget includes raising the cap on health insurance premiums from \$450 to \$525. Mrs. Hynes went on to report that health insurance eligibility for part-time employees has been removed, which has no financial impact as the Authority has no current part-time employees participating in the health plan. She noted that this however does affect eligibility numbers through Local Choice.

Proceeding, Mrs. Hynes reported that added back in the budget is the cash match for employees participating in the deferred compensation plan, which amounts to \$2,340. Four of the 12 holidays have been converted to floating holidays. They include Lee/Jackson Day; Presidents Day; Columbus Day, and Veterans Day. Mrs. Hynes asserted that since the Authority already has staff scheduled for those days and that by making these days regular work days, overtime pay is eliminated. Full-time employees will receive a comp day in lieu of the holidays to be used prior to the year end. Mrs. Hynes included that holiday pay for part-time employees on the eight remaining holidays was also eliminated. Mrs. Hynes commented that computer costs have remained essentially the same. The budget shows a significant decline in depreciation costs as there has been very little need for computer equipment that the Authority would need to capitalize. Mrs. Hynes went on to report that the budget also shows a decrease in postage cost as a result of mailing efficiencies with the calendar and electronic mailings. Mrs. Hynes reported that the Authority's

office lease which ends in February 2012, was renegotiated and will result in an annual savings of \$4,000. She informed the Board that Brandywine Realty Company has waived three months rent as part of the renegotiated lease, a savings of about \$15,000 in the 2012 fiscal year. Mrs. Hynes went on to report that capital outlay is anticipated to be about \$10,000 next year budgeted mostly for the CVWMA Web site enhancements to achieve more functionality of the Web site.

Concluding, Mrs. Hynes encouraged the Board to take the next month to review the proposed budget. She informed the Board that she could be contacted with any questions or thoughts concerning the budget and noted that a 2/3 affirmative vote is required to approve the budget; 14 members versus the normal 11 for a quorum.

Mr. M. D. Briddell (M-Petersburg) asked could a copy of the bulleted points in the slide presentation be made available. Mrs. Hynes responded affirmatively. She added that a copy of the budget would be mailed to Board members who could not be present to allow them ample time to review the information as well.

Chairman Kukoski expressed on behalf of Mr. M. D. Benka, Treasurer his appreciation of Authority staff that were challenged to balance the Authority's budget. He asked that the Board in their review of the proposed budget over the next month keep in mind that Authority staff members with the support of few Board members continue to work hard and that Central Virginia is #1 in the state on recycling. Chairman Kukoski asserted that this says a lot about the Authority's staff and their continuing work efforts with not having received a raise during the previous three years. He included that Authority staff has shown ways to keep the budget balanced and that as the CVWMA moves forward into a more positive future with the approval of **Resolution 12-04**, reflected will be a noticeable increase in revenues.

Mr. R. C. Whiteman (M-Henrico) asked if the reduction in the Authority's lease and waiver of three months rent a result of office vacancies within the complex or did Authority staff aggressively asked for the reduction. Mrs. Hynes responded that the reduction and waiver were negotiated by staff.

Item No 15: Administrative

Holiday Schedule

Mrs. Hynes reported that Authority staff continues to send out press releases on the Authority's holiday schedule for Curbside and MSW collection. She announced that the CVWMA would observe Thursday and Friday November 24 and 25, 2011 for the Thanksgiving Holiday. Mrs. Hynes noted that CVWMA collection services will be delayed one day for the Thanksgiving holiday and service will occur on Friday and Saturday for Curbside and MSW collections. The call center will be staffed on Friday, November 25th and Saturday, November 26th to handle service related calls.

Mrs. Hynes reported that representatives for Allied Waste will be in attendance at the Board's December 16 meeting and will provide a presentation updating the Board on their operation and how it impacts CVWMA and member jurisdictions. She informed the Board that an article appeared in a recent Richmond Times-Dispatch Op-Ed section by Mr. Michael Benedetto on recycling and how recycling creates and sustains jobs.

Concluding, Mrs. Hynes asserted that one of the things that started discussions about the contract for residential curbside recycling collection was generating revenue and reducing costs for the Authority. She added that Authority staff and representatives of TFC will in the upcoming days further discuss potential possibilities and will communicate those possibilities to member jurisdictions. Mrs. Hynes noted that the contract is active for an additional four years with a seven year renewal option.

Upcoming Meetings

Mrs. Hynes noted the following scheduled meetings for the upcoming months:

- Technical Advisory Committee (TAC) Meeting December (Cancelled)
- Executive Committee December 5 2:00 p.m.
- Board of Directors (Richmond) December 16 9:00 a.m.

Old/New Business

Chairman Kukoski then asked if there was any further old/new business to come before the CVWMA Board of Directors.

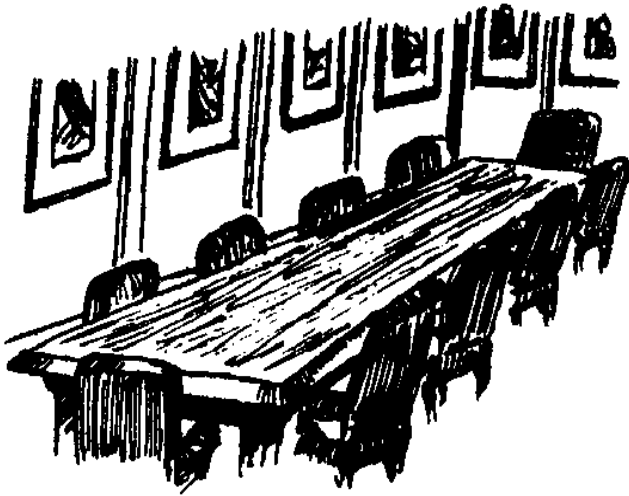
With no further business to come before the Board, Chairman Kukoski opened the floor for a motion to adjourn the CVWMA Board of Directors’ meeting at 10:00 a.m. The motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. R. C. Whiteman (M-Henrico), and carried that the November 18, 2011 Board of Directors’ meeting be adjourned.



CERTIFICATE

I, Mark Kukoski, Chairman for the CVWMA certify that the foregoing minutes are a true and correct copy of the minutes of the November 18, 2011 regular meeting of the Central Virginia Waste Management Authority’s (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., December 16, 2011. Given under my hand and seal of the CVWMA this 16th day of December 2011.

Mark Kukoski, Chairman



**PROPOSED MEETING DATES
FOR
BOARD OF DIRECTORS MEETINGS
YEAR 2012**

Note: All meetings will begin at 9:00 a.m.

DATE	LOCATION	REMARKS
JANUARY 20, 2012	PETERSBURG	
FEBRUARY 17, 2012	RICHMOND	
MARCH 16, 2012	RICHMOND	
APRIL 20, 2012	PETERSBURG	Appointment of Nominating Committee
MAY 18, 2012	RICHMOND	Nominating Committee Submits Slate of Officers
JUNE 15, 2012	RICHMOND	Election of FY 2012-13 Officers
JULY 20, 2012	PETERSBURG	Summer Meeting Canceled
AUGUST 17, 2012	RICHMOND	Installation of FY 2012-13 Officers
SEPTEMBER 21, 2012	RICHMOND	Annual Meeting
OCTOBER 19, 2012	PETERSBURG	
NOVEMBER 16, 2012	RICHMOND	
* DECEMBER 14, 2012	RICHMOND	Consideration of FY 2013-14 Budget

*Note: The December meeting will be held on week earlier than normal

CONSIDERATION OF 2012-2013 OPERATING BUDGET

The 2013 Proposed Operating Budget was distributed on November 18 at the regular Board of Directors meeting. Board members unable to attend the meeting should have received their copy by mail.

The Executive Committee has reviewed and discussed the proposed budget and is recommending the budget with one revision. The proposed budget includes reinstating the cash match portion of the deferred compensation plan. The Authority's personnel policies include that the CVWMA will match an employee's contribution into the Section 457 plan up to 50%, not to exceed \$10 per pay in accordance with State guidelines and approval of the operating budget. The cash match has been suspended for the 2011 and 2012 fiscal years.

At a time when budgets continue to be strained and most of our member jurisdictions are not providing any match, the Executive Committee feels this should be suspended in the 2013 budget and revisited in future years.

The 2013 Proposed Operating Budget has been revised to remove the Cash Match expense of \$1,300 and \$1,040 in the General Operating and Curbside Project Fund Budgets, respectfully. This was adjusted through investment income; thus reducing revenues and expenses leaving the net amounts unchanged. Please find attached a revised Summary of the proposed operating budget by fund (Page 9 of the budget document).

In accordance with the CVWMA ByLaws, the operating budget for the ensuing fiscal year is to be adopted by two-thirds affirmative vote (14 members) by December 31.

With the revision to continue the suspension of the cash match portion of the Deferred Compensation program, **Resolution 12-13** is no longer necessary and is removed from the budget document. **Resolutions 12-05** through **12-12** are attached for your consideration and approval. Please do not hesitate to contact Kim Hynes with any questions or concerns regarding the proposed budget.

Recommended Action: Approval of **Resolutions 12-05** through **12-12**

Attachments

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

2012-2013 Proposed Operating Budget **REVISED**

Summary

	General Operating <u>Fund</u>	Curbside Project <u>Fund</u>	Drop-Off Project <u>Fund</u>	Municipal Solid Waste <u>Fund</u>	Special Project <u>Funds</u>	Total All <u>Funds</u>
<i>REVENUES</i>						
Local Government Assmnts	\$ 533,205	\$ 387,000	\$ -	\$ 29,500		\$ 949,705
Charges for Services	-	5,854,100	650,000	3,902,000	2,855,000	13,261,100
Use of Money and Property	7,580	8,460	600	6,615	4,005	27,260
Other	<u>500</u>	<u>10,000</u>	<u>135,000</u>	<u>-</u>	<u>425,000</u>	<u>570,500</u>
<i>TOTAL REVENUES</i>	<u>541,285</u>	<u>6,259,560</u>	<u>785,600</u>	<u>3,938,115</u>	<u>3,284,005</u>	<u>14,808,565</u>
<i>EXPENSES</i>						
Personnel Services	345,100	169,555	5,940	16,415	490	537,500
Fringe Benefits	112,880	58,475	1,710	5,695	40	178,800
Professional Services	29,510	24,685	1,190	6,565	5,680	67,630
Repairs and Maintenance	2,700	2,160	115	730	620	6,325
Advertising and Promotions	1,250	62,000	250	500	-	64,000
Materials and Supplies	5,375	3,575	80	885	435	10,350
Other Services and Charges	14,260	63,175	525	3,255	795	82,010
Leases	38,115	26,825	980	2,450	-	68,370
Contractual Services	-	5,849,210	751,250	3,900,000	3,280,000	13,780,460
Depreciation	6,125	5,375	-	1,620	-	13,120
Contingencies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>TOTAL EXPENSES</i>	<u>\$ 555,315</u>	<u>\$ 6,265,035</u>	<u>\$ 762,040</u>	<u>\$ 3,938,115</u>	<u>\$ 3,288,060</u>	<u>\$ 14,808,565</u>
<i>INTERFUND TRANSFERS</i>	<u>\$ 14,030</u>	<u>\$ 5,475</u>	<u>\$ (23,560)</u>	<u>\$ -</u>	<u>\$ 4,055</u>	<u>\$ -</u>
<i>CAPITAL OUTLAY</i>	<u>\$ 3,500</u>	<u>\$ 6,000</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ -</u>	<u>\$ 10,000</u>

RESOLUTION 12-05

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, 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, 2012, and ending June 30, 2013, 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 2012-2013 approved Budget.
2. That the General Operating Fund Budget includes anticipated revenues of \$541,285 and expenses of \$555,315. This budget anticipates a transfer from the Drop Off Project Fund in the amount of \$14,030. The General Operating Fund Contribution Rate is to be forty-eight (48) cents per capita for each member locality.
3. That the General Operating Fund Budget reflects the acquisition of Capital Outlay in the amount of \$3,500, which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP).
4. That the Executive Director is authorized to execute budget transfers among General Operating Fund Budget line items to cover unanticipated expenses. Transfers will not exceed \$1,000.
5. That this resolution shall be in full force and effect on and after the first day of July 2012, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 16th day of December, 2011

Attest: _____
Mark Kukoski, Chairman

RESOLUTION 12-06

A resolution adopting the Curbside Project Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, and appropriating the estimated revenues for the year for the principal purposes stated.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Curbside Project Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, 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 2012-13 approved Budget.
2. That the Curbside Project Fund Budget includes anticipated revenues \$6,259,560 and expenses of \$6,265,035. This budget anticipates a transfer from the Drop Off Project Fund in the amount of \$5,475.
3. That the Curbside Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$6,000, which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP).
4. That the Executive Director is authorized to execute budget transfers among Curbside Project Fund Budget line items to cover unanticipated expenses. Transfers will not exceed \$1,000.
5. That this resolution shall be in full force and effect on and after the first day of July 2012, and shall constitute the Curbside Project Fund Budget for the fiscal year commencing on that date.

Adopted this 16th day of December, 2011

Attest: _____
Mark Kukoski, Chairman

RESOLUTION 12-07

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, 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, 2012, and ending June 30, 2013, 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 2012-13 approved Budget.
2. That the Drop-Off Project Fund Budget includes anticipated revenues of \$785,600 and expenses of \$762,040. This budget anticipates a transfer \$23,560 to the General Operating, Curbside Project and Other Special Project Funds.
3. That the Executive Director is authorized to execute budget transfers among Drop-Off Project Fund Budget line items to cover unanticipated expenses. Transfers will not exceed \$1,000.
4. That this resolution shall be in full force and effect on and after the first day of July 2012, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

Adopted this 16th day of December, 2011

Attest: _____
Mark Kukoski, Chairman

RESOLUTION 12-08

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, 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, 2012, and ending June 30, 2013, 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 2012-13 approved Budget.
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$3,938,115.
3. That the Executive Director is authorized to execute budget transfers among Municipal Solid Waste Project Fund Budget line items to cover unanticipated expenses. Transfers will not exceed \$1,000.
4. That this resolution shall be in full force and effect on and after the first day of July 2012, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

Adopted this 16th day of December, 2011

Attest: _____
Mark Kukoski, Chairman

RESOLUTION 12-09

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, 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, 2012, and ending June 30, 2013, 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 2012-13 approved Budget.
2. That the Special Project Funds Budget includes anticipated revenues \$3,284,005 and expenses of \$3,288,060. This budget includes a transfer from the Drop Off Project Fund in the amount of \$4,055.
3. That the Executive Director is authorized to execute budget transfers among Special Project Funds Budget expense items to cover unanticipated expenses. Transfers will not exceed \$1,000.
4. That this resolution shall be in full force and effect on and after the first day of July 2012, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

Adopted this 16th day of December, 2011

Attest: _____
Mark Kukoski, Chairman

RESOLUTION 12-10

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2012, and ending June 30, 2013.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2012, and ending June 30, 2013, 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 2012-13 approved Pay and Classification Plan, and
2. That the Pay and Classification Plan includes an open range pay scale consisting of thirty two grades, and
3. That the Pay and Classification Plan reflects a 3% salary increase for all 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 2012-13, and
5. That this resolution shall be in full force and effect on and after the first day of July 2012, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 16th day of December, 2011

Attest: _____
Mark Kukoski, Chairman

RESOLUTION 12-11

A resolution revising section 4.03 of the *Personnel Policies, Benefits and Procedures Manual* whereby this revision has been presented to the Board for consideration as part of the 2012-2013 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Personnel Policies, Benefits and Procedures Manual shall be effective July 1, 2012.

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 programs, and
3. That Section 4.03 Holidays be revised to provide 4 of the existing 12 holidays as floating holidays. Those floating holidays will be Lee-Jackson Day, Presidents Day, Columbus Day and Veteran's Day. On those holidays, the CVWMA offices will be open as a regular work day and full time employees will be provided 8 hours as compensatory time to be used at the employee's discretion, prior to the end of the fiscal year. The floating holiday hours will not be carried over as either vacation or compensatory time and will not apply to part-time employees.
4. That Section 4.03 Holidays be revised to reflect that full-time employees only will receive the remaining eight (8) holidays off with pay and that part-time employees will not be compensated for holidays off effective July 1, 2012.
5. That Section 4.03 of *Personnel Policies, Benefits and Procedures Manual* defined as part of the 2012-2013 Operating Budget are updated effective July 1, 2012 and shall replace previous policies, benefits and procedures previously adopted by the CVWMA.

Adopted this 16th day of December, 2011

Attest: _____
Mark Kukoski, Chairman

RESOLUTION 12-12

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 2012-2013 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Personnel Policies, Benefits and Procedures Manual shall be effective July 1, 2012.

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 programs, and
3. That Section 4.06 be revised to provide for a maximum payment of \$525 per month toward individual premiums for Health Insurance, replacing the previous \$450 maximum payment, and
4. That Section 4.06 be revised to remove health insurance eligibility for part time employees effective July 1, 2012, and
5. That Section 4.06 of *Personnel Policies, Benefits and Procedures Manual* defined as part of the 2012-2013 Operating Budget are updated effective July 1, 2012 and shall replace previous policies, benefits and procedures previously adopted by the CVWMA.

Adopted this 16th day of December, 2011

Attest: _____
Mark Kukoski, Chairman

RESOLUTION 12-13

A resolution revising section 4.09 of the *Personnel Policies, Benefits and Procedures Manual* whereby this revision has been presented to the Board for consideration as part of the 2012-2013 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Personnel Policies, Benefits and Procedures Manual shall be effective July 1, 2012.

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 programs, and
3. That Section 4.09 be revised to remove the suspension of the cash match portion of the deferred compensation program, and
4. That Section 4.09 of *Personnel Policies, Benefits and Procedures Manual* defined as part of the 2012-2013 Operating Budget are updated effective July 1, 2012 and shall replace previous policies, benefits and procedures previously adopted by the CVWMA.

Adopted this 16th day of December, 2011

Attest: _____
Mark Kukoski, Chairman

Financial Reports for November 2011

The financial reports for November 2011 are hereby submitted for review and consideration. The reports reflect the results of operations in the General Operating Fund, Curbside, Drop Off, MSW and Other Special Project Funds. The CVWMA has a combined net income of about \$287,000 for administration, operations and public information for the remainder of the fiscal year. The Comprehensive Annual Financial Report for 2011 will be submitted to the GFOA this month for the Certificate of Achievement Award.

Recommended Action: Approval of the November 2011 Financial Reports.

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July 2011 – November 2011

Summary - All Funds				
	Total	Total	Transfers	
	<u>Revenues</u>	<u>Expenses</u>	<u>In (Out)</u>	<u>Totals</u>
General Operating Fund	\$ 517,649	\$ 226,312	\$ -	\$ 291,337
Curbside Project Fund	2,589,855	2,583,311	-	6,544
Drop-Off Project Fund	263,702	267,203	-	(3,501)
Municipal Solid Waste Fund	1,686,583	1,687,206	-	(623)
CFC/HCFC	7,529	7,572	-	(43)
Special Waste Collections	93,793	95,619	-	(1,826)
Waste Tire Fund	16,709	16,787	-	(78)
Appliance and Scrap Metal Hauling	149,973	150,170	-	(197)
Other Projects	8,140	8,140	-	-
Yard Waste Projects	371,003	371,823	-	(820)
Waste Transfer & Disposal	<u>900,330</u>	<u>903,790</u>	<u>-</u>	<u>(3,460)</u>
<i>Totals</i>	<u>\$ 6,605,266</u>	<u>\$ 6,317,933</u>	<u>\$ -</u>	<u>\$ 287,333</u>
<i>Capital Outlay:</i>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500
Office equipment	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>\$ 1,500</u>
<i>Total Capital Outlay</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2011 – November 2011

General Operating Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 515,894	\$ 515,895	\$ (1)	0.0%
Miscellaneous/Other	-	-	500	(500)	-100.0%
Interest on Investments	366	1,755	10,965	(9,210)	-84.0%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	<u>366</u>	<u>517,649</u>	<u>527,360</u>	<u>(9,711)</u>	<u>-1.8%</u>
Expenses:					
Personnel services	29,087	140,525	331,450	190,925	57.6%
Fringe benefits	7,726	37,088	90,650	53,562	59.1%
Professional services	2,126	16,950	32,325	15,375	47.6%
Repairs and maintenance	174	1,299	2,750	1,451	52.8%
Advertising and promotions	100	645	1,250	605	48.4%
Materials and supplies	279	1,923	5,610	3,687	65.7%
Other services and charges	1,733	5,230	13,305	8,075	60.7%
Leases	3,256	16,380	36,245	19,865	54.8%
Depreciation	<u>1,252</u>	<u>6,272</u>	<u>13,775</u>	<u>7,503</u>	<u>54.5%</u>
Total Expenses	<u>45,733</u>	<u>226,312</u>	<u>527,360</u>	<u>301,048</u>	<u>57.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (45,367)</u>	<u>\$ 291,337</u>	<u>\$ -</u>	<u>\$ 291,337</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ -	\$ -	
Office equipment	-	-	1,500	\$ 1,500	
Vehicular equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2011– November 2011

Curbside Project Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 460,977	\$ 2,337,102	\$ 5,535,000	\$ (3,197,898)	-57.8%
Public Relations Assessment	15,092	76,201	183,500	(107,299)	-58.5%
Customer Service Assessment	15,847	80,011	194,000	(113,989)	-58.8%
96-gal Cart Revenue	12,681	64,957	-	64,957	0.0%
Contract Admin Costs	-	-	500	(500)	-100.0%
Sponsorships and Grants	7,500	27,500	35,000	(7,500)	-21.4%
Interest on Investments	<u>917</u>	<u>4,084</u>	<u>6,560</u>	<u>(2,476)</u>	<u>-37.7%</u>
Total Revenues	<u>513,014</u>	<u>2,589,855</u>	<u>5,954,560</u>	<u>(3,364,705)</u>	<u>-56.5%</u>
Expenses:					
Personnel services	13,451	71,332	165,630	94,298	56.9%
Fringe benefits	3,946	19,925	48,675	28,750	59.1%
Professional services	2,663	12,831	21,565	8,734	40.5%
Repairs and maintenance	75	423	1,875	1,452	77.4%
Advertising and promotions	17,457	55,944	112,000	56,056	50.1%
Materials and supplies	536	1,963	4,270	2,307	54.0%
Other services and charges	4,162	10,217	63,830	53,613	84.0%
Leases	2,419	12,180	27,915	15,735	56.4%
Depreciation	324	1,619	3,800	2,181	57.4%
Contractual services	460,977	2,337,102	5,535,000	3,197,898	57.8%
96-gal Cart Expense	<u>14,106</u>	<u>59,775</u>	<u>-</u>	<u>(59,775)</u>	<u>0.0%</u>
Total Expenses	<u>520,116</u>	<u>2,583,311</u>	<u>5,984,560</u>	<u>3,401,249</u>	<u>56.8%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (7,102)</u>	<u>\$ 6,544</u>	<u>\$ (30,000)</u>	<u>\$ 36,544</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ 1,000	\$ 1,000	
Office equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2011– November 2011

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	\$ 50,558	\$ 253,303	\$ 600,000	\$ (346,697)	-57.8%
Materials Sales Rebate	1,692	10,288	30,000	(19,712)	-65.7%
Interest on Investments	<u>24</u>	<u>111</u>	<u>2,600</u>	<u>(2,489)</u>	<u>-95.7%</u>
Total Revenues	<u>52,274</u>	<u>263,702</u>	<u>632,600</u>	<u>(368,898)</u>	<u>-58.3%</u>
Expenses:					
Personnel services	470	2,400	5,625	3,225	57.3%
Fringe benefits	106	530	1,415	885	62.5%
Professional services	83	621	980	359	36.6%
Repairs and maintenance	8	35	110	75	68.2%
Advertising and promotions	-	-	250	250	100.0%
Materials and supplies	7	46	125	79	63.2%
Other services and charges	68	332	855	523	61.2%
Leases	111	563	740	177	23.9%
Contractual services	50,558	253,303	600,000	346,697	57.8%
Materials sales rebate	<u>2,064</u>	<u>9,373</u>	<u>22,500</u>	<u>13,127</u>	<u>58.3%</u>
Total Expenses	<u>53,475</u>	<u>267,203</u>	<u>632,600</u>	<u>365,397</u>	<u>57.8%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,201)</u>	<u>\$ (3,501)</u>	<u>\$ -</u>	<u>\$ (3,501)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2011 – November 2011

Municipal Solid Waste Fund					
	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 357,364	\$ 1,669,787	\$ 3,900,000	\$ (2,230,213)	-57.2%
Customer Service Assessment	2,338	11,710	29,000	(17,290)	-59.6%
Contract Admin Costs	490	2,790	3,000	(210)	-7.0%
Interest on Investments	<u>388</u>	<u>2,296</u>	<u>7,100</u>	<u>(4,804)</u>	<u>-67.7%</u>
Total Revenues	<u>360,580</u>	<u>1,686,583</u>	<u>3,939,100</u>	<u>(2,252,517)</u>	<u>-57.2%</u>
Expenses:					
Personnel services	1,212	5,983	14,870	8,887	59.8%
Fringe benefits	554	2,765	6,175	3,410	55.2%
Professional services	445	3,784	5,185	1,401	27.0%
Repairs and maintenance	49	222	690	468	67.8%
Advertising and promotions	-	93	250	157	99.0%
Materials and supplies	124	860	1,105	245	22.2%
Other services and charges	441	1,769	5,175	3,406	65.8%
Leases	285	1,431	4,200	2,769	65.9%
Depreciation	119	604	1,450	846	58.3%
Contractual Services	<u>357,272</u>	<u>1,669,695</u>	<u>3,900,000</u>	<u>2,230,305</u>	<u>57.2%</u>
Total Expenses	<u>360,501</u>	<u>1,687,206</u>	<u>3,939,100</u>	<u>2,251,894</u>	<u>57.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 79</u>	<u>\$ (623)</u>	<u>\$ -</u>	<u>\$ (623)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 500	\$ 500	
Office equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2011 – November 2011

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>
Revenues:					
Project Service Fees	\$ 241,777	\$ 1,350,876	\$ 3,200,000	\$ (1,849,124)	-57.8%
Materials Sales Rebate	45,396	195,521	275,000	(79,479)	-28.9%
Interest on Investments	<u>273</u>	<u>1,079</u>	<u>8,885</u>	<u>(7,806)</u>	<u>-87.9%</u>
Total Revenues	<u>287,446</u>	<u>1,547,476</u>	<u>3,483,885</u>	<u>(1,936,409)</u>	<u>-55.6%</u>
Expenses:					
Personnel services	300	1,650	1,950	300	15.4%
Fringe benefits	23	126	80	(46)	-57.5%
Professional services	446	3,367	4,740	1,373	29.0%
Repairs and maintenance	43	194	600	406	67.7%
Advertising and promotions	-	-	-	-	100.0%
Materials and supplies	35	255	690	435	63.0%
Other services and charges	88	363	825	462	56.0%
Contractual services	243,328	1,352,424	3,200,000	1,847,576	57.7%
Materials sales rebate	<u>45,699</u>	<u>195,521</u>	<u>275,000</u>	<u>79,479</u>	<u>28.9%</u>
Total Expenses	<u>289,962</u>	<u>1,553,900</u>	<u>3,483,885</u>	<u>1,929,985</u>	<u>55.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (2,516)</u>	<u>\$ (6,424)</u>	<u>\$ -</u>	<u>\$ (6,424)</u>	



*The Central Virginia Waste Management Authority
cordially invites you to join us in celebrating this
Holiday Season*

*Friday, December 16, 2011
immediately following the
CVWMA
Board of Directors' Meeting
(about 9:30 a.m.)*

*2104 W. Laburnum Ave., Richmond, Virginia
(front lobby)*

*Kindly RSVP to
Valerie Pegues-Johnson,
Administrative Assistant
(804) 359-8413 or
vjohnson@cvwma.com
by
Wednesday, December 14*

Thank you to our sponsors:

