



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
DECEMBER 17, 2010
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA

CALL TO ORDER

9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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Resolution 11-06: 2011-12 Drop-Off Project Fund Budget	
Resolution 11-07: 2011-12 Municipal Solid Waste Project Fund Budget	
Resolution 11-08: 2011-12 Special Project Funds Budget	
Resolution 11-09: 2011-12 Pay and Classification Plan	
6. Curbside Recycling Program	
7. Municipal Solid Waste (MSW) Program	
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OLD/NEW BUSINESS

ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF NOVEMBER 19, 2010

Minutes of the November 19, 2010 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 19, 2010
MINUTES
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Gentry Bell (M-Henrico), Vice Chairman
Steve Chidsey (M-Hanover), Secretary
Marcia R. Phillips (M-Chesterfield), Immediate Past Chair
John Bragg (A-Charles City)
William E. Henley (A-Colonial Heights)
Paul E. Drumwright (A-Goochland)
Michael Flagg (A-Hanover)
Marcia E. Kelley (M-Henrico)
John Fountain (A-Hopewell)
James H. Burrell (M-New Kent)
Michael D. Briddell (M-Petersburg)
Christopher Rapp (A-Powhatan)
William G. Kuthy (M-Prince George)

MEMBERS/ALTERNATES NOT PRESENT

Mark Kukoski (M-Richmond), Chairman
Matthew D. Benka (M-Richmond), Treasurer
Leigh Dunn (M-Goochland), Director
W. C. Lawing (M-Ashland)
Josh Farrar (A-Ashland)
Jack Miniclier (M-Charles City)
Robert L. Dunn (M-Chesterfield)
Robert C. Key (M-Chesterfield)
Dr. Sheryl D. Bailey (A-Chesterfield)
Jeff T. Howard (A-Chesterfield)
Charles E. Dane (A-Chesterfield)
Robert Setliff (M-Hanover)
Steve Herzog (A-Hanover)
Robert C. Whiteman (M-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Arthur D. Petrini (A-Henrico)
Steve Yob (A-Henrico)
Phillip E. Elliott (M-Hopewell)
James Tacosa (A-New Kent)
William Riggelman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Bill Hamby, Jr. (A-Prince George)

Non Voting:

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

Jason St. Clair, Environmental Officer
Chesterfield County Depart. of General Services

Vice Chairman Gentry Bell, (M-Henrico) called the meeting to order at 9:02 a.m. without a quorum.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 3: Chairman's Report

Vice Chairman Bell welcomed Mr. Jason St.Clair, Environmental Officer for Chesterfield County and went on to note a change in the agenda, adding Item 6A, Technical Advisory Committee Report.

STAFF AGENDA

Item No. 4: Curbside Recycling Program

Mr. B. Harris, Director of Operations, reported that the month of October was an unexpectedly positive month for curbside collections with a 5.1 percent increase from October 2009. He added that collections for the County of Henrico were up from the previous year by 13.1 percent. Mr. Harris went on to report that there were a few more misses during the month of October than during the previous month due to issues that derived on Red Monday. He asserted that Red Monday tends to be one of the heavier service days and that TFC had experienced some problems with their service vehicles delaying service in some areas. Monday scheduled pick up services were carried over to the following day, which resulted in several calls to the Authority's Call Center. Mr. Harris added that the service contractor has taken delivery of 5 additional new trucks. He commented that this should contribute to noticeable improvements in service during the upcoming months.

Concluding, Mr. Harris reported call activities were fairly slow with bin requests down from October 2009. Mr. Harris went on to report that 16 ½ tons of recycling was collected from the 836 participating households in Goochland County. He noted that in November, an additional subdivision was added increasing the county's household program participation number to 957. Mr. Harris went on to report that Authority staff continues to update its curbside collection database in preparation for mailings of the 2011 Curbside Collection Schedule.

Mrs. K. A. Hynes, Executive Director, reported that there are a little over 11,000 homes that have opted out of the Chesterfield County's curbside collection program; considerably less than the County had budgeted for. She asserted that in speaking with County officials, Chesterfield does not anticipate making any changes to its program in the 2011-12 fiscal year. Mrs. Hynes added that Chesterfield County officials are pleased with the low number of program "opt outs" and will continue to subsidize those costs for the next fiscal year.

Additional Board members arrived during the report to make a quorum present.

Item No. 5: Municipal Solid Waste (MSW) Program

Mr. R. D. Thompson, Operations Technician, reported that misses totaled 218 for the month of October and Allied Waste was assessed \$260 in fines and penalties. He added that the misses were the lowest reported misses during the previous three months and the call volume for reported misses to the Authority's Call Center are back down to normal levels.

Item No. 6: Operations and Program Statistics

Mr. Thompson reported that the complete Statewide Recycling Rate Report for calendar year 2009 can be found on the Department of Environmental Quality's (DEQ) Web site. He went on to report that the official state wide recycling rate for 2009 is 38.6 percent and that for the first time, each of the 71 solid waste planning units in this year's report met or exceeded their mandated recycling level under the two tier recycling rate previously established by the DEQ.

Mr. S. Chidsey (M-Hanover) asked if the DEQ's report provides a breakdown between residential and commercial. Mr. Thompson responded that it is not calculated that way.

Mr. Harris reminded the Board of previous discussions regarding Shared Knowledge Literacy Foundation and preparing procurement to enable interested localities to place collection containers at convenience center site locations to recycle books. He informed the Board that Authority staff issued a Request for Proposal (RFP) and that responses are due back November 29 and that staff will prepare a resolution to award a contract, which will be presented at the December 17 Board of Directors' meeting.

Program Statistics

Mr. Harris directed the Board's attention to a copy of the October Program Statistics Report placed at each seat. He reported that tonnage in the Authority's Drop-off Program is less 3 percent from the prior year, with fewer than 500 tons for the month. He asserted that the numbers are attributable to the impact of two fire station closings in Henrico County.

eCycling

Mr. Harris reported that the last two eCycling events for the year were held in October and November. He asserted that citizen turnout at the two previous events has increased since the previous year and that there were more televisions collected during these events.

Concluding, Mr. Harris reported that local jurisdictions plan to hold eCycling events again in the spring of 2011.

Item No. 6A: Technical Advisory Committee (TAC) Report

Mr. Harris presented the Technical Advisory Committee (TAC) report on behalf of Mr. W. Riggleman (A-Petersburg), Technical Advisory Committee Chairman. Mr. Harris reported that the TAC met in the CVWMA conference room on Thursday, November 4, 2010. He informed the Board that meeting discussions included several issues that the Executive Committee had referred to the TAC. This included an anti-litter message and how the information could be incorporated in some of the Authority's outreach efforts. It was noted that a litter prevention message has been incorporated in the Authority's outreach presentations, on its Web site, and that an anti-litter message will be included on the curbside collection calendar, which will be mailed at the end of December.

Proceeding, Mr. Harris reported that continued discussions included the Executive Committee deferring to the TAC on their thoughts on a long-term Solid Waste vision. It was noted it would not be feasible to have waste energy facilities in this area due to the lack of control of the Solid Waste by the localities. Mr. Harris added that the abundance of low cost and capacity in landfills is a contributing factor for the solid waste business in this particular area. He asserted that the conclusion was to increase CDD recycling as Hanover and Chesterfield Counties are doing as a way

to bring added attention and focus to recycling and potentially reducing landfill materials.

Moving on, Mr. Harris reported that continued discussions included saving money on Authority contracts. TAC members suggested bidding separately on collection and processing aspects as a way to save on Authority contracts and possibly receive some competition on the collection side to compete with Tidewater Fibre Corporation. Mr. Harris went on to report that an update of information was provided on the used book RFP, eCycling events, and the need to repaint and decal several site roll-off containers. He asserted that the Authority under contract would pay for the decals; however, noted that re-decating roll-off containers will need to be delayed since the Authority has not budgeted this expense in the budget for the 2011-12 fiscal year.

Meeting attendees included Bill Riggleman (Chairman - Petersburg), Steve Yob (Henrico), Steve Chidsey (Hanover), Jeff Howard (Chesterfield), John Fountain (Hopewell), and Marvin Freeman (Richmond). Also in attendance were CVWMA Board Chairman, Mark Kukoski and CVWMA staff Stephanie Feaser, Nan Downey, Bernie Harris, and Reggie Thompson.

Item No. 7: America Recycles Day

City of Richmond Recycling Awareness Day Proclamation

Mrs. N. W. Drumheller, Public Information Coordinator, directed the Board's attention to page 12 of the agenda package, which displays a copy of the Recycling Proclamation presented by Richmond City Council and The Honorable Dwight C. Jones, Mayor of Richmond on November 8, 2010. Present to accept the proclamation were Mrs. K. A. Hynes and Mr. Matthew Benka (M-Richmond). Mrs. Drumheller asserted that Authority staff was thrilled to have the City of Richmond recognize the importance of recycling and challenge its citizens to increase Richmond's Curbside Recycling Program participation rate. She added that Authority staff was informed that on November 15, Governor Bob McDonnell proclaimed the day as Virginia Recycles Day.

Continuing, Mrs. Drumheller reported that in an effort to raise public awareness about recycling as well as America Recycles Day, Authority staff participated in several local events. Virginia Commonwealth University's (VCU) America Recycles Day event and trash audit included the CVWMA's mascot R3. Mrs. Drumheller noted that the event was attended by over 500. She went on to report that the November 18 Material Recovery Facility (MRF) tour included 12 participants and that Authority staff received over 600 online entries for its annual America Recycles Day contest. Winners will be chosen on Monday, November 22.

Proceeding, Mrs. Drumheller reported that print ads were placed in local papers including the *Henrico Citizen*, *Colonial Voice*, *Goochland Gazette*, *Mechanicsville Local*, *Richmond Free Press*, *North of the James* and the *Chesterfield Observer*. She then directed the Board's attention to a bulletin board that displayed a copy of a recycling insert created by Sunni Southward with *Henrico Citizen*. She thanked Henrico County for their monetary ads included in the insert and commented that it would be a great partnership if other localities were able to do similar ads.

Item No. 8: Public Information

Mrs. Drumheller reported that the 2011 Curbside Schedule has been forwarded to a local printing company for printing. She went on to report that the Authority's e-newsletter has been sent and that members of the Board should have received their electronic copy sometime during the first week of the month. The newsletter included articles on the Kick-it-to the Curb Campaign and Recycling Pledge contest, eCycling, Veterans Day, information on the impact to collections during the

Thanksgiving Holiday and a citizen reminder to “Cover Your Load.”

Outreach and Promotion

Mrs. Drumheller reported that a new online ad began running on November 1 on The *Richmond Times-Dispatch* Web site. Mrs. Drumheller asserted that the ad is set to run 150,000 times and shows curbside items falling into a CVWMA curbside recycling bin. She included that when you click on the ad, it will direct the viewer to CVWMA’s curbside recycling Web page.

Proceeding, Mrs. Drumheller reported that Authority staff participated in an interview with Richmond Family Magazine and is using Facebook and Twitter to provide public awareness and education on recycling.

Concluding, Mrs. Drumheller reported that CVWMA staff is part of the planning committee for the 2011 Virginia Litter Prevention and Recycling (VCLPR) annual conference. She noted that the conference will take place in October 2011. The tentative agenda will address litter issues; recycling initiatives; communication tools; working with your stakeholders to ensure successful programs; new teacher resource written by 2 Northern VA teachers; new program managers training and more.

Item No. 9: Financial Reports for October 2010

Mrs. N. B. Downey, Director of Administration and Finance, directed the Board’s attention to pages 13-18 of the agenda package, which displays the Financial Reports for October 2010. Mrs. Downey reported that the financial activity is consistent with previous months and Authority continues to remain within total budget in all funds as of October 31, 2010. Mrs. Downey went on to report that the CVWMA has a combined net income of about \$353,000 year-to-date.

A motion was made by Mrs. M. R. Phillips (M-Chesterfield), Immediate Past Chair, seconded by Mr. J. H. Burrell (M-New Kent), and carried that the Financial Reports for October 2010 be approved, accepted, and filed as submitted

Item No. 10: 2011-2012 Proposed Operating Budget

Mrs. Hynes reminded the Board of the Authority’s unrestricted fund balance of over \$850,000 reported on in 2008. She asserted that Authority Committee and Board meetings included discussions on how to best use the funds going forward. She reminded Board members that from those meetings it was recommended to give back a total of \$150,000 in an equitable manner to Authority member localities, which the Authority did in 2009. Mrs. Hynes went on to report that during this time, the Authority also experienced a loss of \$70,000 as a result of the downturn in the economy. As a result, interest rates did not meet the Authority’s budget projections for the year; however, the Authority ended the year with net assets of more than \$600,000.

Continuing, Mrs. Hynes reported that CVWMA staff continues to analyze the Authority’s revenues and expenses by line item each month and has made some projections through the end of the fiscal year. She added that the Authority will likely end the year with a loss in the range of \$28,000 – \$34,000. Mrs. Hynes noted that Authority staff continues to look for other revenue sources and to reduce costs.

Mrs. K. Hynes directed the Board’s attention to the *2011-2012 Proposed Operating Budget* that was placed at each seat. She informed the Board that staff met with the Authority’s Audit and Executive Committees to discuss the Authority’s financial position. Mrs. Hynes went on to report that staff

was able to balance the budget at \$14,517,505; a reduction of 2.1 percent over the current year. This budget also reduces the reliance on interest and investment income by 57 percent. Mrs. Hynes included that the overall administrative expenses were reduced by 3 percent from the current year's budget. She noted that the goal of the Authority's Audit Committee was to continue to provide the same level of service to member jurisdictions, keep expenses low and continue to look for ways to generate revenue and reduce costs.

Mrs. Hynes then touched on a few items included in the proposed budget. She went on to report that that general operating assessments on the revenue side remains the same at 48 cents per capita. Mrs. Hynes noted that a 1.4 percent increase in population growth will result in a \$7,200 increase in revenue. She asserted that the Authority will continue the 6 cents per household per month for the public relations assessment in the Curbside Fund adding that the customer service assessment was increased by the Consumer Price Index (CPI) to 6.4 cents.

Proceeding, Mrs. Hynes reported that under the programs revenue, a CPI increase was included in contracts. She stated that most of the Authority's contracts have an escalation clause based on the CPI, which the Authority has included an estimated 3 percent for inflation. Mrs. Hynes went on to report a reduction in projected revenue and convenience center programs. She asserted that the reduction in waste generation has resulted in reduced revenue thus contractual obligations. Mrs. Hynes noted that the renegotiation of the metal and oil contracts have increased revenue generated back to localities.

Moving on, Mrs. Hynes reported that the proposed budget does include revenue for the calendar sponsorship. Budgeted was \$15,000 in the curbside fund for sponsorship of the Authority's 2011 Curbside Collection Schedule. Mrs. Hynes asserted that the Authority has benefited from Dominion's sponsorship for the previous two years. She informed the Board that Authority staff made efforts to secure more sponsors; however was only able to obtain sponsorship through Dominion who provided information on their expectations as a company investing in this type of marketing strategy. Mrs. Hynes asserted that Dominion loves the project and is considering including it as a permanent line item in their budget.

Proceeding, Mrs. Hynes reported that a full-time customer service representative was replaced with a part-time representative resulting in a 3 percent decrease in salary and benefits over the current year's budget; about a \$20,000 savings. Mrs. Hynes went on to report that the proposed budget does not include raises for the upcoming year and that the number of part-time hours was kept the same. She commented that the Authority has been fortunate during this budget crisis that localities have not cut the services provided by the Authority. Mrs. Hynes went on to report that the Authority has added some small programs and more localities are participating in Authority programs. She asserted that although Goochland County did not fund the curbside program this year, the County is back in the program at almost the same level they were at the end of the previous year.

With regard to Other Expenses, Mrs. Hynes reported that professional services include legal, audit, payroll, accounting maintenance, and computer support. She asserted that legal costs will remain the same at \$15,000 and is not projected to increase. Mrs. Hynes added that Authority staff budgeted a little higher for audit expenses; however, the Authority will go out for procurement for audit services. She commented that she expects audit costs to come in somewhat lower than what the Authority has paid for in the past. She went on to report that the Authority is now remote hosting its computer server, which has cut down on the need to purchase capital equipment, thus depreciation costs are reduced as well as other office expenses. Mrs. Hynes noted that the budget also shows a

further reduction in office supplies expenses and equipment and maintenance. She asserted that Authority staff is e-mailing more and that the affects of this communication process is becoming more noticeable with less reliance on printing paper.

Continuing, Mrs. Hynes reported that the Authority's office lease expires in February 2012. She asserted that she expects those costs to decrease on a monthly basis. Mrs. Hynes went on to report that the staff has budgeted very minimal for capital outlay.

Concluding, Mrs. Hynes encouraged the Board to take the next month to review the proposed budget. She asserted 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. Mrs. Hynes informed the Board that she could be contacted with any questions or thoughts concerning the budget. She reminded the Board of its December 17 meeting and noted that a 2/3 affirmative vote is required to approve the budget; 14 members versus the normal 11 for a quorum.

Item No 11: 20th Anniversary

Mrs. Hynes reported that the plans are well underway for the Authority's 20th Anniversary celebration scheduled for December 2. She asserted that many invited guests have responded to printed invitations and electronic invites mailed out to about 400 people last month. Mrs. Hynes went on to report that 150 guests have confirmed their attendance and that Chief Administrative Officers and elected officials of 7 of the Authority's 13 member jurisdictions will be in attendance at the event. Mrs. Drumheller continues to work on the entertainment and wrapping up details for the event, which again will include a fashion show emceed by Mr. Andrew Frieden of Channel 12.

Item No 12: 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 25 and 26, 2010 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 26th and Saturday, November 27th to handle service related calls.

Upcoming Meetings

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

- Technical Advisory Committee (TAC) Meeting December (Cancelled)
- Executive Committee December 6, 2010 2:00 p.m.
- Board of Directors (Richmond) December 17, 2010 9:00 a.m.

Item No 2: Minutes of the Regular Meeting of October 15, 2010

A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mrs. M. E. Kelley (M-Henrico), and carried that the minutes of the October 15, 2010, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Old/New Business

Vice Chairman Bell 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, Vice Chairman Bell opened the floor for a motion to adjourn the CVWMA Board of Directors' meeting at 9:40 a.m. The motion was made by Mr. P. E. Drumwright (A-Goochland), seconded by Mr. C. Rapp (A-Powhatan), and carried that the November 19, 2010 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 19, 2010 regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., December 17, 2010. Given under my hand and seal of the CVWMA this 17th day of December 2010.

Mark Kukoski, Chairman

RESOLUTION

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
20TH ANNIVERSARY**

Presented on November 10, 2010

WHEREAS, the Central Virginia Waste Management Authority will celebrate 20 years of regional solid waste management and recycling initiatives in December 2010; and

WHEREAS, the Central Virginia Waste Management Authority was formed in 1990 by thirteen localities in the central Virginia region including the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, the Town of Ashland and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Prince George, which still comprise the Authority; and

WHEREAS, the Central Virginia Waste Management Authority, since its creation has endeavored to provide efficient and economical waste management and recycling solutions for its members and the over one million citizens in the region, and

WHEREAS, the Central Virginia Waste Management Authority developed, in accordance with the Commonwealth's Solid Waste Management Plan requirements, a comprehensive and integrated solid waste management plan that at a minimum considers and addresses all components of the waste management hierarchy (source reduction, reuse, recycling, resource recovery, incineration and landfilling) to meet our future needs; and

WHEREAS, the Central Virginia Waste Management Authority, as the solid waste planning unit for the thirteen member localities, gathers the data necessary from recycling processors in the region and reports the annual recycling rate to the Virginia Department of Environmental Quality, and

WHEREAS, the central Virginia region's recycling rate (50.8% in 2009) has consistently exceeded the Commonwealth's requirements imposed on each locality to recycle 25 percent of the solid waste generated in each locality and has diverted an estimated 1.8 million tons; and

WHEREAS, the Central Virginia Waste Management Authority, since inception in 1990, has successfully developed a menu of recycling and solid waste programs through cost effective and efficient contracts with the private sector to meet the recycling and solid waste needs of the urban, suburban and rural communities in the region; and

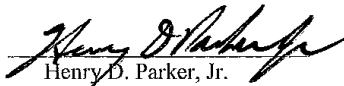
WHEREAS, the County participates in many Authority programs, including drop off recycling of paper, cans and bottles, household hazardous waste recycling/disposal (used oil, antifreeze and paints and solvents), electronics recycling, tire recycling, metal recycling, battery and propane tank recycling, yard waste recycling and transfer and disposal services at the Convenience Center and disaster recovery services; and

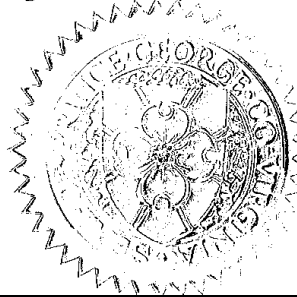
WHEREAS, the County of Prince George and its citizens have greatly benefited from the regional approach to solid waste management and recycling including contract negotiation, expansion of recycling markets and many other ways; and


NOW, THEREFORE, BE IT RESOLVED by the Prince George County Board of Supervisors this 10th day of November, 2010 that it commends, congratulates and applauds the role that the Central Virginia Waste Management Authority has played to skillfully and efficiently guide solid waste and recycling programs in our region; and

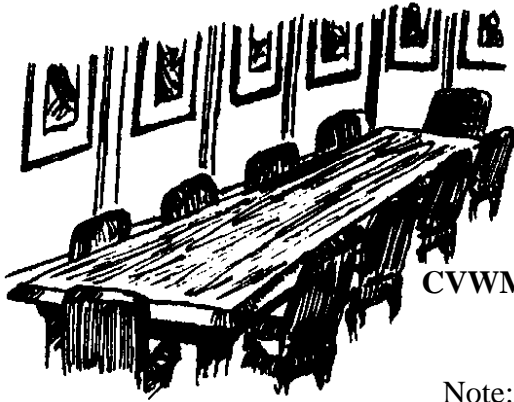
BE IT FURTHER RESOLVED that this Board recognizes the CVWMA as a National leader that has helped Prince George County and the region solve the solid waste and recycling challenges that our society has created; and

BE IT STILL FURTHER RESOLVED that this Board offers its best wishes and sincere thanks on the twentieth anniversary of the Central Virginia Waste Management Authority.


Henry D. Parker, Jr.
Chairman, Board of Supervisors




John G. Kines, Jr.
County Administrator



PROPOSED MEETING DATES
FOR
CVWMA BOARD OF DIRECTORS' MEETING
YEAR 2011

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

DATE	LOCATION	REMARKS
JANUARY 21, 2011	PETERBURG	
FEBRUARY 18, 2011	RICHMOND	Cancelled
MARCH 18, 2011	RICHMOND	
APRIL 15, 2011	PETERSBURG	Appointment of Nominating Committee
MAY 20, 2011	RICHMOND	Nominating Committee Submits Slate of Officers
JUNE 17, 2011	RICHMOND	Election of Officers
JULY 15, 2011	PETERSBURG	Summer Meeting Cancelled
AUGUST 19, 2011	RICHMOND	Annual Meeting, Installation of FY 2011-12 Officers
SEPTEMBER 16, 2011	RICHMOND	
OCTOBER 21, 2011	PETERSBURG	Cancelled
NOVEMBER 18, 2011	RICHMOND	
DECEMBER 16, 2011	RICHMOND	Consideration of FY 2012-13 Budget

RESOLUTION 11-04

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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, 2011, and ending June 30, 2012, 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 2011-2012 approved Budget.
2. That the General Operating Fund Budget includes anticipated revenues and expenses of \$527,360. 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 \$1,500, 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 2011, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 17th day of December, 2010

Attest:

Mark Kukoski, Chairman

RESOLUTION 11-05

A resolution adopting the Curbside Project Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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, 2011, and ending June 30, 2012, 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 2011-12 approved Budget.
2. That the Curbside Project Fund Budget includes anticipated revenues and expenses of \$5,934,560.
3. That the Curbside Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$1,000, 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 2011, and shall constitute the Curbside Project Fund Budget for the fiscal year commencing on that date.

Adopted this 17th day of December, 2010

Attest:

Mark Kukoski, Chairman

RESOLUTION 11-06

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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, 2011, and ending June 30, 2012, 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 2011-12 approved Budget.
2. That the Drop-Off Project Fund Budget includes anticipated revenues and expenses of \$632,600.
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 2011, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

Adopted this 17th day of December, 2010

Attest:

Mark Kukoski, Chairman

RESOLUTION 11-07

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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, 2011, and ending June 30, 2012, 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 2011-12 approved Budget.
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$3,939,100.
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 2011, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

Adopted this 17th day of December, 2010

Attest:

Mark Kukoski, Chairman

RESOLUTION 11-08

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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, 2011, and ending June 30, 2012, 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 2011-12 approved Budget.
2. That the Special Project Funds Budget includes anticipated revenues and expenses of \$3,483,885.
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 2011, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

Adopted this 17th day of December, 2010

Attest:

Mark Kukoski, Chairman

RESOLUTION 11-09

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2011, and ending June 30, 2012.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 2011-12 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
4. That the Pay and Classification Plan reflects a 0% salary increase for all employees, and
5. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2011-2012, and
6. That this resolution shall be in full force and effect on and after the first day of July 2011, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 17th day of December, 2010

Attest: _____
Mark Kukoski, Chairman

CONSIDERATION OF RESOLUTION 11-10 APPROPRIATING SPONSORSHIP FUNDS FOR THE CVWMA'S 20th ANNIVERSARY EVENT

The CVWMA celebrated its 20th Anniversary with a cocktail reception on December 2, 2010. Elected officials, present and former Board members and staff, contractors and various CVWMA partners and affiliates gathered to celebrate and recognize the accomplishments and achievements of the CVWMA in its first 20 years. The CVWMA thanks all of the sponsors, both financial and in-kind, who donated money, time and effort to the event.

CVWMA received \$11,300 from 14 sponsors, which defrayed all of the costs associated with the event. The evening's festivities were generously provided by:

Allied Waste Services	Green Waste Recyclers
BB&T	McCandlish Holton
Brandywine Realty Trust	Omni Pinnacle
Cherry Bekaert & Holland	SP Recycling
Container First Services	TFC Recycling
DRC Group	Waste Management
Four Season Recycling and Trading	Yard Works

Also, special thanks to VCU and Andrew Frieden of NBC12 for all of their time and work on the fashion show and to the stores who donated or provided clothing: Blue Ridge Mountain Sports, Dicks Sporting Goods, REI, and Ten Thousand Villages.

In addition, Greener Results and Green Duck donated their time and effort in making the evening a registered Virginia Green event. About 89% of the waste generated during the evening was diverted from landfills by recycling or composting. Thanks also to Virginia Tourism for providing the reusable gift bags.

Resolution 11-10, attached for consideration, will appropriate the sponsorship funds received in the General Fund for the CVWMA'S 20th Anniversary Event.

Recommended Action:

Approval of **Resolution 11-10**

Attachments.

RESOLUTION 11-10

A resolution to amend the CVWMA General Operating Fund Budget for the fiscal year beginning July 1, 2010, and ending on June 30, 2011, so as to appropriate sponsorship funds donated for the CVWMA's 20th Anniversary event held on December 2, 2010.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budget designated as the CVWMA General Operating Fund for the fiscal year beginning July 1, 2010 and ending on June 30, 2011 is hereby amended as follows:

<u>Account</u>	<u>2010-2011 Approved Budget</u>	<u>Amendment</u>	<u>2010-2011 Revised Budget</u>
GENERAL OPERATING FUND			
Miscellaneous Income	1,000	11,300	12,300
Other/Miscellaneous Expense	1,740	11,300	13,040
Net Appropriation General Fund		0	

2. That this Appropriation Resolution shall be in full force and effect upon its passage.

Adopted this 17th day of December, 2010

Attest: _____
Mark Kukoski, Chairman

FINANCIAL REPORTS FOR NOVEMBER 2010

The financial reports for November 2010 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 \$316,000 for administration, operations and public information for the remainder of the fiscal year.

Recommended Action: Approval of November 2010 Financial Reports

Attachments.

**Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July – November 2010**

Summary - All Funds

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>Transfers In (Out)</u>	<u>Totals</u>
General Operating Fund	\$ 521,992	\$ 233,860	\$ -	\$ 288,132
Curbside Project Fund	2,415,697	2,376,164	-	39,533
Drop-Off Project Fund	272,471	270,147	-	2,324
Municipal Solid Waste Fund	1,609,865	1,618,705	-	(8,840)
CFC/HCFC	11,410	11,472	-	(62)
Special Waste Collections	63,178	63,603	-	(425)
Waste Tire Fund	18,812	18,888	-	(76)
Appliance and Scrap Metal Hauling	135,471	135,694	-	(223)
Other Projects	13,640	13,640	-	-
Yard Waste Projects	161,981	162,833	-	(852)
Waste Transfer & Disposal	911,695	915,532	-	(3,837)
	<u>\$ 6,136,212</u>	<u>\$ 5,820,538</u>	<u>\$ -</u>	<u>\$ 315,674</u>
<i>Totals</i>				

	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
<i>Capital Outlay:</i>				
Computer equipment	\$ -	\$ -	\$ 1,000	\$ 1,000
Office equipment	-	-	1,500	\$ 1,500
<i>Total Capital Outlay</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – November 2010

General Operating Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 508,688	\$ 508,690	\$ (2)	0.0%
Miscellaneous/Other	\$ 175	\$ 11,300	\$ 1,000	\$ 10,300	1030.0%
Interest on Investments	448	2,004	11,100	(9,096)	-81.9%
Sponsorships and Grants	-	-	-	-	0.0%
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Revenues	623	521,992	520,790	1,202	0.2%
	<hr/>	<hr/>	<hr/>	<hr/>	
Expenses:					
Personnel services	25,609	136,141	324,740	188,599	58.1%
Fringe benefits	7,513	38,123	89,920	51,797	57.6%
Professional services	3,825	19,375	29,350	9,975	34.0%
Repairs and maintenance	171	795	2,650	1,855	70.0%
Advertising and promotions	105	944	1,250	306	24.5%
Materials and supplies	295	1,247	6,060	4,813	79.4%
Other services and charges	1,400	15,111	13,705	(1,406)	-10.3%
Leases	3,030	15,149	37,115	21,966	59.2%
Depreciation	1,390	6,975	16,000	9,025	56.4%
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Expenses	43,338	233,860	520,790	286,930	55.1%
	<hr/>	<hr/>	<hr/>	<hr/>	
Transfers In (Out)	-	-	-	-	
	<hr/>	<hr/>	<hr/>	<hr/>	
Totals	\$ (42,715)	\$ 288,132	\$ -	\$ 288,132	
	<hr/>	<hr/>	<hr/>	<hr/>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ -	\$ -	
Office equipment	-	-	1,500	\$ 1,500	
Vehicular equipment	-	-	-	\$ -	
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Capital Outlay	\$ -	\$ -	\$ 1,500	\$ 1,500	
	<hr/>	<hr/>	<hr/>	<hr/>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – November 2010

Curbside Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 449,536	\$ 2,249,637	\$ 5,400,000	\$ (3,150,363)	-58.3%
Public Relations Assessment	14,901	74,942	185,000	(110,058)	-59.5%
Customer Service Assessment	15,283	76,446	196,000	(119,554)	-61.0%
Contract Admin Costs	100	120	1,000	(880)	-88.0%
Sponsorships and Grants	-	10,000	-	10,000	0.0%
Interest on Investments	<u>1,049</u>	<u>4,552</u>	<u>29,500</u>	<u>(24,948)</u>	<u>-84.6%</u>
Total Revenues	<u>480,869</u>	<u>2,415,697</u>	<u>5,811,500</u>	<u>(3,395,803)</u>	<u>-58.4%</u>
Expenses:					
Personnel services	12,480	67,571	168,310	100,739	59.9%
Fringe benefits	3,829	19,532	55,185	35,653	64.6%
Professional services	3,258	12,048	20,215	8,167	40.4%
Repairs and maintenance	68	659	1,765	1,106	62.7%
Advertising and promotions	11,947	18,780	67,000	48,220	72.0%
Materials and supplies	324	1,567	3,875	2,308	59.6%
Other services and charges	1,378	5,627	62,655	57,028	91.0%
Leases	2,314	11,570	28,495	16,925	59.4%
Depreciation	452	2,323	4,000	1,677	41.9%
Contractual services	<u>436,373</u>	<u>2,236,487</u>	<u>5,400,000</u>	<u>3,163,513</u>	<u>58.6%</u>
Total Expenses	<u>472,423</u>	<u>2,376,164</u>	<u>5,811,500</u>	<u>3,435,336</u>	<u>59.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 8,446</u>	<u>\$ 39,533</u>	<u>\$ -</u>	<u>\$ 39,533</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
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 – November 2010

Drop Off Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 51,658	\$ 257,241	\$ 585,000	\$ (327,759)	-56.0%
Materials Sales Rebate	2,699	15,045	33,000	(17,955)	-54.4%
Interest on Investments	39	185	2,965	(2,780)	-93.8%
	<u>54,396</u>	<u>272,471</u>	<u>620,965</u>	<u>(348,494)</u>	<u>-56.1%</u>
Total Revenues					
Expenses:					
Personnel services	433	2,402	5,910	3,508	59.4%
Fringe benefits	102	560	1,520	960	63.2%
Professional services	179	754	1,400	646	46.1%
Repairs and maintenance	9	39	115	76	66.1%
Advertising and promotions	10	25	250	225	90.0%
Materials and supplies	-	28	150	122	81.3%
Other services and charges	112	394	870	476	54.7%
Leases	106	532	1,000	468	46.8%
Contractual services	51,658	257,240	585,000	327,760	56.0%
Materials sales rebate	2,118	8,173	24,750	16,577	67.0%
	<u>54,727</u>	<u>270,147</u>	<u>620,965</u>	<u>350,818</u>	<u>56.5%</u>
Total Expenses					
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (331)</u>	<u>\$ 2,324</u>	<u>\$ -</u>	<u>\$ 2,324</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – November 2010

Municipal Solid Waste Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 320,752	\$ 1,593,353	\$ 3,890,325	\$ (2,296,972)	-59.0%
Customer Service Assessment	2,283	11,409	29,500	(18,091)	-61.3%
Contract Admin Costs	260	1,740	3,000	(1,260)	-42.0%
Interest on Investments	732	3,363	25,465	(22,102)	-86.8%
Total Revenues	<u>324,027</u>	<u>1,609,865</u>	<u>3,948,290</u>	<u>(2,338,425)</u>	<u>-59.2%</u>
Expenses:					
Personnel services	2,193	11,740	29,035	17,295	59.6%
Fringe benefits	615	3,385	8,455	5,070	60.0%
Professional services	968	4,246	7,170	2,924	40.8%
Repairs and maintenance	46	251	640	389	60.8%
Advertising and promotions	61	151	-	(151)	99.0%
Materials and supplies	70	401	1,135	734	64.7%
Other services and charges	661	2,327	5,145	2,818	54.8%
Leases	384	1,922	4,585	2,663	58.1%
Depreciation	180	929	1,800	871	48.4%
Contractual Services	320,751	1,593,353	3,890,325	2,296,972	59.0%
Total Expenses	<u>325,929</u>	<u>1,618,705</u>	<u>3,948,290</u>	<u>2,329,585</u>	<u>59.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,902)</u>	<u>\$ (8,840)</u>	<u>\$ -</u>	<u>\$ (8,840)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500	
Office 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 – November 2010

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	\$ 242,955	\$ 1,145,828	\$ 3,760,000	\$ (2,614,172)	-69.5%
Materials Sales Rebate	16,888	168,973	155,000	13,973	9.0%
Interest on Investments	<u>316</u>	<u>1,387</u>	<u>13,905</u>	<u>(12,518)</u>	<u>-90.0%</u>
Total Revenues	<u>260,159</u>	<u>1,316,188</u>	<u>3,928,905</u>	<u>(2,612,717)</u>	<u>-66.5%</u>
Expenses:					
Personnel services	300	1,650	4,000	2,350	58.8%
Fringe benefits	23	126	310	184	59.4%
Professional services	984	4,114	7,410	3,296	44.5%
Repairs and maintenance	48	214	655	441	67.3%
Advertising and promotions	-	51	-	(51)	100.0%
Materials and supplies	4	156	850	694	81.6%
Other services and charges	73	400	930	530	57.0%
Contractual services	242,954	1,145,823	3,760,000	2,614,177	69.5%
Materials sales rebate	<u>17,051</u>	<u>169,128</u>	<u>154,750</u>	<u>(14,378)</u>	<u>-9.3%</u>
Total Expenses	<u>261,437</u>	<u>1,321,662</u>	<u>3,928,905</u>	<u>2,607,243</u>	<u>66.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,278)</u>	<u>\$ (5,474)</u>	<u>\$ -</u>	<u>\$ (5,474)</u>	

