



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
NOVEMBER 19, 2010
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, 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 October 15, 2010	3 - 11
3. Chairman's Report	

STAFF AGENDA

ITEM NO.	
4. Curbside Recycling Program	
5. Municipal Solid Waste (MSW) Program	
6. Operations and Program Statistics	
7. America Recycles Day City of Richmond Recycling Awareness Day Proclamation	12
8. Public Information	
9. Financial Reports for October 2010	13 - 19
10. 2011 – 2012 Proposed Operating Budget	19
11. 20 th Anniversary	19

12. Administrative

19

- °Board of Directors (Petersburg)..... November 19 9:00 a.m.
- °Technical Advisory Committee..... December 2 9:00 a.m.
- ° Executive Committee..... December 6 2:00 p.m.

OLD/NEW BUSINESS

ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF OCTOBER 15, 2010

Minutes of the October 15, 2010 CVWMA Board of Directors meeting are attached for review and consideration.

Recommended Action: Approval of minutes

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING
OCTOBER 15, 2010
MINUTES
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Mark Kukoski (M-Richmond), Chairman
Gentry Bell (M-Henrico), Vice-Chairman
Matthew D. Benka (M-Richmond), Treasurer
Steve Chidsey (M-Hanover), Secretary
Leigh Dunn (M-Goochland), Director
Robert L. Dunn (M-Chesterfield)
Jeff T. Howard (A-Chesterfield)
William E. Henley (A-Colonial Heights)
Marcia E. Kelley (M-Henrico)
Robert C. Whiteman (M-Henrico)
John Fountain (A-Hopewell)
James H. Burrell (M-New Kent)
Michael D. Briddell (M-Petersburg)

MEMBERS/ALTERNATES NOT PRESENT

Marcia R. Phillips (M-Chesterfield), Immediate Past Chair
W. C. Lawing (M-Ashland)
Josh Farrar (A-Ashland)
Jack Miniclier (M-Charles City)
John T. Bragg (A-Charles City)
Robert C. Key (M-Chesterfield)
Charlie E. Dane (A-Chesterfield)
Paul E. Drumwright (A-Goochland)
Robert Setliff (M-Hanover)
Michael Flagg (A-Hanover)
Steve Herzog (A-Hanover)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Phillip E. Elliot (M-Hopewell)
James Tacosa (A-New Kent)
William Riggelman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Christopher Rapp (A-Powhatan)
William G. Kuthy (M-Prince George)
Bill Hamby, Jr. (A-Prince George)

Non Voting:

Steve Yob (A-Henrico)

Staff:

Kimberly A. Hynes, Executive Director
Bernard B. Harris, Director of Operations
Nan B. Downey, Director of Administration & Finance
Nancy W. Drumheller, Public Information Coordinator
Reginald D. Thompson, Operations Technician
Carolyn M. Bagby, Customer Service Representative
Mecca N. Anderson, Customer Service Representative
Angela Burley, Customer Service Representative

Guest

Chairman M. Kukoski (M-Richmond) called the meeting to order at 9:00 a.m., without a quorum.

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 September 17, 2010 was passed by due to a lack of quorum.

Item No. 3: Chairman's Report

National Customer Service Week Recognition

Chairman Kukoski reported that National Customer Service Week is a time when organizations celebrate and honor people who demonstrate customer care professionalism by serving and supporting business customers. He informed the Board that Mrs. Hynes will introduce members of the Authority's staff who demonstrate a commitment to delivering high-quality customer service for the Authority.

Mrs. Hynes, Executive Director, reported that National Customer Service Week is observed annually during the first week of October. She added that this week of observance brings awareness of the importance of treating customers well and recognizes customer service professionals who work on the front line where a business meets its customers. Mrs. Hynes went on to comment that these professionals are the eyes and ears of CVWMA programs.

Continuing, Mrs. Hynes commented that it has been a challenging year for the Authority with weather implications, 4th of July collection confusion and trash service issues. Mrs. Hynes introduced Mrs. Carolyn Bagby, Ms. Mecca Anderson, and Ms. Angela Burley to the Board. Ms. Stephanie Breaker, Customer Service Supervisor, was not present because she was on vacation.

Mrs. Hynes first recognized Mrs. Carolyn Bagby, Customer Service Representative, who started with the Authority in 2001 as a part-time employee. Mrs. Bagby, who came on full-time in 2002, will be celebrating 10 years of service next year. Mrs. Hynes commented that Mrs. Bagby does a great job for the Authority and is very dependable; arriving to work 15-20 minutes early to check phone messages and eagerly answer the first 7:30 a.m. call to the Call Center.

Proceeding, Mrs. Hynes commented that Ms. Mecca Anderson, Customer Service Representative, joined the Authority in 2003 as a full-time Customer Service Representative. Mrs. Hynes informed the Board that Ms. Anderson does a great job handling service related calls that at times have included the more 'unique' callers. Ms. Anderson, with her bubbly personality, is an asset to the Authority.

Proceeding, Mrs. Hynes commented that Ms. Angela Burley is the newest staff member to the Authority. She joined the CVWMA last month and provides support to the Authority's Call Center part-time. Mrs. Hynes noted that Ms. Stephanie Breaker, Customer Service Supervisor, is on vacation. Ms. Breaker was hired when the CVWMA implemented the Call Center to handle curbside related calls 11 years ago and was recognized at the Board's June 19, 2009 meeting for 10

years of service. Subsequently, she was promoted to Call Center Supervisor and continues to be a very valuable employee to the Authority.

Concluding, Mrs. Hynes commented that she is grateful to have such a professional staff that communicates well with the public, member localities and contractors. She added that it takes special people to handle calls from the public all day every day. Mrs. Hynes went on to comment that she fields very few telephone calls and e-mails from the public, which says a lot not just for the Authority's Call Center representatives, but for Valerie, Nancy, Bernie, Reggie and the rest of the CVWMA staff. She added that she sincerely appreciates Stephanie, Carolyn, Mecca, and Angela who serve and support Authority customers with the highest degree of care and professionalism.

An additional Board member arrived during the report and a quorum was verified by Chairman Kukoski.

Item No. 2: Minutes of the Regular Meeting of September 17, 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 September 17, 2010, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

Item No. 4: Treasurer's Report

Financial Reports for September 2010

Mrs. N. B. Downey, Director of Administration and Finance, directed the Board's attention to pages 12-18 of the agenda package, which displayed the Financial Reports for September 2010. 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 September 30, 2010. Mrs. Downey went on to report that the CVWMA has a combined net income of about \$394,000 year-to-date. Concluding, Mrs. Downey reported that the 2010 Comprehensive Annual Financial Report has been filed with the Virginia Auditor of Public Accounts (APA), and is available on the Authority's Web site.

Mrs. Hynes informed the Board that in accordance with the CVWMA bylaws, the budget is to be adopted by December 31 of each year. She reported that CVWMA staff is currently working on the 2011-12 Operating Budget, which will be presented at the November 19 Board of Directors' meeting.

There being no discussion, on motion made by Mr. R. L. Dunn (M-Chesterfield), and seconded by Mr. R. C. Whitman (M-Henrico), the September 2010 financial reports were accepted as presented.

STAFF AGENDA

Item No. 5: Curbside Recycling Program

Mr. B. Harris, Director of Operations, reported curbside collection totals were 2,775 tons in September; this is down 3.4 percent from September 2009. Mr. Harris noted that without Goochland County's impact, the fiscal year-to-date decline is 2 percent. Mr. Harris went on to report. The set-out rate was at 38.1 percent for the month of September and pounds per set-out is up to just over 26 pounds.

Concluding, Mr. Harris reported that bin requests were up during the month of September. Mr. Harris added that 836 households from 18 subdivisions in Goochland County were added back into the program on October 7, 2010. Collections for the first day was just under 10 tons; a ratio similar to previous collections, which averaged just under 13 tons from 1,225 households. Mr. Harris noted that another of Goochland's subdivisions with a total of 120 homes may be added to the program in November.

Item No. 6: Curbside Education Advisory Committee Report

Mrs. K. A. Hynes, Executive Director, reported that the Curbside Education Advisory Committee met on Thursday, September 30. She informed the Board that more than 20 representatives from seven participating jurisdictions were present. Mrs. Hynes went on to report that Authority staff provided some history of the curbside program, trends in tonnage, set-out/participation and information on public education efforts over the years and current CVWMA projects.

Continuing, Mrs. Hynes reported that the meeting included a presentation from Mr. Steve Thompson, Program Director for The Curbside Value Partnership (CVP). Mrs. Hynes informed the Board that the CVP, a program of Keep America Beautiful, Inc., is designed to grow participation in curbside recycling programs nationwide. The organization helps municipalities and communities increase awareness for recycling, grow participation and boost volume. Mrs. Hynes went on to report that 23 other communities, as well as four states, have benefited from CVP's resources since 2003. The organization has calculated an average of 18 percent increase in participation and an average 22 percent increase in volume among the communities they've partnered with.

Concluding, Mrs. Hynes reported that Norfolk Virginia is one of the communities to sign on as a CVP partner next year. She added that the Curbside Value Partnership has expressed an interest in working with the CVWMA and that Authority staff will be looking forward to working with the organization in the future.

Mr. R. L. Dunn (M-Chesterfield) commented that the meeting provided some interesting information. He added that most of the organizations that work with the CVP have a budget for publicity 2 to 4 times greater than that of the Authority, which has probably had a significant affect on their tonnage and participation rate.

Item No. 7: Municipal Solid Waste (MSW) Program

Mr. R. D. Thompson, Operations Technician, reported that misses totaled 357 for the month of September and Allied Waste was assessed \$150 in fines and penalties. He added that of the total number of misses, 261 were reported during the first half of the month. Mr. Thompson went on to report that there was improvement in collection services over the second half of the month.

Concluding, Mr. Thompson reported that the City of Hopewell will host their semi-annual "Clean up Week" October 16-23. Allied Waste will provide additional roll-offs and service.

Item No. 8: Operations and Program Statistics

Statewide Recycling Rate Report Update

Mr. Thompson reported that the Statewide Recycling Rate Report for 2009 includes information that all 71 solid waste planning units have met or exceeded their mandated recycling level for the first time since recycling was mandated by the General Assembly. This information, soon to be released, was provided in the Department of Environmental Quality's (DEQ) 2010 October newsletter. Mr. Thompson noted that twenty-one solid waste planning units reported rates between 15 – 25 percent and 50 reported recycling rates above 25 percent. The statewide recycling rate is projected to be over 38 percent for 2009.

Program Statistics

Mr. Harris directing the Board's attention to a copy of the September Program Statistics Report placed at each seat reported that tonnage in the Authority's Drop-off Program totaled 491 tons for September. This was down 2.1 percent from September 2009. Fiscal year-to-date, the total is down 4.6 percent attributable to the impact of two fire station closings in Henrico County.

Continuing, Mr. Harris reported that the program revenue for the month of September is a little over \$35,000; of that amount, \$26,000 was from the metals program. Mr. Harris went on to report that during the September 18th truck load sale of rain barrels and compost bins, 123 rain barrels were sold in Hanover County along with 163 composters, 69 turners, and 89 kitchen pails. During Henrico County's sales event, 336 rain barrels were sold along with 287 composters, 174 turners, and 92 kitchen pails.

Concluding, Mr. Harris reported on October eCycling events held in the City of Richmond and Henrico County. He informed the Board that on November 13th, Hanover County will hold an event at Verdi Lane from 9 a.m. to 1 p.m. and on the same day, Henrico County will hold an eCycling event at the Eastern Government Center located on Nine Mile Road from 9 a.m. to 1 p.m.

Mr. Harris noted that the event was not advertised through paid advertising, however the information provided in a previous Sunday edition of the *Richmond Times-Dispatch* on eCycling along with a follow up article in the Metro Section may have contributed to the public turnout during both events.

Mrs. M. E. Kelley (M-Henrico) asked if either the compost bins or rain barrels sold out. Mr. Harris responded although public turnout was good, neither item sold out.

Chairman Kukoski asked if the event proved successful for the supplier. Mr. Harris responded that the supplier was pleased with the Henrico event, however was hoping for more sales at the Hanover event.

Item No. 8A: 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 (TAC) Chairman. Mr. Harris reported that the TAC met in the CVWMA conference room on Thursday, October 14, 2010. He informed the Board that meeting discussions included much of the information reported on during the meeting. He added that information was distributed on the prescription drug "Take-Back" event sponsored by The Drug Enforcement Administration (DEA). This event took place in September in conjunction

with local law enforcement departments and was open to the public. Mr. Harris noted that the events proved successful and that many CVWMA localities took part in the event. Mr. Harris went on to report that Mr. Riggleman initiated a discussion of several items from the Executive Committee work session. Committee was asked for their ideas for regional litter prevention education. Mr. S. Chidsey (M-Hanover) pointed out that recent surveys indicate that whereas litter used to be generated 2/3 from people throwing items out and 1/3 from uncovered loads that has now switched to 2/3 from uncovered loads. He noted that most localities have waged less than successful campaigns to encourage citizens to cover their load, even to the point of giving out free tarps. Mr. Harris asserted that the committee will give some thought to this and do a follow up discussion of the November meeting.

Proceeding, Mr. Harris reported that continued discussions included the Executive Committee's suggestion to go to major Authority contractors and request that they open contracts with an end toward reducing fees. Mr. Harris noted that the consensus from members was that there is no incentive for the companies to do this. Mr. Harris went on to report that further discussions included a long term vision for solid waste and the CVWMA in the region. Mr. Harris noted that it was decided to give the committee additional time to ponder the idea and that discussions would be tabled until the November 4th TAC meeting.

Continuing, Mr. Harris reported that Mr. S. Yob (A-Henrico) provided the committee with information on the increase in solid waste fees for DEQ permitting costs. Mr. Harris noted that the fees were increased by legislation in 2010 for permits; permit fees that are now being sent out by the DEQ are based on the 2009 calendar year tonnages. Mr. Harris asserted that Mr. Chidsey noted that the permit fees are now coming out to the facilities and will be passed on to their customers retroactively in the near future. He informed the Board that the Authority may incur some additional costs for several of its contracts since they include a clause that enables them to make changes to their service contracts in the event of legislative changes.

Concluding, Mr. Harris reported that the meeting included guest speaker, Mr. Rolfe Trimble from the Shared Knowledge Literacy Foundation. Mr. Harris asserted that Shared Knowledge Literacy Foundation's, a 501(c)3 non-profit public charity, goal is to provide funding for literacy and educational programs. He informed the Board that Mr. Rolfe provided the committee with information on the foundation's book collection program, which includes placing containers for collecting used books at various sites where scheduled pick ups are made. Mr. Harris went on to report that the foundation is currently working with many area libraries through the Friends of the Libraries with whom they split any revenue from the book sales 50/50. He included that any revenue received by the foundation is used for charitable programs after covering overhead costs. Mr. Harris noted that Mr. Rolfe expressed an interest in working with the Authority and member convenience centers. He asserted that the committee recommends Authority staff prepare a procurement to enable interested localities to place book collection containers at convenience center site locations. Mr. Harris informed the Board that Authority staff will schedule a meeting with Mr. Rolfe next week to further discuss the Authority's scope of services and working with the foundation in supporting their initiatives.

Meeting attendees included Bill Riggleman (A- Petersburg) Chairman, Steve Yob (A-Henrico), Steve Chidsey (M-Hanover), Tina Askew of Hanover, David Lloyd of Goochland, Jeff Howard (A-Chesterfield) and Marvin Freeman of Richmond. Harold Rowson of the Hanover Community Services Board was also in attendance. CVWMA staff included Nancy Drumheller, Stephanie Feaser, Nan Downey, Bernie Harris, Kim Hynes and Reggie Thompson.

Mrs. M. E. Kelley (M-Henrico) asked if there were any known businesses doing textbook recycling. Mr. Harris responded he has no knowledge of local businesses that provide textbook recycling services. He asserted that Shared Knowledge Literacy Foundation book collections also include textbooks.

Item No. 9: America Recycles Day

Mrs. N. W. Drumheller, Public Information Coordinator, reported that the America Recycles Day Pledge contest started Monday, October 4, 2010. She asserted that the contest will run through November 21, 2010. Mrs. Drumheller went on to report that the CVWMA is partnering with Tidewater Fibre Corporation and Comcast Spotlight in the contest. Residents of member localities can pledge to recycle and enter to win either a recycled prize or the grand prize of two free tickets to the Redskins versus Tampa Bay Buccaneers football game scheduled for December 12. Mrs. Drumheller noted that the Authority has also promoted eCycling events held as part of America Recycles Day.

Item No. 10: Public Information

Mrs. N. Drumheller, Public Information Coordinator, directed the Board's attention to the front of the room where copies of the eCycling article mentioned by Mr. Harris and postcards for Goochland County's curbside program were located. She reported Authority staff delivered postcards and curbside recycling container stickers to 11 subdivisions in Goochland County participating in its curbside program. She added that similar postcards had been provided to Hanover and Chesterfield County residents when new areas were added to the curbside program.

Waste Reduction News

Mrs. Drumheller reported that the Authority's October newsletter included articles on the new "Kick it to the Curb" campaign, recycling pledge, Goochland County curbside additions, eCycling, and the Columbus Day Holiday information. She noted that this information is also included on the Authority's Facebook, Twitter, and other social media sites.

Concluding, Mrs. Drumheller noted that Authority staff is currently working on the design of the 2011 collection schedule.

Chairman Kukoski asked if Authority staff received any other sponsors for the calendar. Mrs. Drumheller responded no.

Item No. 11: Administrative

Mrs. Hynes reported that the initial electronic invites for CVWMA's 20th Anniversary celebration went out Friday, October 1. RSVP responses should be sent to Valerie Pegues-Johnson, Administrative Assistant. Mrs. Hynes ask Board members to encourage their Chief Administrative Officers and elected officials to attend. She commented that many have been around since the inception of the Authority and have been instrumental in its success.

Mrs. Hynes went on to report that Mrs. Drumheller is working on the entertainment, which will include a fashion show emceed by Mr. Andrew Frieden of Channel 12. She added that Authority staff is also planning to check with Mr. Waylan Rennie, the first Chairman of the Authority's Board, to make a few comments. The event will include recognition of the Authority's Chairpersons and

sponsors. Mrs. Hynes commented that December 2nd will be a great opportunity to come together, not only to celebrate regional accomplishments, but have informal conversations on the Authority's future.

Chairman Kukoski asked if members could be provided with names of individuals whom they could contact to encourage attending. Mrs. Hynes responded affirmatively.

Upcoming Meetings

Mrs. Hynes reminded the Board that the November 19th meeting of the Board will be held at the Crater Planning District Commission in Petersburg. She noted that the following meetings are also scheduled for the upcoming month:

- | | | |
|---|-------------------|-----------|
| •Technical Advisory Committee (TAC) Meeting | November 4, 2010 | 9:00 a.m. |
| •Executive Committee | November 8, 2010 | 2:00 p.m. |
| •Board of Directors (Petersburg) | November 19, 2010 | 9:00 a.m. |

Holiday Schedule

Mrs. Hynes announced that the CVWMA administrative office will be closed on Thursday, November 11th in observance of Veterans Day. She noted that this holiday will not impact service for the Curbside Recycling Program or the Municipal Solid Waste (MSW) Collection Program. The CVWMA Call Center will be staffed on all collections days.

Old/New Business

Item No. 12: Executive Committee Session Update

Chairman Kukoski reported that the Executive Committee continues to work on action items received by the Board that include increasing Board participation, developing goals, objectives and priorities for the CVWMA for the upcoming years.

Concluding, Chairman Kukoski asked that any thoughts and suggestions can be conveyed to Mrs. Hynes or any member of the Executive Committee. He added that the Board will be updated on the progress of this initiative at future Board meetings.



CERTIFICATE

I, Mark Kukoski, Chairman of the CVWMA certify that the foregoing minutes is a true and correct copy of the minutes of the October 15, 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., November 19, 2010. Given under my hand and seal of the CVWMA this 19th day of November 2010.

Mark Kukoski, Chairman



RICHMOND CITY COUNCIL AND MAYOR DWIGHT C. JONES

UNITED STATES OF AMERICA - COMMONWEALTH OF VIRGINIA - CITY OF RICHMOND

OFFICIAL JOINT PROCLAMATION

The Honorable Members of Richmond City Council and the Mayor of Richmond do hereby jointly proclaim

Richmond Recycling Awareness Day November 15, 2010

Whereas, The Honorable Members of Richmond City Council, the governing body of Richmond, and The Honorable Dwight C. Jones, Mayor of Richmond, do hereby unite in solidarity and common purpose to declare their leadership and support for recycling; and

Whereas, Recycling used materials that would normally just be dumped into a landfill helps make our community, state and nation more healthy, safe and clean; and

Whereas, Our individual and community efforts to reuse, reduce and recycle help fight air, water and ground pollution; and

Whereas, Recycling slows deforestation; reduces the waste of land needed to bury trash; drives innovation for new technologies and products; creates new jobs; protects our limited natural resources; and, helps care for the health of our children and environment; and

Whereas, The citizens of Richmond supported the establishment of a regional public service recycling authority to provide efficient and effective recycling solutions for our community; and

Whereas, The Central Virginia Waste Management Authority was formed in December of 1990 to provide recycling services and is governed by 13 local Richmond-area communities; and

Whereas, In February 1991, Richmond City Council established a Richmond Curbside Recycling Program on behalf of the citizens of Richmond, which now includes 60,500 eligible households; and

Whereas, Richmond's household curbside recycling program provides a way to recycle such things as newspapers, magazines, junk mail, cardboard, aluminum, plastic, steel and glass; and

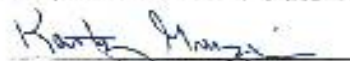
Whereas, In Fiscal Year 2010 Richmonders used the curbside program (6,539 tons) and drop-off program (643.77 tons) to recycle 7,182.77 tons of reusable resources and that would have ended up in landfills; and

Whereas, Since 2003 citizens have used the Richmond Yard Waste Recycling Program to recycle more than 330,000 tons of yard waste and wood and since 2005 have used the Richmond Electronic Recycling Program to recycle 55.5 tons of machines; and

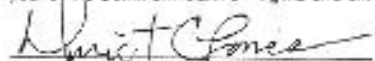
Whereas, There is a great opportunity to increase Richmond's Curbside Recycling Program participation rate that is estimated to be 38 percent;

Now, Therefore, In order to honor, support and celebrate recycling, Richmond City Council and Mayor Dwight C. Jones do hereby proclaim November 15, 2010 as **Richmond Recycling Awareness Day**; thank all citizens for their continued efforts to reduce, reuse and recycle; and, encourage every family to participate in all of Richmond's recycling programs.

In Witness Whereof, we have hereunto given under our hands and presented the 5th Day of November, two thousand ten of the Common Weal, in the two hundred twenty-ninth year of the City of Richmond, in the two hundred thirty-fifth year of the Commonwealth of Virginia and United States of America.


The Honorable Kathy Graglia
President, Richmond City Council
Councilwoman, Southwest 4th District

 Richmond City Council


The Honorable Dwight C. Jones
Mayor
City of Richmond

 Mayor's Office of the Mayor
The Hon. DWIGHT C. JONES

FINANCIAL REPORTS FOR OCTOBER 2010

The Financial Reports for October 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 \$353,000 for administration, operations and public information for the remainder of the fiscal year.

Recommended Action: Approval of October 2010 Financial Reports

Attachments

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

Summary - All Funds

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>Transfers In (Out)</u>	<u>Totals</u>
General Operating Fund	\$ 521,369	\$ 190,522	\$ -	\$ 330,847
Curbside Project Fund	1,934,828	1,903,741	-	31,087
Drop-Off Project Fund	218,075	215,420	-	2,655
Municipal Solid Waste Fund	1,285,838	1,292,776	-	(6,938)
CFC/HCFC	9,160	9,208	-	(48)
Special Waste Collections	52,418	52,640	-	(222)
Waste Tire Fund	14,914	14,974	-	(60)
Appliance and Scrap Metal Hauling	125,774	125,942	-	(168)
Other Projects	11,000	11,000	-	-
Yard Waste Projects	112,719	113,387	-	(668)
Waste Transfer & Disposal	730,044	733,073	-	(3,029)
	<u>\$ 5,016,139</u>	<u>\$ 4,662,683</u>	<u>\$ -</u>	<u>\$ 353,456</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	-	-	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 2010 – October 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	\$ 2,675	\$ 11,125	\$ 1,000	\$ 10,125	1012.5%
Interest on Investments	375	1,556	11,100	(9,544)	-86.0%
Sponsorships and Grants	-	-	-	-	<u>0.0%</u>
Total Revenues	<u>3,050</u>	<u>521,369</u>	<u>520,790</u>	<u>579</u>	<u>0.1%</u>
Expenses:					
Personnel services	28,679	110,532	324,740	214,208	66.0%
Fringe benefits	6,921	30,610	89,920	59,310	66.0%
Professional services	1,235	15,550	29,350	13,800	47.0%
Repairs and maintenance	290	624	2,650	2,026	76.5%
Advertising and promotions	475	839	1,250	411	32.9%
Materials and supplies	324	952	6,060	5,108	84.3%
Other services and charges	1,921	13,711	13,705	(6)	0.0%
Leases	3,030	12,119	37,115	24,996	67.3%
Depreciation	1,390	5,585	16,000	10,415	<u>65.1%</u>
Total Expenses	<u>44,265</u>	<u>190,522</u>	<u>520,790</u>	<u>330,268</u>	<u>63.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (41,215)</u>	<u>\$ 330,847</u>	<u>\$ -</u>	<u>\$ 330,847</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 – October 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	\$ 466,255	\$ 1,800,101	\$ 5,400,000	\$ (3,599,899)	-66.7%
Public Relations Assessment	15,314	60,041	185,000	(124,959)	-67.5%
Customer Service Assessment	15,691	61,163	196,000	(134,837)	-68.8%
Contract Admin Costs	10	20	1,000	(980)	-98.0%
Sponsorships and Grants	-	10,000	-	10,000	0.0%
Interest on Investments	908	3,503	29,500	(25,997)	-88.1%
Total Revenues	<u>498,178</u>	<u>1,934,828</u>	<u>5,811,500</u>	<u>(3,876,672)</u>	<u>-66.7%</u>
Expenses:					
Personnel services	15,492	55,091	168,310	113,219	67.3%
Fringe benefits	4,060	15,703	55,185	39,482	71.5%
Professional services	593	8,790	20,215	11,425	56.5%
Repairs and maintenance	270	591	1,765	1,174	66.5%
Advertising and promotions	5,030	6,833	67,000	60,167	89.8%
Materials and supplies	537	1,243	3,875	2,632	67.9%
Other services and charges	675	4,249	62,655	58,406	93.2%
Leases	2,314	9,256	28,495	19,239	67.5%
Depreciation	451	1,871	4,000	2,129	53.2%
Contractual services	466,268	1,800,114	5,400,000	3,599,886	66.7%
Total Expenses	<u>495,690</u>	<u>1,903,741</u>	<u>5,811,500</u>	<u>3,907,759</u>	<u>67.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 2,488</u>	<u>\$ 31,087</u>	<u>\$ -</u>	<u>\$ 31,087</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 – October 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	\$ 49,741	\$ 205,583	\$ 585,000	\$ (379,417)	-64.9%
Materials Sales Rebate	2,826	12,346	33,000	(20,654)	-62.6%
Interest on Investments	38	146	2,965	(2,819)	-95.1%
	<u>52,605</u>	<u>218,075</u>	<u>620,965</u>	<u>(402,890)</u>	<u>-64.9%</u>
Expenses:					
Personnel services	553	1,969	5,910	3,941	66.7%
Fringe benefits	112	458	1,520	1,062	69.9%
Professional services	59	575	1,400	825	58.9%
Repairs and maintenance	12	30	115	85	73.9%
Advertising and promotions	-	15	250	235	94.0%
Materials and supplies	15	28	150	122	81.3%
Other services and charges	69	282	870	588	67.6%
Leases	107	426	1,000	574	57.4%
Contractual services	49,740	205,582	585,000	379,418	64.9%
Materials sales rebate	2,103	6,055	24,750	18,695	75.5%
	<u>52,770</u>	<u>215,420</u>	<u>620,965</u>	<u>405,545</u>	<u>65.3%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (165)</u>	<u>\$ 2,655</u>	<u>\$ -</u>	<u>\$ 2,655</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2010 – October 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	\$ 322,008	\$ 1,272,601	\$ 3,890,325	\$ (2,617,724)	-67.3%
Customer Service Assessment	2,319	9,126	29,500	(20,374)	-69.1%
Contract Admin Costs	150	1,480	3,000	(1,520)	-50.7%
Interest on Investments	711	2,631	25,465	(22,834)	-89.7%
Total Revenues	<u>325,188</u>	<u>1,285,838</u>	<u>3,948,290</u>	<u>(2,662,452)</u>	<u>-67.4%</u>
Expenses:					
Personnel services	2,599	9,547	29,035	19,488	67.1%
Fringe benefits	646	2,770	8,455	5,685	67.2%
Professional services	313	3,278	7,170	3,892	54.3%
Repairs and maintenance	67	205	640	435	68.0%
Advertising and promotions	-	90	-	(90)	99.0%
Materials and supplies	133	331	1,135	804	70.8%
Other services and charges	413	1,666	5,145	3,479	67.6%
Leases	384	1,538	4,585	3,047	66.5%
Depreciation	180	749	1,800	1,051	58.4%
Contractual Services	322,009	1,272,602	3,890,325	2,617,723	67.3%
Total Expenses	<u>326,744</u>	<u>1,292,776</u>	<u>3,948,290</u>	<u>2,655,514</u>	<u>67.3%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,556)</u>	<u>\$ (6,938)</u>	<u>\$ -</u>	<u>\$ (6,938)</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 – October 2010

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	\$ 188,801	\$ 902,873	\$ 3,760,000	\$ (2,857,127)	-76.0%
Materials Sales Rebate	22,259	152,085	155,000	(2,915)	-1.9%
Interest on Investments	<u>253</u>	<u>1,071</u>	<u>13,905</u>	<u>(12,834)</u>	<u>-92.3%</u>
Total Revenues	<u>211,313</u>	<u>1,056,029</u>	<u>3,928,905</u>	<u>(2,872,876)</u>	<u>-73.1%</u>
Expenses:					
Personnel services	450	1,350	4,000	2,650	66.3%
Fringe benefits	34	103	310	207	66.8%
Professional services	311	3,130	7,410	4,280	57.8%
Repairs and maintenance	67	166	655	489	74.7%
Advertising and promotions	51	51	-	(51)	100.0%
Materials and supplies	78	152	850	698	82.1%
Other services and charges	76	327	930	603	64.8%
Contractual services	188,800	902,869	3,760,000	2,857,131	76.0%
Materials sales rebate	<u>22,259</u>	<u>152,077</u>	<u>154,750</u>	<u>2,673</u>	<u>1.7%</u>
Total Expenses	<u>212,126</u>	<u>1,060,225</u>	<u>3,928,905</u>	<u>2,868,680</u>	<u>73.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (813)</u>	<u>\$ (4,196)</u>	<u>\$ -</u>	<u>\$ (4,196)</u>	

**STAFF AGENDA
ITEM NO. 10**

2011-12 PROPOSTED OPERATING BUDGET

The 2011-12 Proposed Operating Budget will be distributed at the Board of Directors meeting on Friday, November 19. Those Board members unable to attend the November meeting will receive a copy of the document by mail. The CVWMA Bylaws provide for the adoption of the annual operating budget no later than December 31 for the ensuing fiscal year.

As you review the 2011-12 Proposed Operating Budget, please contact Mrs. Kim Hynes, CVWMA Executive Director with any questions or comments.

**STAFF AGENDA
ITEM NO. 11**

20th ANNIVERSARY

December 2 is right around the corner! More than 400 invitations to CVWMA's 20th anniversary celebration have been sent out by regular mail and email to the Board (past and present), elected officials, Chief Administrative Officers and locality staff, contractors and other CVWMA partner. The event will include a short program, which will include remarks by Wayland Rennie, CVWMA's first Chairman of the Board, Mark Kukoski, our current Chairman, and Kim Hynes, Executive Director. The program will be followed by a fun show of fashion featuring items that can be made from items that might otherwise be thrown away. Staff will also be sharing accomplishments over the last 20 years through video during the event. Please encourage the leaders in your municipality to attend this important recognition of regional initiatives. If you have not already done so, please RSVP to CVWMA's Administrative Assistant, Valerie Pegues-Johnson.

**STAFF AGENDA
ITEM NO. 12**

ADMINISTRATIVE

The CVWMA will also observe Wednesday, November 24 (closing at noon), in conjunction with Thursday, November 25 and Friday, November 26 in observance of the Thanksgiving Holiday. The CVWMA Call Center will be fully staffed on Wednesday, Friday and Saturday to handle curbside recycling and solid waste collection related calls.