



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
FRIDAY, MAY 20, 2011
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA

CALL TO ORDER **9:00 a. m.**

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

ITEM NO.	Page(s)
1. Public Comment Period	
2. Minutes of the Regular Meeting of April 15, 2011	3 - 13
3. Chairman's Report	
4. Nominating Committee Report	14

STAFF AGENDA

ITEM NO.	
5. Consideration of Resolution 11-14 : Appropriating Sponsorship Funds for 2011 Collection Schedule	15 - 16
6. Consideration of Resolution 11-15 : Amending the 2011 General Operating, Curbside Project and Municipal Solid Waste Fund Budgets	17 - 18
7. Curbside Recycling Program	
8. Municipal Solid Waste (MSW) Program	
9. Operations and Program Statistics	
10. Public Information	
11. Financial Reports for April 2011	19 - 25



12. Administrative

Upcoming Meetings:

Technical Advisory Committee (TAC)	June 2, 2011	9:00 a.m.
Executive Committee	June 6, 2011	2:00 p.m.
Board of Directors (Richmond)	June 17, 2011	9:00 a.m.

OLD/NEW BUSINESS

ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF APRIL 15, 2011

The minutes of the regular Board of Directors meeting held April 15, 2011 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING
APRIL 15, 2011
MINUTES
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Mark Kukoski (M-Richmond), Chairman
Matthew D. Benka (M-Richmond), Treasurer
Steve Chidsey (M-Hanover), Secretary
Robert L. Dunn (M-Chesterfield)
Charles E. Dane (A-Chesterfield)
Paul E. Drumwright (A-Goochland)
Michael Flagg (A-Hanover)
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. (A-Prince George)

MEMBERS/ALTERNATES NOT PRESENT

Gentry Bell (M-Henrico), Vice-Chairman
Leigh Dunn (M-Goochland), Director
Marcia R. Phillips (M-Chesterfield), Past Chair
Josh Farrar (A-Ashland)
Jack Miniclier (M-Charles City)
John T. Bragg (A-Charles City)
Robert C. Key (M-Chesterfield)
Dr. Sheryl D. Bailey (A-Chesterfield)
Tom Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Robert Setliff (M-Hanover)
Steve Herzog (A-Hanover)
William I. Mawyer, Jr. (A-Henrico)
Arthur D. Petrini (A-Henrico)
Phillip E. Elliott (M-Hopewell)
James Tacosa (A-New Kent)
Elliot Danburg (M-Powhatan)

Non-Voting:

Jeff T. Howard (A-Chesterfield)
Steve Yob (A-Henrico)
William Riggleman (A-Petersburg)

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

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 March 18, 2011

A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mr. R. C. Whiteman (M-Henrico), and carried that the minutes of the March 18, 2011, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

Item No. 3: Chairman's Report

Appointment of the Nominating Committee

Chairman Kukoski stated that the Nominating Committee has been appointed and will present the slate of officers for the 2011-12 fiscal year, at the May 20 Board of Directors meeting. Mrs. M. R. Phillips, Chairman (M-Chesterfield), Mrs. M. E. Kelley (M-Henrico) and Mr. J. Fountain (A-Hopewell) will serve as the CVWMA Nominating Committee. The elections will be held in June and the installation of the new officers will occur at the first Board of Directors meeting in the new fiscal year.

Bylaws Review

Chairman Kukoski informed the Board that following previous discussions and inquires on officers terms, alternate Board meeting locations, and the Annual Meeting of the Authority, the Executive Committee reviewed the CVWMA Bylaws. He asserted that the Authority's Bylaws are very specific with respect to Authority meetings and that there would be no change in location or rotation in the Richmond's 2104 W. Laburnum Avenue and the Crater Planning District Commission (PDC) meeting locations. He went on to add that although the Authority Bylaws do not specifically address officer terms, the Executive Committee felt that the two-year protocol should not undergo any changes.

Concluding, Chairman Kukoski informed the Board that the Authority's Bylaws also state that the Authority's annual meeting is the first meeting of the fiscal year, which is in August. He asserted that members of the Executive Committee discussed moving the annual meeting to September and reached out to the Board for their input asking that a member of the Executive Committee or Authority staff be contacted with their suggestions or recommendations.

Item No. 4: Treasurer's Report

Financial Reports for March 2011

Mr. M. Benka (M-Richmond), Treasurer, asked Mrs. N. Downey, Director of Administration and Finance, to present the financial reports. Mrs. Downey directed the Board's attention to pages 12-18 of the agenda package, which displayed the financial reports for March 2011. Mrs. Downey reported

that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of March 31, 2011. The CVWMA has a combined net income of about \$107,000 year-to-date.

Concluding, Mrs. Downey reported that the CVWMA will be reviewing actual revenues and expenses year-to-date and projecting operations through the end of the fiscal year. The necessary transfers will be presented to the Board at the regular meeting on May 20, 2011.

With no further questions or comments from the floor, a motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mrs. M. E. Kelley (M-Henrico), and carried that the Financial Reports for March 2011 be approved as submitted.

STAFF AGENDA

Item No. 5: 2010 Recycling Rate Report

Mr. R. D. Thompson, Operations Technician, presented his report with a slide presentation reporting that the regulations for the development of the Solid Waste Management Plan (9 VAC 20-130-10 et seq.) require Solid Waste Planning Units (SWPU) (such as the CVWMA) and towns, cities and counties not part of a designated region to submit a recycling rate report to the Department of Environmental Quality (DEQ) annually by April 30th for the previous calendar year that documents the recycling efforts of the area.

Mr. Thompson went on to report that the state of Virginia has a two tier recycling rate which requires a 25 percent recycling rate or a 15 percent rate if qualified. He asserted that the solid waste planning unit must have a population density less than 100 persons per square mile to qualify or an unemployment rate 50 percent greater than the statewide average to qualify for a 15 percent recycling rate. Mr. Thompson went on to report that of the 45 recycling processors surveyed, 37 provided information; an 82 percent response rate.

Proceeding, Mr. Thompson informed the Board the DEQ utilizes two formulas in the recycling rate calculation. The base rate, which is calculated by dividing the principal recyclable materials tonnage by the MSW generated within the region and the adjusted recycling rate, which is calculated by adding the credit tonnage to the amount of principal recyclable materials and dividing by the amount of credit tonnage and MSW generated with the region. Mr. Thompson included that the adjusted recycling rate cannot exceed five percentage points of the base recycling rate.

Continuing, Mr. Thompson reported that there is no accurate way to determine the actual tonnage of the MSW generated in the region. Therefore, a calculation, based on the most recent EPA estimate of 4.34 pounds per person per day of waste generated is utilized to approximate the MSW tonnage for the region. He went on to report that the EPA per person waste generation figure is multiplied by the Weldon Cooper Center for Public Service estimate of the 2008 population for the region. He asserted that the estimated 4.34 pounds per person is down from 4.5 pounds per person.

Mr. Thompson's slide presentation also included information on several principal recyclable materials and tonnage collections in 2009 through 2010. He asserted that paper along with yard and wood waste represents 86 of percent the tonnage collected in the principal recyclable materials category.

Mr. Thompson went on to report that the credit tonnage for this year in the Solid Waste Reused category consists of construction demolition and debris waste. He asserted that taking all the

collected data and utilizing the formula detailed earlier, the calculation of the base recycling rate comes out to 48.6 percent. Using the formula for the adjusted recycling rate (which includes the credit tonnage), the rate adjusts to 53.9 percent. Mr. Thompson added that the adjusted rate cannot exceed the base recycling rate by 5 percentage points and that the maximum 5 percentage points allowed is added to the base rate, which gives a final adjusted recycling rate of 53.6 percent.

Concluding, Mr. Thompson provided a comparison of the 2009 & 2010 totals and recycling rate. He noted that the PRM and Credit tonnages are down in 2010; however, the rate for 2010 increased slightly due to the decrease in municipal solid waste. Mr. Thompson included that 2007 was the first year under the new regulation that allows up to an additional 5 percentage points by adding the credit tonnage. He added that over the past 4 years with the 5 percent credit, the recycling rate has been in the low 50 percent range.

Item No. 6: Consideration of Resolution 11-11: Amendment to the Central Virginia Solid Waste Management Plan (CVSWMP) to include the planned expansion of the Republic Services' 623 Landfill in Goochland

Mr. B. B. Harris, Director of Operations, reminded the Board of previous meeting discussions of Republic Services requests to amend the Central Virginia Solid Waste Management Plan (CVSWMP) to include the proposed expansion and addition of a Material Recovery Facility (MRF) for the 623 CDD Landfill in Goochland County. He reported that the Goochland Planning Department and Board of Supervisors have approved the plan in addition to the Crater Planning District Commission and the Richmond Regional Planning District Commission.

Proceeding, Mr. Harris reported that the Plan was prepared and approved by the DEQ in 2004 in accordance with the requirements and provisions of Regulations for Solid Waste Planning (9 VAC 20-130-10 et seq.). He added that the Plan provides an integrated solid waste management strategy for the Region for the period 2004 through 2024. The two primary functions of the SWMP are to identify sufficient disposal capacity to meet regional needs over the 20-year plan window and to define a process to meet or exceed the state mandated recycling rate over that period. Mr. Harris noted that the amendment will be the 6th Amendment to the CVSWMP.

Mr. Harris went on to report that the expansion and addition of the MRF will help serve the needs for waste disposal in the western portion of the Richmond Metropolitan Area once the Springfield Road Landfill operated by the County of Henrico closes in the near future. He added that the additional CDD disposal capacity will help keep CDD waste out of regional sanitary landfills and contribute to keeping disposal rates in the region low. Mr. Harris directed the Board's attention to **Resolution 11-11** on page 20 of the agenda package and asserted that the resolution will authorize CVWMA staff to submit the major amendment (Amendment 6) to the CVSWMP to the DEQ for their review and approval.

Chairman Kukoski opened the floor for a motion to approve **Resolution 11-11**. A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. M. Benka (M-Richmond), Treasurer and carried that **Resolution 11-11** be approved as submitted.

Item No. 7: Curbside Recycling Program

Mr. B. B. Harris, Director of Operations, reported that the month of March was another good month for the Curbside Recycling Program. The March collection total was 3,008 tons; down 4.7 percent from March 2010. He noted that during March of the previous year, the total tonnage for

Chesterfield County was 200 tons higher than this year. Fiscal year-to-date, 25,369 tons have been collected, off by 1.8 percent from the prior year.

Concluding, Mr. Harris reported that there were 310 misses for the month of March. He added that contractor services improved for the month and that no penalties were Tidewater Fibre Corporation (TFC) for missed collections; however, April services have not started of as well as the previous month. There were a reported 100 misses the first week of April resulting from problems incurred on Red Monday April 4 that caused a ripple affect through the week.

Mr. R. L. Dunn (M-Chesterfield) commented that the Chesterfield set-out percentage would be higher if the number of opt-outs were subtracted from the total eligible households determined by the set-out percent calculation.

Mrs. Hynes reminded the Board of discussions during the March 18, 2011 Board of Directors meeting where she provided information on a campaign the Authority is working on with the Curbside Value Partnership (CVP). She asserted that the campaign is an effort to increase participation in CVWMA's Curbside Recycling Program. Authority staff and representatives of CVP met on April 7 and brainstormed campaign ideas. The meeting included representatives of CVP's national communications firm and Authority staff provided information on the Authority's program and region. Mrs. Hynes informed the Board that CVP in the upcoming months will follow up with Authority staff on their recommendation for a campaign based on information provided during the meeting. Once received Authority staff will update the Board at a future meeting.

Chairman Kukoski asked if representatives of the CVP provided a specific time frame in which they would get back with the Authority on their recommendations. Mrs. Hynes reiterated that within four weeks or so, Authority staff will have received some information and campaign ideas from the CVP. She included that following receipt of information and recommendations, Authority staff will fine tune suggested ideas, and set a start date for the campaign. Mrs. Hynes noted that CVP has expressed an interest in long-term partnerships with communities and currently working with some well-known organizations, which may provide funding opportunities. Mrs. Hynes agreed to keep the Curbside Education Advisory Committee and the Board informed.

Item No. 8: Consideration of Resolution 11-12: Amending the Contract for Residential Curbside Recycling Collection and Drop-off Program Processing Services

Mr. Harris reported that the Curbside Recycling Collection and Drop-Off Processing Services contract between Tidewater Fibre Corporation (TFC) and the Central Virginia Waste Management Authority (CVWMA), implemented on July 1, 2009 and extends through June 30, 2016 currently provides for TFC to supply 18-gallon and 24-gallon containers to residents for recyclables. He went on to report that TFC has agreed to purchase carts with an approximate capacity of 96 gallons, a tight fitting lid, and wheels that will be available for residents to purchase. The hydraulic lifting/tipping unit on TFC's collection vehicles as part of the collection operation will be able to lift and empty the carts.

Continuing, Mr. Harris reported that amendment is being made to the contract to include carts as an acceptable recycling container and to establish delivery, maintenance, and payment criteria.

The carts will be made available through the CVWMA Web site at a cost of \$65. Mr. Harris noted that it is anticipated that the Authority will be positioned to begin the process by the summer of 2011.

Mr. Harris directed the Board's attention **Resolution 11-12** on page 22-23 of the agenda package. The resolution will authorize the Executive Director to execute a contract addendum with Tidewater Fibre Corporation to include approximately 96-gallon carts as an acceptable container in the Curbside Recycling Collection and Drop-Off Processing Services contract. Mr. Harris noted that it is not anticipated that the Special Project Service Agreements need to be amended for this addition at this time.

Mr. J. Fountain (A-Hopewell) asked how would the carts be delivered. Mr. Harris responded that TFC will deliver the carts in the same fashion as current residential bins are being delivered. Mr. Harris included information on how citizens could request a cart through the CVWMA Web site.

Mr. M. Benka (M-Richmond) asked if the change would have any fiscal impact to the Authority. Mr. Harris responded no.

Mrs. M. E. Kelley (M-Henrico) asked if citizens had options other than the Web site for ordering a cart. Mr. Harris responded citizens could contact the Authority's Recycling Hotline.

Chairman Kukoski asked if the existing trucks have cart tippers and are able to fit through city alleys. Mr. Harris responded all the trucks now have cart tippers, however they are unable to fit down alleys. This will pose a problem for many City residents. He added that a caveat will need to be included on the Authority's Web site.

Mr. C. E. Dane (A-Chesterfield) asked if there were any discussions with TFC on receiving a price reduction for a large quantity of purchased carts. Mr. Harris responded that TFC's position is that if a substantial amount of carts are ordered, an increase in the collection fees may result to cover the cost of collection equipment, and other operational expenses.

Mr. S. Chidsey (M-Hanover) asked how will the public receive the information. Mr. Harris responded that the Authority will do press event and possibly incorporate the cart information with the Curbside Value Partnership campaign.

Chairman Kukoski suggested Authority's staff discuss with TFC their providing some sort of promotional information on the Curbside Recycling Schedule calendar.

Mr. R. C. Whiteman (M-Henrico) asked if discussions with TFC included considering placing the carts in a trial area. Mr. Harris responded that getting enough citizens in a chosen area to purchase the carts on a trial basis might not be feasible. He added that there are currently a few 96-gallon carts in use throughout the program.

Mr. C. E. Dane (A-Chesterfield) asked if encouraging recycling in addition to promoting the carts could be included in the press event, possibly doing some sort of recycling contest. Mr. Harris responded that Authority staff has spoken with representatives of TFC about receiving a few promotional carts; however, there has been no affirmative agreement. Mr. R. L. Dunn (M-Chesterfield) asked if the contract includes a clause that would prevent another entity such as Coke from placing their logo on the carts. Mr. Harris responded that there is no clause in the contract to prohibit that from occurring.

Mrs. M. E. Kelley (M-Henrico) commented that the press event should include information concerning plastic bag disposal and recycling. Mr. Harris commented that the press event would help on that issue.

Mr. M. D. Benka (M-Richmond) asked that Authority staff look into whether organizations like Coke advertise on carts and the type of revenue obtained through this type of promotional advertisement.

Chairman Kukoski opened the floor for a motion to approve **Resolution 11-12**. A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mrs. M. E. Kelley (M-Henrico), and carried that **Resolution 11-12** be approved as submitted.

Item No. 9: Municipal Solid Waste (MSW) Program

Mr. R. Thompson reported that Allied Waste had 215 misses and was assessed \$80 in penalties. Mr. Thompson added that the contractor has officially outsourced the cart management to Otto Cart Management who will take responsibility for the delivery, repair, and replacement of all carts. He commented that the transition appears to have gone smoothly.

Mr. Harris reported that the contract agreement between the City of Colonial Heights, CVWMA, and Allied Waste expires June 30, 2012 and has one remaining 5-year renewal option. CVWMA staff and representatives for Colonial Heights and Allied Waste met to discuss the terms and conditions for renewal. Mr. Harris informed the Board that Colonial Heights representatives are having internal discussions to determine whether to renew or do a procurement. He asserted that Authority staff expects to hear back from the city on their decision with ample time to decide on a new contractor if that should become necessary. Mr. Harris added that whatever the decision, a contract would be in place by July 1, 2012.

Item No. 10: Consideration of Appropriating Funds to Re-decal the Drop-off Recycling Containers

Mrs. Hynes reported that previous meeting discussions between Authority staff and the Executive Committee included upgrading decals on the 30-yard roll off recycling containers. She directed the Board's attention to a copy of **Resolution 11-13** placed at each seat. Mrs. Hynes asserted that the resolution, separate from the agenda package, would appropriate funds for new decals for the 30-year roll off recycling containers. She went on to report that the contract with CFS for the containers and hauling is for seven years and includes CFS repainting the containers and applying the decals. Mrs. Hynes noted that the responsibility of the Authority is to purchase the decals.

Continuing, Mrs. Hynes reported that the mid-way point of this term was in January and that no funds for the decals were included in the budget. She stated that the stickers on several containers are in need of replacement and were upgraded with the new contract 3 ½ years ago. Mrs. Hynes went on to report that the current decals are custom made with the CVWMA logo, business contact number, and Web site information. The decals are made from a higher-grade vinyl that includes a laminate to prevent curling and an ultraviolet (UV) protection to reduce fading. Mrs. Hynes went on to report that the artwork will remain the same and that the vender, who designed the original stickers, have reduced their price and quoted the CVWMA about \$8,500 to re-decal 66 of the 30-yard roll off containers.

Continuing, Mrs. Hynes reported discussion about using "off the shelf" stickers for the remainder of the term to reduce costs. Mrs. Hynes, directing the Board's attention to a PowerPoint slide, asserted that Authority staff researched the less costly sticker options and found that "off the shelf" stickers were smaller and made from an economical grade vinyl. She added that the less expensive stickers are neither UV protected nor laminated to withstand extreme weather conditions over a period of several years.

Proceeding, Mrs. Hynes reported that Authority staff recommends continued use of the higher quality stickers in keeping with the branding and identification of CVWMA's programs.

Mr. J. Fountain (A-Hopewell) asked if the Authority could get a smaller higher quality decal at a reduced price. Mrs. Hynes commented that Authority staff could look into that.

Chairman Kukoski opened the floor for a motion to approve **Resolution 11-13**. A motion was made by Mr. C. E. Dane (A-Chesterfield), seconded by Mr. J. H. Burrell (M-New Kent), and carried that **Resolution 11-13** be approved as submitted.

Item No. 11: Operations and Program Statistics

Mr. Harris, directing the Board's attention to a copy of the March Program Statistics Report placed at each seat, reported that revenue for the month is strong with a little over \$40,000 primarily from used oil and metal. He went on to report changes in the Drop-off Program with the loss of a few Henrico sites. He asserted that the total overall tonnage is down about 3 ½ percent through the first nine months of the year.

Proceeding, Mr. Harris reported that over the next two months, renovations will take place at fire stations #09 and #13 in Henrico County. He added that recycling centers located at both locations, 9401 Quioccasin Road and 12491 Church Road, would be removed. The one at fire station #13 will return once renovations have been completed. Mr. Harris concluded his report by informing the Board of upcoming spring eCycling events and noted that additional information can be found on the Authority's Web site.

Mr. S. Chidsey (M-Hanover) asked what the City of Richmond is doing as far as grinding services. Mr. Harris responded that the city was working with Grind-all and believed to have discontinued their services recently.

Item No. 12: Technical Advisory Committee (TAC) Report

Mr. Harris presented the Technical Advisory Committee (TAC) report on behalf of Mr. W. Riggelman (A-Petersburg), Technical Advisory Committee Chairman. Mr. Harris reported that the TAC met in the CVWMA conference room on Thursday, April 7, 2011 where discussions included information in the reports provided the Board by Authority staff.

Mr. Harris added that additional discussions included Authority staff reviewing a request for a minor amendment to the Solid Waste Management Plan (SWMP) from Coker Composting and Consulting (CC&C). CC&C was founded in 2005 to give composters and others access to qualified professional consultant assistance. The consulting business will be assisting Virginia Commonwealth University (VCU) in establishing a composting facility for food waste. Mr. Harris noted that the amendment will include a letter of consistency once Authority staff receives some additional information. He went on to report that on April 30, 2011, the Drug Enforcement Administration (DEA) will be sponsoring several Prescription Drug Take-Back Day events.

Concluding, Mr. Harris reported that the May 5, 2011 TAC meeting is canceled.

Item No. 13: Earth Day

CVWMA staff as well as staff within each member jurisdiction is very busy with April Earth Day events. The CVWMA Earth Day webpage has a complete listing of what is going on in each of our

localities. Mrs. Drumheller thanked Chesterfield County for the great environmental fair held on Saturday, April 9. Chesterfield staffer (Rocky) was a great R3. She went on to report that CVWMA staff worked with Virginia Trekkers at Earth Day at the Diamond on Wednesday, April 13.

Mrs. Drumheller reported that CVWMA Board member, Mr. M. D. Benka (M-Richmond), Treasurer and Mr. J. Tacosa (A-New Kent) as well as Hanover staff attended the spring MRF tour. She went on to report that CVWMA staff will be in New Kent on Saturday, April 16 and have plenty more events planned for the rest of the month.

Proceeding, Mrs. Drumheller directed the Board's attention to a slide showing a sampling of ads promoting recycling and Earth Day that ran in a variety of local papers during the month of April. The bulletin board displayed more of the ads placed for the Board's review.

Item No. 14: Public Information

Waste Reduction News

Mrs. Drumheller reported that the recent edition of the Authority's electronic newsletter, *Waste Reduction News*, includes articles on CVWMA's new landfill educational resource, Earth Day, electronics, and the DEA's upcoming Prescription Drug Take-Back events.

New Educational Resource

Proceeding, Mrs. Drumheller reported that CVWMA collaborated with the Virginia Trekkers, Henrico County Department of Public Utilities, the Division of Solid Waste and Recycling, and Keep Henrico Beautiful in creating an activity guide titled "*The Journey Through A Landfill*". This includes a "virtual tour" of Henrico County's Springfield Road Landfill, which includes the Virginia Trekkers podcast (video). Mrs. Drumheller noted that the guide is a wonderful "hands on" teaching tool for helping students and adults understand how a landfill operates and how today's landfills differ from dumps of the past.

Mrs. Drumheller went on to report that Henrico County's Landfill Podcast (video) includes informative information on solid waste, waste reduction, recycling, litter, waste compaction, landfill monitoring, and other helpful energy conservation information. She asserted that resource notebooks along with this new educational resource guide were provided to member jurisdictions and she thanked Mr. S. Yob (A-Henrico) and the County of Henrico for their contribution in this educational partnership initiative.

Drop-off Publications

Mrs. Drumheller reported that Authority staff continues to work with local jurisdictions on drop-off publications.

VCLPR Fall Conference

Concluding, Mrs. Drumheller reported that Authority staff assisted in planning the Fall 2011 Virginia Litter and Recycling (VCLPR) Conference. She asserted that the conference will take place on October 19 and 20 and will be held in Lynchburg and thanked Mr. S. Chidsey (M-Hanover) and Mr. B. Hamby, Jr. (M-Prince George), for taking the time to share their expertise at one of the sessions.

Item No.15: Administrative

Upcoming Meetings

Mrs. Hynes noted that the following meetings are scheduled for the upcoming month:

Technical Advisory Committee Meeting	May 6, 2011 (Canceled)	9:00 a.m.
Executive Committee	May 9, 2011	2:00 p.m.
Board of Directors (Richmond)	May 20, 2011	9:00 a.m.

She also noted she will be on vacation the week of April 18. Mr. B. Harris and any member staff will be available to answer any questions or provide information.

Old/New Business

Chairman Kukoski asked if there was any 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 9:55 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 April 15, 2011 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Mark Kukoski, Chairman of the CVWMA certify that the foregoing minutes is a true and correct copy of the minutes of the April 15, 2011, 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., May 20, 2011. Given under my hand and seal of the CVWMA this 20th day of May 2011.

Mark Kukoski, Chairman

NOMINATING COMMITTEE REPORT

The Nominating Committee has developed a slate of officers for the ensuing fiscal year. It is the consensus recommendation of the Committee that the following be nominated for the officers of the Central Virginia Waste Management Authority for fiscal year 2011-2012:

Chairman	Mark Kukoski (City of Richmond)
Vice-Chairman	Steve Chidsey (County of Hanover)
Secretary	Gentry Bell (County of Henrico)
Treasurer	Matthew D. Benka (City of Richmond)
Director	Leigh Dunn (County of Goochland)

The elections will be held at the June 17, 2011 Board of Directors' meeting, at which time, any Board member may make additional nominations.

The term of elected officers will begin July 1, 2011.

The Nominating Committee:

Mrs. Marcia R. Phillips (M-Chesterfield), Chair
Mrs. M. Kelley (M-Henrico)
Mr. John Fountain (AHopewell)

CONSIDERATION OF RESOLUTION 11-14: APPROPRIATING SPONSORSHIP FUNDS FOR 2011 COLLECTION SCHEDULE

The CVWMA received sponsorship funds of \$10,000 from Dominion Resources for the 2011 Curbside Collection Schedule.

Resolution 11-14, attached for consideration, will appropriate the funds in the Curbside Project Fund for the sponsorship of the curbside collection schedule.

Recommended Action:

Approval of **Resolution 11-14**

Attachments.

RESOLUTION 11-14

A resolution to amend the CVWMA Curbside Project Fund Budget for the fiscal year beginning July 1, 2010, and ending on June 30, 2011, so as to appropriate funds received from Dominion Resources to sponsor the 2011 curbside collection schedule in the amount of \$10,000.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budget designated as the CVWMA Curbside Project 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>
CURBSIDE PROJECT FUND			
Sponsorships and Grants Revenue	0	10,000	10,000
Promotional Printing Expense	30,000	10,000	40,000
Net Appropriation Curbside Fund			

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

Adopted this 20th day of May, 2011

Attest: _____
Mark Kukoski, Chairman

CONSIDERATION OF RESOLUTION 11-15: AMENDING THE 2011 GENERAL OPERATING, CURBSIDE PROJECT AND MUNICIPAL SOLID WASTE FUND BUDGETS

The CVWMA staff has reviewed revenues and expenses by line-item and made some projections through the end of the fiscal year. Each line-item has been compared to budget and necessary transfers in excess of \$1,000 in the 2011 Operating Budget have been identified. All transfers are between line-items and are within total budget in the General Operating Fund, the Curbside Project Fund, and the Municipal Solid Waste Fund. There are no transfers in excess of \$1,000 in the Drop-off Fund or the Other Special Project Funds.

Computer Support - A transfer of \$2,350 in the General Fund Budget and \$2,500 in the Curbside Fund Budget is requested in the computer support line item. The CVWMA's computer network system is now being hosted remotely and this is needed to cover some of the startup cost. Capital cost and depreciation have decreased significantly since this change. CVWMA also ended a contract for back up services for the old server, which resulted in some additional costs this year that will not be incurred in the future.

VRS Retirement – A transfer of \$2,850 in the General Fund Budget is requested in the VRS Retirement line item. This transfer is needed due to the increase in retirement cost not anticipated during the budget preparation.

Gas, Oil and Lube – A transfer of \$1,350 in the Curbside Fund Budget is requested in the Gas, Oil and Lube line item due to the increase in gas prices.

Part-time Salaries – A transfer of \$14,000 in the Curbside Fund Budget and \$1,500 in the MSW Fund Budget from Regular Salaries and Wages to Part-Time Salaries and Wages due to the hiring a part-time employee to replace the full-time employee. There will be more than enough funds available in the Regular Salaries line item to cover this transfer.

The transfers requested are all within total budget in all funds and will come from excess funds budgeted in other line items.

Administrative Transfers – Administrative Transfers will be made to cover any other unanticipated shortfalls in certain other line items, under the authority granted to the Executive Director (\$1,000 or less) and subject to review of the CVWMA Audit Committee.

Resolution 11-15, attached for consideration, will amend the General Operating Fund, the Curbside Project Fund and the Municipal Solid Waste Fund Budgets to include the transfers. Staff recommends approval of this Resolution.

Recommended Action: Approval of **Resolution 11-15**

Attachments

RESOLUTION 11-15

A resolution to amend the CVWMA General Operating Fund, Curbside Project Fund, and Municipal Solid Waste Fund Budgets for the fiscal year beginning July 1, 2010, and ending on June 30, 2011, so as to transfer funds sufficient for the remainder of the fiscal year.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budgets designated as the CVWMA General Operating Budget, Curbside Project Fund Budget, and the Municipal Solid Waste Fund Budget for the fiscal year beginning July 1, 2010, and ending on June 30, 2011, are 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			
VRS Retirement	\$ 36,000	\$ 2,850	\$ 38,850
Computer Support	10,900	2,350	13,250
VRS Life Insurance	2,370	(1,500)	870
General Office Supplies	3,060	(1,800)	1,260
Postage/Delivery	3,250	(1,700)	1,550
Other/Miscellaneous	13,040	(200)	12,840
Net Appropriation General Fund		-	
CURBSIDE PROJECT FUND			
Part-time Salaries	\$ 19,000	\$ 14,000	\$ 33,000
Computer Support	8,335	2,500	10,835
Gas, Oil & Lube	1,450	1,350	2,800
Regular Salaries & Wages	144,660	(14,000)	130,660
Health Insurance	23,760	(3,850)	19,910
Net Appropriation Curbside Fund		-	
MUNICIPAL SOLID WASTE PROJECT FUND			
Part-time Salaries	\$ 1,950	\$ 1,500	\$ 3,450
Regular Salaries & Wages	26,765	(1,500)	25,265
Net Appropriation MSW Fund		-	

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

Adopted this 20th day of May, 2011

Attest: _____
Mark Kukoski, Chairman

FINANCIAL REPORTS FOR APRIL 2011

The financial reports for April 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 \$64,000 for administration, operations and public information for the remainder of the fiscal year. The financial reports are consistent with previous months and continue to remain within total budget in all funds. The CVWMA will likely end the year with an estimated net loss of about \$16,000 due to the lack of interest earned on investments. This amount also includes the \$8,000 for the Drop-Off Decals.

Recommended Action: Approval of the April 2011 Financial Reports.

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July 2010 – April 2011

Summary - All Funds

	<u>Total</u> <u>Revenues</u>	<u>Total</u> <u>Expenses</u>	<u>Transfers</u> <u>In (Out)</u>	<u>Totals</u>
General Operating Fund	\$ 523,696	\$ 445,563	\$ -	\$ 78,133
Curbside Project Fund	4,823,041	4,810,555	-	12,486
Drop-Off Project Fund	535,679	538,719	-	(3,040)
Municipal Solid Waste Fund	3,220,632	3,235,464	-	(14,832)
CFC/HCFC	16,462	16,561	-	(99)
Special Waste Collections	142,512	143,010	-	(498)
Waste Tire Fund	37,637	37,771	-	(134)
Appliance and Scrap Metal Hauling	273,432	273,726	-	(294)
Other Projects	22,490	22,490	-	-
Yard Waste Projects	327,688	329,170	-	(1,483)
Waste Transfer & Disposal	<u>1,741,850</u>	<u>1,748,206</u>	<u>-</u>	<u>(6,356)</u>
<i>Totals</i>	<u>\$ 11,665,118</u>	<u>\$ 11,601,235</u>	<u>\$ -</u>	<u>\$ 63,883</u>

<i>Capital Outlay:</i>	<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>1,500</u>	<u>\$ 1,500</u>
<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 2010 – April 2011

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	-	11,300	12,300	(1,000)	-8.1%
Interest on Investments	238	3,708	11,100	(7,392)	-66.6%
Sponsorships and Grants	-	-	-	-	0.0%
Total Revenues	<u>238</u>	<u>523,696</u>	<u>532,090</u>	<u>(8,394)</u>	<u>-1.6%</u>
Expenses:					
Personnel services	26,676	270,607	324,740	54,133	16.7%
Fringe benefits	6,665	76,120	89,920	13,800	15.3%
Professional services	1,478	27,879	29,350	1,471	5.0%
Repairs and maintenance	190	1,933	2,650	717	27.1%
Advertising and promotions	100	1,331	1,250	(81)	-6.5%
Materials and supplies	108	3,013	6,060	3,047	50.3%
Other services and charges	491	19,732	25,005	5,273	21.1%
Leases	3,210	31,094	37,115	6,021	16.2%
Depreciation	1,356	13,854	16,000	2,146	13.4%
Total Expenses	<u>40,274</u>	<u>445,563</u>	<u>532,090</u>	<u>86,527</u>	<u>16.3%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (40,036)</u>	<u>\$ 78,133</u>	<u>\$ -</u>	<u>\$ 78,133</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 2010 – April 2011

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	\$ 453,571	\$ 4,499,946	\$ 5,400,000	\$ (900,054)	-16.7%
Public Relations Assessment	15,057	149,886	185,000	(35,114)	-19.0%
Customer Service Assessment	15,285	152,750	196,000	(43,250)	-22.1%
Contract Admin Costs	-	1,115	1,000	115	11.5%
Sponsorships and Grants	-	10,000	-	10,000	0.0%
Interest on Investments	980	9,344	29,500	(20,156)	-68.3%
Total Revenues	<u>484,893</u>	<u>4,823,041</u>	<u>5,811,500</u>	<u>(988,459)</u>	<u>-17.0%</u>
Expenses:					
Personnel services	13,548	136,364	168,310	31,946	19.0%
Fringe benefits	3,911	39,214	55,185	15,971	28.9%
Professional services	1,821	20,003	20,215	212	1.0%
Repairs and maintenance	76	1,229	1,765	536	30.4%
Advertising and promotions	1,653	28,493	67,000	38,507	57.5%
Materials and supplies	437	4,754	3,875	(879)	-22.7%
Other services and charges	644	52,589	62,655	10,066	16.1%
Leases	2,476	23,657	28,495	4,838	17.0%
Depreciation	308	4,293	4,000	(293)	-7.3%
Contractual services	460,157	4,499,959	5,400,000	900,041	16.7%
Total Expenses	<u>485,031</u>	<u>4,810,555</u>	<u>5,811,500</u>	<u>1,000,945</u>	<u>17.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (138)</u>	<u>\$ 12,486</u>	<u>\$ -</u>	<u>\$ 12,486</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ 1,000	\$ 1,000	
Office equipment	-	-	-	\$ -	
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 2010 – April 2011

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	\$ 48,737	\$ 508,766	\$ 585,000	\$ (76,234)	-13.0%
Materials Sales Rebate	3,069	26,476	33,000	(6,524)	-19.8%
Interest on Investments	<u>29</u>	<u>437</u>	<u>2,965</u>	<u>(2,528)</u>	<u>-85.3%</u>
Total Revenues	<u>51,835</u>	<u>535,679</u>	<u>620,965</u>	<u>(85,286)</u>	<u>-13.7%</u>
Expenses:					
Personnel services	470	4,784	5,910	1,126	19.1%
Fringe benefits	105	1,091	1,520	429	28.2%
Professional services	69	1,180	1,400	220	15.7%
Repairs and maintenance	10	85	115	30	26.1%
Advertising and promotions	-	47	250	203	81.2%
Materials and supplies	-	45	150	105	70.0%
Other services and charges	59	704	870	166	19.1%
Leases	114	1,088	1,000	(88)	-8.8%
Contractual services	48,737	508,766	585,000	76,234	13.0%
Materials sales rebate	<u>2,577</u>	<u>20,929</u>	<u>24,750</u>	<u>3,821</u>	<u>15.4%</u>
Total Expenses	<u>52,141</u>	<u>538,719</u>	<u>620,965</u>	<u>82,246</u>	<u>13.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (306)</u>	<u>\$ (3,040)</u>	<u>\$ -</u>	<u>\$ (3,040)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2010 – April 2011

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	\$ 319,590	\$ 3,187,696	\$ 3,890,325	\$ (702,629)	-18.1%
Customer Service Assessment	2,248	22,765	29,500	(6,735)	-22.8%
Contract Admin Costs	80	3,250	3,000	250	8.3%
Interest on Investments	<u>752</u>	<u>6,921</u>	<u>25,465</u>	<u>(18,544)</u>	<u>-72.8%</u>
Total Revenues	<u>322,670</u>	<u>3,220,632</u>	<u>3,948,290</u>	<u>(727,658)</u>	<u>-18.4%</u>
Expenses:					
Personnel services	2,297	23,372	29,035	5,663	19.5%
Fringe benefits	622	6,530	8,455	1,925	22.8%
Professional services	336	6,555	7,170	615	8.6%
Repairs and maintenance	52	464	640	176	27.5%
Advertising and promotions	-	182	-	(182)	99.0%
Materials and supplies	67	834	1,135	301	26.5%
Other services and charges	350	4,154	5,145	991	19.3%
Leases	411	3,929	4,585	656	14.3%
Depreciation	136	1,748	1,800	52	2.9%
Contractual Services	<u>319,589</u>	<u>3,187,696</u>	<u>3,890,325</u>	<u>702,629</u>	<u>18.1%</u>
Total Expenses	<u>323,860</u>	<u>3,235,464</u>	<u>3,948,290</u>	<u>712,826</u>	<u>18.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,190)</u>	<u>\$ (14,832)</u>	<u>\$ -</u>	<u>\$ (14,832)</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 2010 – April 2011

Other Special Projects

	<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	\$ 236,894	\$ 2,218,505	\$ 3,760,000	\$ (1,541,495)	-41.0%
Materials Sales Rebate	42,321	340,773	155,000	185,773	119.9%
Interest on Investments	<u>282</u>	<u>2,793</u>	<u>13,905</u>	<u>(11,112)</u>	<u>-79.9%</u>
Total Revenues	<u>279,497</u>	<u>2,562,071</u>	<u>3,928,905</u>	<u>(1,366,834)</u>	<u>-34.8%</u>
Expenses:					
Personnel services	450	3,300	4,000	700	17.5%
Fringe benefits	34	252	310	58	18.7%
Professional services	376	6,525	7,410	885	11.9%
Repairs and maintenance	52	457	655	198	30.2%
Advertising and promotions	-	51	-	(51)	100.0%
Materials and supplies	85	336	850	514	60.5%
Other services and charges	75	747	930	183	19.7%
Contractual services	236,843	2,218,494	3,760,000	1,541,506	41.0%
Materials sales rebate	<u>42,589</u>	<u>340,773</u>	<u>154,750</u>	<u>(186,023)</u>	<u>-120.2%</u>
Total Expenses	<u>280,504</u>	<u>2,570,935</u>	<u>3,928,905</u>	<u>1,357,970</u>	<u>34.6%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,007)</u>	<u>\$ (8,864)</u>	<u>\$ -</u>	<u>\$ (8,864)</u>	