



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

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

ITEM NO.	Page(s)
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STAFF AGENDA

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- 11. America Recycles Day
- 12. Public Information
- 13. Financial Reports for October 2011 18 - 24
- 14. 2012 – 2013 Proposed Operating Budget
- 15. Administrative
 - Holidays
 - Upcoming meetings
 - ° Technical Advisory Committee..... December 1 9:00 a.m.
 - ° Executive Committee December 5 2:00 p.m.
 - ° Board of Directors (Richmond)..... December 16 9:00 a.m.

OLD/NEW BUSINESS

ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 16, 2011

The minutes of the regular Board of Directors' meeting held on September 16, 2011 are attached for your review.

Recommended Action: Approval.

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING
SEPTEMBER 16, 2011
MINUTES
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Mark Kukoski (M-Richmond), Chairman
Steve Chidsey (M-Hanover), Vice Chairman
Matthew D. Benka (M-Richmond), Treasurer
Gentry Bell (M-Henrico), Secretary
Leigh Dunn (M-Goochland), Director
Marcia R. Phillips (M-Chesterfield), Past Chair
Lee Sloppy (M-Ashland)
John T. Bragg (A-Charles City)
Robert C. Key (M-Chesterfield)
Jeff T. Howard (A-Chesterfield)
Robert C. Whiteman (M-Henrico)
William I. Mawyer, Jr. (A-Henrico)
John Fountain (A-Hopewell)
James H. Burrell (M-New Kent)
William Riggelman (A-Petersburg)
Christopher Rapp (A-Powhatan)
Bill Hamby, Jr. (M-Prince George)

MEMBERS/ALTERNATES NOT PRESENT

Josh Farrar (A-Ashland)
Jack Minielier (M-Charles City)
Robert L. Dunn (M-Chesterfield)
Charles E. Dane (A-Chesterfield)
Dr. Sheryl D. Bailey (A-Chesterfield)
Tom Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Paul E. Drumwright (A-Goochland)
Robert Setliff (M-Hanover)
Michael Flagg (A-Hanover)
Steve Herzog (A-Hanover)
Marcia E. Kelley (M-Henrico)
Arthur D. Petrini (A-Henrico)
Phillip E. Elliot (M-Hopewell)
James Tacosa (A-New Kent)
Michael D. Briddell (M-Petersburg)
Elliot Danburg (M-Powhatan)
David Sutton (A-Prince George)
James Jackson (M-City of Richmond)

Non Voting:

Steve Yob (A-Henrico)

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
Valerie Pegues-Johnson, Administrative Assistant

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. There being 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 August 19, 2011

A motion was made by Mr. R. C. Whiteman (M-Henrico), seconded by Mr. J. H. Burrell (M-New Kent) and carried that the minutes of the August 19, 2011, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

Item No. 3: Chairman's Report

Welcome Mr. Lee Sloppy (M-Ashland)

Chairman Kukoski welcomed Mr. Lee Sloppy (M-Ashland) as the newest member of the Authority Board of Directors representing the Town of Ashland.

CVWMA's Curbside Program Campaign Update

Chairman Kukoski reported that the press launch event for the Authority's Curbside Recycling Program campaign was held at Tidewater Fibre Corporation's (TFC) recycling facility located in Chester Virginia on September 8, 2011. He asserted that the event was well received and that the Authority received a resolution from the County of Henrico and the City of Richmond supporting the campaign.

Continuing, Chairman Kukoski informed the Board that the Authority needs another member on the Audit Committee and asked that any member of the Board interested in joining the committee contact him or the Authority's Executive Director, Mrs. K. A. Hynes.

Item No. 4: Audit Committee Report

Mrs. N. B. Downey, Director of Administration and Finance, reported that the CVWMA Audit Committee, Authority staff, and representatives from Cherry Bekaert & Holland (CBH), CVWMA's audit firm, met on Wednesday, August 31, 2011 to discuss the results of the audit and review administrative transfers for fiscal year 2011.

Continuing, Mrs. Downey reported that a draft copy of the 2011 Comprehensive Annual Financial Report (CAFR) was reviewed by the committee. She added that Mr. John B. Montoro, CPA and partner of CBH, discussed the results of the audit and that the CVWMA received an unqualified opinion; the highest and best audit rating.

Mr. M. D. Benka (M-Richmond), Treasurer and Audit Committee Chairman complimented Authority staff for their work and excellence in financial reporting for fourteen consecutive years.

Item No. 4: 2011 Comprehensive Annual Financial Report (CAFR)

Mrs. Downey, directed the Board's attention to a copy of the report placed at each seat. She reported that the CAFR format has not changed since the previous year. Mrs. Downey went on to report that the CAFR is presented in four sections: Introductory, Financial, Statistical, and Compliance. The Introductory Section contains a transmittal letter to the Board of Directors that provides information on economic conditions and major initiatives of the Authority. The report includes a copy of the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association (GFOA) for the 2010 CAFR. The section also includes an organizational chart and a listing of Authority Board members and administrative staff.

Continuing, Mrs. Downey reported that the Financial Section contains the independent auditors' report and managements' discussion and analysis summarizing financial activity for the year, and the financial statements for the Authority's major funds which include the General Fund, Curbside Fund, Drop-off, Fund, Municipal Solid Waste (MSW) and Waste Transfer and Disposal Funds. Mrs. Downey noted that the remaining funds are considered non-major and that details by fund can be found following the notes in the combining financial statements.

Proceeding, Mrs. Downey directed the Board's attention to a slide presentation which provided financial highlights for fiscal year 2011. Net assets were about \$641,000 as of June 30, 2011 which is 4.4 percent of the 2012 total operating budget. Mrs. Downey commented there was a reduction in net assets of about \$22,681 for the fiscal year due to the low return on its investments and the economic climate. She added that the Authority has made significant efforts to reduce administrative expenses and place less reliance on investment income.

Continuing, Mrs. Downey reported that the interest earned on investments increased by about \$8,200 for the fiscal year. Mrs. Downey noted that one change as the Authority's certificates of deposits matured during the year; funds were invested in a Money Market Account, which provides a better rate for public funds at this time.

Mrs. Downey reported that the Statistical Section provides additional details on the work of the Authority. She added that the operating revenue increased 1.6 percent from the previous year to about \$14,044,000 and that that the majority of the revenue was a "wash" against expense.

Proceeding, she reported that for the second consecutive year, there was a significant increase in the recycling revenue in comparison to revenue generated from municipal solid waste. The presentation also included information on trends in the administrative assessment, yard waste, other projects, and the material sales revenue.

Mrs. Downey went on to report that that the total operating expenses increased 1.4 percent from the previous year to about \$14,117,000, which is consistent with revenue. Mrs. Downey noted that general operating expenses decreased this fiscal year by about \$76,000, a 7.1 percent reduction. He asserted that a good portion of this reduction was due to the 2 cent reduction in the public relations assessment. Mrs. Downey added that since 2009, general operating expenses have decreased \$140,000, a 12.4 percent reduction. She noted that Chesterfield County continues to be the largest participator in Authority programs dollarwise, providing 24 percent of operating revenue.

Closing, Mrs. Downey mentioned that the annual report is due to the Virginia Auditor of Public Accounts (APA) by September 30, 2011. She noted that the CVWMA plans to submit the report to the Government Finance Officers Association (GFOA) for the 2011 *Certificate of Achievement for*

Excellence in Financial Reporting program. The CVWMA's Audit and Executive Committee have reviewed the CAFR and staff recommends approval of the report and transmittal to the APA.

A motion was made by Mr. M. D. Benka (M-Richmond), seconded by Mrs. M. R. Phillips (M-Chesterfield) and carried that the CAFR be approved and submitted to the Virginia Auditor of Public Account.

STAFF AGENDA

Item No. 5: 2011 Program Statistics and Education/Outreach Activities

2011 Program Statistics

Mr. B. H. Harris, Director of Operations, directed the Board's attention to a slide presentation which provided highlights of the Authority's Curbside Recycling Program. He reported that for fiscal year 2011 33,900 tons were collected, down 1.2 percent from prior year. Mr. Harris went on to report that for a second year, tonnage totals have declined; down 750 tons over the last two years

He went on to report that of the 252,000 households in the program, the City of Richmond, and the Counties of Henrico and Chesterfield account for 95 percent households in the program. He noted that trends that occur in these three localities have a significant impact on the overall program.

Continuing, Mr. Harris report included an update of information on the remaining programs; white goods, scrap metal and CFC/HCFC Recovery Program; the safe garage program; program tank collections; the waste tire program history, and the lead acid battery program. Presentation information also included an update of information on eCycling events for fiscal year 2011; eWaste collection; the textile program; CD&D recycling, and highlighted program revenue for fiscal year 2011. Mr. Harris concluded his report with information on the Authority's recycling program revenue distribution for fiscal year 2011; MSW convenience centers located in the Counties of Chesterfield, Goochland, New Kent, Prince George, and Powhatan.

Education and Outreach

Mrs. N. W. Drumheller, Public Information Coordinator, reported that Authority staff provided outreach to a variety of businesses, non-profits, schools, and various other organizations; an estimated total of 53,000 were reached in fiscal year 2011. She asserted that outreach efforts were provided through a variety of formats which included the distribution of educational materials, presentations, promotional ads and inserts, e-mail reminders, and event recycling.

Continuing, Mrs. Drumheller reported on the total number of activity books, publications, writing materials, collection schedules, curbside and other stickers distributed during the 2011 fiscal year in comparison to the total numbers for fiscal year 2010. Mrs. Drumheller went on to report that the Authority purchased and distributed copies the children's book, *Rascal & Shady Recycle and Reuse* by Ms. Beth Starr. The book was distributed to the seven jurisdictions participating in the Authority's curbside recycling program and incorporated in a PowerPoint, which would be used during public outreach events.

Proceeding, Mrs. Drumheller reported that the fall media campaign, Kick It to the Curb, supported by Comcast received over 600 contest entries. She included information on print ad publications asserting that publications included Authority staff creating a locality specific drop-off publication, distributed to each of the Authority's participating jurisdictions. Mrs. Drumheller went on to report

that Governor McDonnell proclaimed November 15 Virginia Recycles Day and provided information on 2010-2011 media news segments on community and business recycling efforts. She included information on Web site statistical information; other outreach; R3's outreach efforts; Earth Day 2011; event clear-stream recycling containers, curbside recycling e-mail reminder subscriber information, call numbers to the Authority's call service hotlines. Mrs. Drumheller complimented the Authority's Call Center staff commenting that they are great interfaces receiving and responding to a gamut of over 53,000 calls and e-mails during the fiscal year and have distributed over 9,000 publications.

Mrs. K. A. Hynes, Executive Director, reported that Authority remains busy with its continuing and active programs. She commented that the Authority continues to receive support from participating member jurisdictions through their commitment to recycling programs, despite the economic situation during the last few years. Mrs. Hynes then directed the Board's attention to information placed at each seat, which displayed program highlights for July through June 2011. She went on to report that she attended a meeting at the *Richmond Regional Planning District Commission* (RRPDC), where copies of this information were distributed.

Concluding, Mrs. Hynes commented that Authority staff appreciates the Board's continued support and commitment to the CVWMA and happy to answer any questions concerning Authority activities during the previous fiscal year.

Item No. 6: Curbside Recycling Program

Mr. B. Harris reported that the August collection total was 2,880 tons, up 5.6 percent from August 2010 with one additional collection day. Mr. Harris added that collections are up 4.1 percent if you combine the totals for the month of August and September 2011, primarily due to the increase in collections from Chesterfield County; up 11 percent from the previous year through the first two months.

Continuing, Mr. Harris reported that the set-out rate for the month is at 36.5 percent; a difference of .2 percent from August 2010. He went on to report that bin requests for the month of August were at 857 compared to 1,098 in August 2010.

Proceeding, Mr. Harris reported that effective September 1, 2011 residents in the Counties of Chesterfield, Goochland, and Hanover can purchase 24-gallon curbside collection bins through the Authority's Web site. He stated that to date, about 16 bins have been purchased from Chesterfield County residents and that the number continues to increase.

95-Gallon Curbside Collection Carts

Mr. Harris reported that 95-gallon carts went on sale Wednesday, August 10, 2011. He added that during the month of August 432 carts were sold and that to date, nearly 600 carts were purchased. Mr. Harris included that the Authority's web site provides additional information on cart purchases and has become one of the most popular pages on the Authority's web site with over 1,500 views to the new 95-gallon curbside cart information page.

Mr. Harris reported that Tidewater Fibre (TFC) missed collections have dropped to a more reasonable level; 342 misses for the month compared to 517 in August 2010. No penalties were assessed TFC for missed collections.

Mr. R. C. Key (M-Chesterfield) asked when resident perks for their recycling efforts would become available. Mrs. Hynes responded that residents can sign up at recyclingperks.com now to earn an instant 100 points. She added that those who purchase a cart will accumulate points in their online account, each collection day which they can exchange later for gift certificates and coupons at participating stores, restaurants and entertainment venues. Mrs. Hynes went on to assert that the incentive rewards program for recyclers is an initiative of TFC originally started in Chesapeake and Suffolk; the first two cities in South Hampton Roads to join a privately run incentive program aimed at increasing curbside recycling rates. She added that the program is based on the philosophy that more people will recycle if they are rewarded for doing so.

Mrs. Hynes noted that TFC is working on adding local partners to the program. She stated that the program idea has been introduced to Retail Merchants Association who expressed an interest in making this a part of their “Think, Shop, Buy Local” theme. Mrs. Hynes included that Authority staff and TFC representatives met with Ashland Economic Development Director, on doing business in both Ashland and Hanover areas. She added that any business contact information provided by members of the Board would be welcomed and that any participation from local businesses will come at no cost to them, other than what they choose to offer.

Chairman Kukoski asked if residents automatically enrolled after purchasing a cart. Mrs. Hynes responded no, it is a sign up process where after you purchase a cart, you will be prompted to visit the Recycling Perks web site. She added that the web site will be expanded once additional businesses partake in the program.

Item No. 7: 2011 Curbside Recycling Campaign

Consideration of Resolution 12-01: To Appropriate Funds for the 2011 Curbside Campaign

Mrs. Hynes reported that the press launch event for the Authority’s Curbside Recycling Program campaign was well received as previously stated by Chairman Kukoski. She gave a special thank you to Mr. Jay Stegmaier, County Administrator for Chesterfield County and Ms. Dorothy Jaeckle, member of the Chesterfield Board of Supervisors who attended the press event graciously showing their commitment and support of the campaign.

Continuing, Mrs. Hynes reported that representatives of two television stations attended the event (Channel 6 and 8). Shortly following the campaign both stations ran a news segment providing information about the campaign. Mrs. Hynes added that campaign was also attended by representatives from the *Richmond Times-Dispatch*, *Chesterfield Observer*, *The Progress Index*, and *The Urban View News*. She went on to report that following the campaign event, she attended a meeting at the *Richmond Regional Planning District Commission (RRPDC)* also attended by a number of local elected officials. Mrs. Hynes stated that during the meeting she provided information about the campaign, larger carts and the rewards perks program, and what they can expect to hear in the near future about the Authority’s Curbside Recycling Program. She went on to report that Authority staff attended the September 12 Richmond City Council meeting and the September 13 Henrico County Board of Supervisors meeting where the CVWMA received resolutions supporting the campaign and its initiatives.

Mrs. Hynes reported that more than half of TFC’s trucks have been affixed with the new decal; the campaign message is running on GRTC business; Authority staff mailed post cards, and will be in attending the Glen Allen Day event on Saturday, September 17 in addition to several other events in the upcoming weeks. Promotional information will also be offered through ValPak, online print ads, utility bill stuffers, and a variety of other promotional information sources. Mrs. Hynes added that

Time Magazine, another perk of the campaign, has a relationship with the Curbside Value Partnership and have agreed to do a public service announcement in various *Time Inc.* magazines. She noted that no guarantee has been made that campaign information will run in either magazine; however, the chances are there that a fall edition of the magazine may include some information.

Proceeding Mrs. Hynes asserted that as mentioned in the last several months, CVWMA has committed to \$60,000 from the public relations assessment from jurisdictions and received \$20,000 from TFC in support of the program. She then directed the Board's attention to pages 12 -13 of the agenda package. Mrs. Hynes informed the Board that **Resolution 12-01** will appropriate funds from Net Assets in the amount of \$30,000 and funds received from Tidewater Fibre Corporation in the amount of \$20,000 to sponsor the 2011 Curbside Recycling Campaign.

Chairman Kukoski opened the floor for a motion to approve **Resolution 12-01**. A motion was made by Mr. G. Bell (M-Henrico), seconded by Mrs. M. R. Phillips (M-Chesterfield) and carried that **Resolution 12-01** be approved as submitted.

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

Mrs. R. D. Thompson, Operations Technician, reported that for the month of August, Allied Waste accumulated 267 missed collections and \$260 in penalties. He added that for the month of August misses are down from the reported 320 July total. Mr. Thompson commented that program activity ran pretty smoothly until the August 27 Hurricane Irene wind and rain storm. He asserted that the hurricane had a major impact on MSW program activity during the last week of August and first week of September. Mr. Thompson went on to report that over 500 missed collections were recorded during the first two weeks of September and that it's projected that over 600 misses would be recorded by the end of the month; a new monthly record if that were to happen.

Concluding, Mr. Thompson reported that issues contributing to the high number of missed collections in September include; high volumes of trash, street closures, a high number of repeat calls, and extra drivers from outside service areas that provided support, however unfamiliar with area routes. Allied Waste was granted an hours worked exemption by VDOT and drivers were out until 8 pm during the week after Hurricane Irene.

Procurement for Residential Collection in Colonial Heights

Mr. Harris reported that the Authority is in the procurement process for residential collection in Colonial Heights. He informed the Board that the pre-proposal meeting held on August 26 provided potential offerors the opportunity to ask questions and request clarifications regarding the solicitation. Proposals are due Friday, September 23, no later than 2:00 p.m. Authority staff will present a recommendation to authorize a contract to the Board at its October 21 meeting.

Item No. 9: Operations and Program Statistics

Mr. Harris reported that several fall eCycling events are scheduled for the upcoming weeks. These events are scheduled in October (October 1): Henrico at St. Pauls Church on Creighton Road, (October 8), Henrico at Virginia Center Commons and Twin Hickory Library, (October 15) City of Richmond, and (October 29) Hanover at Verdi Lane Center.

Hurricane Irene Update

Mr. Harris reported hurricane Irene was more of a power issue than debris. Debris from Irene was 15-20 percent of that of hurricane Isabel, which was the costliest hurricane in the 2003 Atlantic hurricane season. He asserted that New Kent and Prince George Counties were among the hardest hit areas and that New Kent was the only locality declared by FEMA as a disaster area initially.

Proceeding, Mr. Harris reported that Henrico County activated the Authority's debris contract collection of debris immediately following the event and Colonial Heights issued a notice to Omni Pinnacle to proceed with cleanup.

Concluding, Mr. Harris reported that the September 1 Technical Advisory Committee (TAC) was canceled and that the next meeting of the TAC is scheduled for Thursday, October 6.

Item No. 10: Public Information

Mrs. N. Drumheller directing the Board's attention to the front of the room where promotional items for curbside recycling were displayed in addition to a promotional poster for curbside recycling which will be advertised on the side of GRTC buses and TFC trucks. She included that the promotional products were also on display at different events attended by Authority staff to promote the curbside recycling campaign. Mrs. Drumheller went on to report that the Authority chose Channel 6 as its media and promotions advertiser for fall curbside recycling endeavors. She included that working with Channel 6 has also given the Authority an added value by collaborating with the Authority in doing a Facebook contest which will featured on the CVWMA Facebook page where monetary gift cards will be awarded as incentive prizes.

Proceeding, Mrs. Drumheller reported that WRIC-TV, channel 8 will be promoting the Authority's curbside collection calendar. She included that Carter Printing Company was selected by CVWMA to do its 2012 Curbside Collection Schedule and mailings. Mrs. Drumheller commented that the Authority will receive a good amount of media coverage along with being able to provide a lot of visuals to promote the campaign.

Concluding, Mrs. Drumheller reported that CVWMA staff will assist with implementing the Virginia Council for Litter Prevention and Recycling (VCLPR) annual conference which will be held October 19-20 in Lynchburg, Virginia. The event will include representatives from the Counties of Chesterfield, Goochland, Hanover, Henrico, Charles City, Prince George, and the City of Richmond.

Item No. 11: Financial Reports for August 2011

Mrs. N. Downey, Director of Administration and Finance, directed the Board's attention to pages 14-20 of the agenda package, which displayed the Financial Reports for August 2011. She informed the Board that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of August 31, 2011. The CVWMA has a combined net income of about \$414,000 year to date.

With no questions or comments from the floor a motion was made by Mr. M. D. Benka (M-Richmond), seconded by Mr. G. Bell (M-Henrico), and carried that the Financial Reports for August 2011 be approved as submitted.

Item No 12: Administration

Mrs. Hynes reported that she continues to meet with chief administrative officers of CVWMA jurisdictions and has been accompanied by Chairman Kukoski to many of those meetings. She reminded the Board that the October 21 Board meeting will be held at the MRF where Authority staff and members of the Board will meet briefly to conduct business followed by a tour of the MRF. She noted that the award of the Colonial Heights MSW contract has also been scheduled as part of the meeting and that Board attendance is important to have a quorum.

Upcoming Meetings

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

Technical Advisory Committee	To be announced
Executive Committee	Tuesday, October 11, 2011 2:00 p.m.
Board of Directors (at TFC Facility)	Friday, October 21, 2011 9:00 a.m.

Old/New Business

Chairman Kukoski then asked if there was any further old/new business to come before the CVWMA Board of Directors. With no further business to come before the Board, Chairman Kukoski opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:20 a.m. The motion was made by Mr. R. C. Whiteman (M-Henrico), seconded by Mr. J. H. Burrell (M-New Kent), and carried that the September 16, 2011 Board of Directors meeting be adjourned.



CERTIFICATE

I, Mark Kukoski, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the September 16, 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., November 18, 2011. Given under my hand and seal of the CVWMA this 18th day of November 2011

Mark Kukoski, Chairman

CONSIDERATION OF RESOLUTION 12-02: AMENDING THE SOUTHERN AREA CONVENIENCE CENTER CONTRACT

The *Solid Waste Transfer and Disposal Service Contract and Service Agreement* between the Central Virginia Waste Management Authority (CVWMA), Shoosmith Brothers, Inc. and the County of Chesterfield was executed for the period beginning December 16, 1993 and ended June 30, 2003. A contract extension through June 30, 2008 and an amendment to the service fees were agreed to effective July 1, 2002. A third addendum to the Contract was executed effective July 1 2008 to extend the Contract for five years through June 30, 2013.

During the 2011 legislative session Senate Bill 1007 was passed resulting in an increase in the permit fees for solid waste facilities. Shoosmith Brothers, Inc. has requested an increase in the disposal fees of \$0.05 per ton per Section VII Paragraph E. of the Contract which allows the Contractor to receive a cost adjustment for increases resulting from a change in federal or state environmental or tax regulations.

Based on Fiscal Year 2011 MSW tonnage disposed of by Shoosmith Brothers, Inc. from the Chesterfield Southern Area this increase will cost about \$400 per year.

Attached is **Resolution 12-02** authorizing the Executive Director to execute an addendum to the *Solid Waste Transfer and Disposal Service Contract and Service Agreement* to reflect a revised fee schedule to include the increase permit costs for MSW disposed of from the Chesterfield Southern Area Convenience Center.

Recommended Action: Approval of **Resolution 12-02**

Attachment

RESOLUTION 12-02

A resolution authorizing an addendum to the *Solid Waste Transfer and Disposal Service Contract and Service Agreement* between Shoosmith Brothers, Inc., Central Virginia Waste Management Authority and the County of Chesterfield.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 4 of the October 2011 Board Agenda identified the request from Shoosmith Brothers, Inc. to Central Virginia Waste Management Authority to amend the terms of compensation in the Solid Waste Transfer and Disposal Services Contract for Chesterfield Southern Area to reflect the increased permit fees resulting from 2011 Senate Bill 1007; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Solid Waste Transfer and Disposal Service Contract between the Central Virginia Waste Management Authority and Shoosmith Brothers, Inc., and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Special Project Service Agreement between the Central Virginia Waste Management Authority and the County of Chesterfield, and

THEREFORE, BE IT RESOLVED, that this resolution shall be in full force and effect upon its passage.

Adopted this 18th day of November 2011

Attest: _____
Mark Kukoski, Chairman

CONSIDERATION OF RESOLUTION 12-03: AWARDING THE CONTRACT FOR MSW SERVICES FOR THE CITY OF COLONIAL HEIGHTS

The contract award for Municipal Solid Waste (MSW) Services for the City of Colonial Heights will be presented at the November 18 Board of Directors meeting.

CONSIDERATION OF RESOLUTION 12-04: AMENDING THE CONTRACT FOR RESIDENTIAL CURBSIDE RECYCLING COLLECTION AND DROP-OFF PROGRAM PROCESSING SERVICES

The Curbside Recycling Collection and Drop-Off Processing Services Contract between Tidewater Fibre Corporation (TFC) and Central Virginia Waste Management Authority (CVWMA) which began July 1, 2009 and extends through June 30, 2016 currently provides for TFC to pay CVWMA \$5 per ton for all fiber from the drop-off program and charge CVWMA \$7 per ton for all commingled containers (aluminum, glass, steel and plastic). TFC has agreed to amend the contract to provide additional revenue on the paper collected in the drop-off bins [90% of the high end of the range for #2 Mixed Paper for the Southeast Region as published in the first edition of the month of the *Official Board Markets*.]

The Contract is being amended to include the new payment terms. CVWMA will retain 25% of the fiber revenue and 75% will be passed on to the localities.

Attached you will find a copy of **Resolution 12-04**. This resolution authorizes the Executive Director to execute a contract addendum with Tidewater Fibre Corporation to revise the payment/fee schedule for drop-off material in the Curbside Recycling Collection and Drop-Off Processing Services Contract. Special Project Service Agreements will be developed between CVWMA and the local participating jurisdictions.

Recommended Action: Approval of **Resolution 12-04**

Attachment

RESOLUTION 12-04

A resolution authorizing an addendum to the Curbside Recycling Collection and Drop-Off Processing Services Contract between the Central Virginia Waste Management Authority and Tidewater Fibre Corporation and to the Special Project Service Agreement with participating local jurisdictions as necessary for the modification of the fee/payment terms for drop-off material.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 6 of the November 2011 Board Agenda identified the mutual interest by the Central Virginia Waste Management Authority and Tidewater Fibre Corporation, Inc. for modifying the payment/fee terms for Drop-Off material processed and marketed by Tidewater Fibre Corporation, and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the contract for Curbside Recycling Collection and Drop-Off Processing Services between the Central Virginia Waste Management Authority and Tidewater Fibre Corporation, and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Special Project Service Agreements between the Central Virginia Waste Management Authority and member localities as necessary and requested, and

THEREFORE, BE IT RESOLVED, that this resolution shall be in full force and effect upon its passage.

Adopted this 18th day of November 2011

Attest: _____
Mark Kukoski, Chairman

FINANCIAL REPORTS FOR OCTOBER 2011

The financial reports for October 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 \$343,000 for administration, operations and public information for the remainder of the fiscal year.

Recommended Action: Approval of the October 2011 Financial Reports.

Attachments

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

Summary - All Funds

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>Transfers In (Out)</u>	<u>Totals</u>
General Operating Fund	\$ 517,283	\$ 180,578	\$ -	\$ 336,704
Curbside Project Fund	2,076,840	2,063,195	-	13,646
Drop-Off Project Fund	211,428	213,728	-	(2,300)
Municipal Solid Waste Fund	1,326,003	1,326,704	-	(702)
CFC/HCFC	5,796	5,833	-	(37)
Special Waste Collections	75,200	75,436	-	(235)
Waste Tire Fund	12,740	12,808	-	(68)
Appliance and Scrap Metal Hauling	111,142	111,020	-	123
Other Projects	7,260	7,260	-	-
Yard Waste Projects	327,646	328,337	-	(692)
Waste Transfer & Disposal	720,246	723,245	-	(2,999)
	<u>\$ 5,391,584</u>	<u>\$ 5,048,144</u>	<u>\$ -</u>	<u>\$ 343,440</u>
<i>Totals</i>				

<i>Capital Outlay:</i>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500
Office equipment	-	-	1,500	\$ 1,500
<i>Total Capital Outlay</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>

Central Virginia Waste Management Authority
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July 2011 – October 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	\$ -	\$ 515,894	\$ 515,895	\$ (1)	0.0%
Miscellaneous/Other	-	-	500	(500)	-100.0%
Interest on Investments	335	1,389	10,965	(9,576)	-87.3%
Sponsorships and Grants	-	-	-	-	0.0%
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>335</u>	<u>517,283</u>	<u>527,360</u>	<u>(10,077)</u>	<u>-1.9%</u>
Expenses:					
Personnel services	27,947	111,438	331,450	220,012	66.4%
Fringe benefits	7,649	29,362	90,650	61,288	67.6%
Professional services	5,227	14,824	32,325	17,501	54.1%
Repairs and maintenance	2,428	1,125	2,750	1,625	59.1%
Advertising and promotions	170	545	1,250	705	56.4%
Materials and supplies	505	1,644	5,610	3,966	70.7%
Other services and charges	724	3,497	13,305	9,808	73.7%
Leases	3,357	13,124	36,245	23,121	63.8%
Depreciation	1,256	5,020	13,775	8,755	63.6%
	<u>49,263</u>	<u>180,579</u>	<u>527,360</u>	<u>346,781</u>	<u>65.8%</u>
Total Expenses	<u>49,263</u>	<u>180,579</u>	<u>527,360</u>	<u>346,781</u>	<u>65.8%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>\$ (48,928)</u>	<u>\$ 336,704</u>	<u>\$ -</u>	<u>\$ 336,704</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ -	\$ -	
Office equipment	-	-	1,500	\$ 1,500	
Vehicular equipment	-	-	-	\$ -	
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	

Central Virginia Waste Management Authority
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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	\$ 462,349	\$ 1,876,125	\$ 5,535,000	\$ (3,658,875)	-66.1%
Public Relations Assessment	15,101	61,109	183,500	(122,391)	-66.7%
Customer Service Assessment	15,855	64,164	194,000	(129,836)	-66.9%
96-gal Cart Revenue	8,667	52,276	-	52,276	0.0%
Contract Admin Costs	-	-	500	(500)	-100.0%
Sponsorships and Grants	-	20,000	35,000	(15,000)	-42.9%
Interest on Investments	<u>948</u>	<u>3,167</u>	<u>6,560</u>	<u>(3,393)</u>	<u>-51.7%</u>
Total Revenues	<u>502,920</u>	<u>2,076,841</u>	<u>5,954,560</u>	<u>(3,877,719)</u>	<u>-65.1%</u>
Expenses:					
Personnel services	15,323	57,881	165,630	107,749	65.1%
Fringe benefits	4,054	15,979	48,675	32,696	67.2%
Professional services	2,466	10,168	21,565	11,397	52.8%
Repairs and maintenance	128	348	1,875	1,527	81.4%
Advertising and promotions	13,184	38,487	112,000	73,513	65.6%
Materials and supplies	294	1,427	4,270	2,843	66.6%
Other services and charges	842	6,055	63,830	57,775	90.5%
Leases	2,506	9,761	27,915	18,154	65.0%
Depreciation	323	1,295	3,800	2,505	65.9%
Contractual services	462,349	1,876,125	5,535,000	3,658,875	66.1%
96-gal Cart Expense	<u>5,076</u>	<u>45,669</u>	<u>-</u>	<u>(45,669)</u>	<u>0.0%</u>
Total Expenses	<u>506,545</u>	<u>2,063,195</u>	<u>5,984,560</u>	<u>3,921,365</u>	<u>65.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (3,625)</u>	<u>\$ 13,646</u>	<u>\$ (30,000)</u>	<u>\$ 43,646</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ 1,000	\$ 1,000	
Office equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	

Central Virginia Waste Management Authority
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Drop Off Project Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 51,438	\$ 202,745	\$ 600,000	\$ (397,255)	-66.2%
Materials Sales Rebate	2,517	8,596	30,000	(21,404)	-71.3%
Interest on Investments	<u>22</u>	<u>87</u>	<u>2,600</u>	<u>(2,513)</u>	<u>-96.7%</u>
Total Revenues	<u>53,977</u>	<u>211,428</u>	<u>632,600</u>	<u>(421,172)</u>	<u>-66.6%</u>
Expenses:					
Personnel services	461	1,930	5,625	3,695	65.7%
Fringe benefits	104	424	1,415	991	70.0%
Professional services	220	538	980	442	45.1%
Repairs and maintenance	9	27	110	83	75.5%
Advertising and promotions	-	-	250	250	100.0%
Materials and supplies	7	39	125	86	68.8%
Other services and charges	57	264	855	591	69.1%
Leases	117	452	740	288	38.9%
Contractual services	51,438	202,745	600,000	397,255	66.2%
Materials sales rebate	<u>2,175</u>	<u>7,309</u>	<u>22,500</u>	<u>15,191</u>	<u>67.5%</u>
Total Expenses	<u>54,588</u>	<u>213,728</u>	<u>632,600</u>	<u>418,872</u>	<u>66.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (611)</u>	<u>\$ (2,300)</u>	<u>\$ -</u>	<u>\$ (2,300)</u>	

Central Virginia Waste Management Authority
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July 2011 – October 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	\$ 338,181	\$ 1,312,423	\$ 3,900,000	\$ (2,587,577)	-66.3%
Customer Service Assessment	2,397	9,372	29,000	(19,628)	-67.7%
Contract Admin Costs	1,390	2,300	3,000	(700)	-23.3%
Interest on Investments	455	1,908	7,100	(5,192)	-73.1%
Total Revenues	<u>342,423</u>	<u>1,326,003</u>	<u>3,939,100</u>	<u>(2,613,097)</u>	<u>-66.3%</u>
Expenses:					
Personnel services	1,213	4,771	14,870	10,099	67.9%
Fringe benefits	555	2,211	6,175	3,964	64.2%
Professional services	1,325	3,339	5,185	1,846	35.6%
Repairs and maintenance	61	173	690	517	74.9%
Advertising and promotions	93	93	250	157	99.0%
Materials and supplies	109	736	1,105	369	33.4%
Other services and charges	347	1,328	5,175	3,847	74.3%
Leases	295	1,146	4,200	3,054	72.7%
Depreciation	122	485	1,450	965	66.6%
Contractual Services	338,181	1,312,423	3,900,000	2,587,577	66.3%
Total Expenses	<u>342,301</u>	<u>1,326,705</u>	<u>3,939,100</u>	<u>2,612,395</u>	<u>66.3%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 122</u>	<u>\$ (702)</u>	<u>\$ -</u>	<u>\$ (702)</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ 500	\$ 500	
Office equipment	\$ -	\$ -	\$ -	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>	

Central Virginia Waste Management Authority
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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>
<i>Revenues:</i>					
Project Service Fees	\$ 337,501	\$ 1,109,099	\$ 3,200,000	\$ (2,090,901)	-65.3%
Materials Sales Rebate	9,826	150,125	275,000	(124,875)	-45.4%
Interest on Investments	216	806	8,885	(8,079)	-90.9%
	<u>347,543</u>	<u>1,260,030</u>	<u>3,483,885</u>	<u>(2,223,855)</u>	<u>-63.8%</u>
<i>Total Revenues</i>					
<i>Expenses:</i>					
Personnel services	300	1,350	1,950	600	30.8%
Fringe benefits	23	103	80	(23)	-28.8%
Professional services	1,217	2,921	4,740	1,819	38.4%
Repairs and maintenance	53	151	600	449	74.8%
Advertising and promotions	-	-	-	-	100.0%
Materials and supplies	42	220	690	470	68.1%
Other services and charges	62	275	825	550	66.7%
Contractual services	337,500	1,109,096	3,200,000	2,090,904	65.3%
Materials sales rebate	9,524	149,822	275,000	125,178	45.5%
	<u>348,721</u>	<u>1,263,938</u>	<u>3,483,885</u>	<u>2,219,947</u>	<u>63.7%</u>
<i>Total Expenses</i>					
<i>Transfers In (Out)</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<i>Totals</i>	<u>\$ (1,178)</u>	<u>\$ (3,908)</u>	<u>\$ -</u>	<u>\$ (3,908)</u>	