



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS' MEETING AGENDA  
OCTOBER 16, 2009  
CRATER PLANNING DISTRICT COMMISSION  
PETERSBURG, VIRGINIA**

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

**CHAIRMAN'S AGENDA**

**CERTIFICATION OF QUORUM**

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**STAFF AGENDA**

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**OLD/NEW BUSINESS**

**ADJOURNMENT**



**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 18, 2009**

The minutes of the regular Board of Directors' meeting held on September 18, 2009 are attached for your review.

**Recommended Action:** Approval.

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS' MEETING  
SEPTEMBER 18, 2009  
MINUTES  
2104 W. LABURNUM AVENUE  
RICHMOND, VIRGINIA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Marcia R. Phillips (M-Chesterfield), Chairman  
Mark Kukoski (M-Richmond), Vice-Chairman  
Matthew D. Benka (M-Richmond), Treasurer  
Leigh Dunn (M-Goochland), Director  
Marcia E. Kelley (M-Henrico), Immediate Past Chair  
W. C. Lawing (M-Ashland)  
Howard Heltman (A-Chesterfield)  
William E. Henley (A-Colonial Heights)  
Michael Flagg (A-Hanover)  
Robert C. Whiteman (M-Henrico)  
John Fountain (A-Hopewell)  
James H. Burrell (M-New Kent)  
William G. Kuthy (M-Prince George)

**MEMBERS/ALTERNATES NOT PRESENT**

Elliot Danburg (M-Powhatan), Secretary  
Josh Farrar (A-Ashland)  
Jack Miniclier (M-Charles City)  
John T. Bragg (A-Charles City)  
Robert L. Dunn (M-Chesterfield)  
Robert C. Key (A-Chesterfield)  
Charles E. Dane (A-Chesterfield)  
Richard A. Anzolut, Jr. (M-Colonial Heights)  
Paul E. Drumwright (A-Goochland)  
Robert Setliff (M-Hanover)  
Steve Chidsey (M-Hanover)  
Steve Herzog (A-Hanover)  
Gentry Bell (M-Henrico)  
Arthur D. Petrini (A-Henrico)  
William I. Mawyer, Jr. (A-Henrico)  
Phillip E. Elliott (M-Hopewell)  
James Tacosa (A-New Kent)  
Michael D. Briddell (M-Petersburg)  
William Riggelman (A-Petersburg)  
Christopher Rapp (A-Powhatan)  
Dexter White (M-Richmond)

**Non Voting:**

Steve Yob (A-Henrico)  
Bill Hamby (A-Prince George)

**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. R. Phillips (M-Chesterfield)) called the meeting to order at 9:05 a.m.

## **CHAIRMAN'S AGENDA**

### **Item No. 1: Public Comment Period**

Chairman Phillips opened the floor to receive public comment. There being no requests from the public to address the Board, Chairman Phillips closed the public comment period.

#### *Welcome Mr. W. C. Lawing (M-Ashland)*

Chairman Phillips welcomed Mr. W. C. Lawing (M-Ashland) as the newest member of the Authority Board of Directors representing the Town of Ashland.

### **Item No. 2: Minutes of the Regular Meeting of August 21, 2009**

A motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mr. R. C. Whiteman (M-Henrico) and carried that the minutes of the August 21, 2009, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

### **Item No. 4: CVWMA Committees**

Mrs. Hynes reported that the CVWMA has several committees established to further the work and mission of the Authority since its inception; one of which is the Citizens Advisory Committee (CAC). The formation of the CAC grew out of the State regulatory requirement for a "public participation" program in the development of local and regional solid waste management plans. Mrs. Hynes went on to report that the committee met monthly to review reports prepared by CVWMA staff and to participate in discussions and act as consultants on the original plan. She asserted that once the plan was adopted, the CAC was retained as a standing advisory committee for the implementation of recycling and other waste management programs.

Continuing, Mrs. Hynes reported that after the plan was developed, the CAC met less frequently, but has been kept informed by mail (correspondence and newsletters) and has been invited to attend several CVWMA functions and meetings. She included that the CVWMA staff, the Executive Committee and the Technical Advisory Committee discussed and agreed that since the CAC is no longer active and it is not a required committee either under the Bylaws or the Central Virginia Solid Waste Management Plan (CVSWMP), the Committee is no longer needed in the capacity it was created.

Concluding, Mrs. Hynes directed the Board's attention to page 13 of the agenda package, which provides additional information on the background of the CAC and information on other Authority committees. She informed the Board that the Authority staff, Executive Committee, and the Technical Advisory Committee recommends the dissolution of the CAC. She included that if there were any members of the Board interested in serving on any of the Authority's committees or knew of anyone who would be interested, to contact CVWMA staff.

Mr. J. H Burrell (M-New Kent) asked if the decision could be made without the Board voting on the action. Mrs. Hynes responded affirmatively.

Mr. J. Fountain (A-Hopewell) asked if Authority staff would notify CAC members of the Authority's decision to dissolve the committee. Mrs. Hynes responded affirmatively.

### **Item No. 5: Audit Committee Report**

Mrs. N. Downey, Director of Administration and Finance, reported that the CVWMA Audit Committee met on Wednesday, September 9, 2009 with CVWMA staff and representatives from Cherry Bekaert & Holland LLP (CBH), CVWMA's audit firm. Mrs. Downey added that CBH discussed the results of the audit and staff reviewed the *2009 Comprehensive Annual Financial Report (CAFR)*. She included that the CVWMA received an unqualified opinion; the highest and best audit rating.

Continuing, Mrs. Downey reported that the auditors of CBH found no material weaknesses in the internal control structure of the CVWMA and indicated they received all required documentation to perform their audit procedures in accordance with Government Auditing Standards.

Closing, Mrs. Downey reported that CBH also discussed future implementation of Government Accounting Standards Board Statement No. 45, which relates to Other Post Employment Benefits (OPEB), which the CVWMA will be required to disclose in fiscal year 2010. Mrs. Downey included that the Committee also reviewed the administrative transfers for fiscal year 2009.

Mr. M. D. Benka (M-Richmond), Treasurer complimented Mrs. Downey and the entire CVWMA staff for providing leadership and excellent financial management of programs offered by the Authority.

Chairman Phillips commented that the Authority has a strong tradition of presenting monthly financial reports to its Board for review; an extremely important procedure to CVWMA auditors who review the operations of the Authority. She added that it would be worthwhile for CVWMA staff and Board members to remember that we are a part of an extremely important process; a relatively small organization representing its participating member jurisdictions and regularly conducting important business for which she commended the CVWMA staff.

### **STAFF AGENDA**

#### **Item No. 6: 2009 Comprehensive Annual Financial Report (CAFR)**

Mrs. Downey reported that the *2009 Comprehensive Annual Financial Report (CAFR)* has been completed. The auditors found no material weaknesses in the internal control structure.

Continuing, Mrs. Downey directed the Board's attention to a slide presentation which provided financial highlights for fiscal year 2009. She informed the Board that some of the internal controls in place by the Authority include:

- Quarterly review of disbursements by its Audit Committee
- Monthly review of financials by its Board.
- Good segregation of duties with the small staff.

Proceeding, Mrs. Downey directed the Board's attention to a copy of the report placed at each seat and informed members that the CAFR format has not changed since the previous year. She included that there are four sections of the CAFR; Introductory, Financial, Statistical, and Compliance. The Introductory section of the report includes the transmittal letter to the Board, discussing economic conditions and outlook, and major initiatives of the Authority. Mrs. Downey went on to report that the CVWMA received the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association (GFOA) for the 2008 CAFR for the twelfth consecutive year.

Proceeding, Mrs. Downey noted that the net assets on June 30, 2009 were almost \$886,000. This does not include the credit to the localities, which was issued in July of this year. Mrs. Downey included that the Authority had a net loss of nearly \$68,000 for the fiscal year as a result of the economic climate and the decline in interest rates and recycling markets. The interest earned on the investments decreased by a little over \$76,000. In 2008, the interest earned was \$108,000 and only \$32,000 in 2009. Mrs. Downey went on to report that money was appropriated by the Board for a market study to determine characteristics of recyclers and non-recyclers for education purposes and the cost of the study was \$31,000. Mrs. Downey asserted that without the Market Study, the net loss was actually \$36,618; not as much as the Authority anticipated it would be.

Moving on, Mrs. Downey reported that the Statistical Section provides more details giving the reader insight into what the CVWMA does. Operating revenues increased 2.9 percent from the previous year to a little over \$13,000,000 and total operating expenses increased 3.7 percent from fiscal year 2008. She included that the General operating expenses have remained relatively constant in relation to program costs over the last ten years.

Closing, Mrs. Downey mentioned that the annual report is due to the Virginia Auditor of Public Accounts (APA) by September 30, 2009. Mrs. Downey noted that the CVWMA plans to submit the report to the Government Finance Officers Association (GFOA) for the 2009 for the Certificate of Achievement for Excellence in Financial Reporting program.

A motion was made by Mr. R. C. Whiteman (M-Henrico), seconded by Mrs. M. E. Kelley (M-Henrico) Immediate Past Chair, and carried that the CAFR be approved and submitted to the Virginia Auditor of Public Accounts.

#### **Item No. 7: Electronics Recycling Contract**

##### ***Consideration of Resolution 10-03: Awarding An Emergency Six Month Contract for eWaste Collection and Recycling***

Mr. B. Harris, Director of Operations, reminded the Board of discussions during its August 21, 2009 Board of Directors' meeting regarding the termination of the CVWMA contract with SAMR. Mr. Harris reported that Supreme Asset Management and Recovery ("SAMR") was notified that they are in default of the contract and that their contract with the Authority will be terminated effective September 21, 2009. Mr. Harris went on to report that SAMR containers located at CVWMA sites will be removed no later than September 21. He included that Authority staff contacted several eWaste recyclers to identify a temporary replacement for eWaste services for a period of six months during the full procurement process.

Continuing, Mr. Harris reported that Authority staff contacted several eWaste recycling contractors and has identified Creative Recycling Services, Inc. as a suitable replacement for SAMR. Creative Recycling was founded in 1994 with the mission of providing private companies, local, state and federal government and institutions with electronics recycling solutions that represent a viable, economical alternative to environmental contamination. Mr. Harris asserted that the company meets the Authority's contract criteria and will provide essentially the same services for the same price as SAMR. He included that Authority staff recommends that the Board approve a contract with Creative Recycling on an emergency basis for a 6 month period to allow time for a full procurement.

Proceeding, Mr. Harris reported that Creative Recycling Services will provide 53' trailers to convenience centers at a cost of \$1,500; the same fee charged by SAMR. The fee will also include the company providing trailers, service switches, and materials processing. Mr. Harris added that Creative Recycling and other eCyclers contacted by Authority staff do not provide ground level 20' containers. He asserted that locations currently using 20' containers will need to switch to trailers if they wish to continue collection at their convenience centers. Creative Recycling will for a \$400 fee, conduct eWaste recycling events where a \$5 fee will be charged to participants who will pay the contractor for each monitor or television brought to the event for recycling. Mr. Harris added that the company will also accept among the obsolete, surplus or end-of-life products: computers (PCs and mainframes, telecommunications equipment (PBX, switching equipment, telephones, etc.), banking and financial equipment (ATMs, POS, check processing, etc.), consumer electronic equipment (computers, televisions, monitors, cell phones, etc.), and electronic components (integrated circuits, resistors, capacitors, diodes, etc.) Creative Recycling's list of unacceptable items is similar to what the Authority has previously advertised and includes fluorescent bulbs, smoke detectors, radioactive items and bio-hazardous items.

Moving on, Mr. Harris informed the Board that on September 17, 2009, he and Mrs. Hynes visited Creative Recycling's Durham, North Carolina facility. He asserted that the tour of the facility provided a close look at the company's operations where state-of-the-art recycling equipment is used to shred and separate electronics into their original material of plastics, steel, aluminum, precious metals, and glass. An advanced filtering system insures that it does so without any harmful air emissions. Mr. Harris went on to report that Creative Recycling is leading the industry in developing and utilizing new uses for these commodities and preventing any electronic waste from entering landfills. This gives the company the capacity to handle the deluge of TV's, cell phones and other electronic scrap that are quickly made obsolete by the rapid advances in technology. Mr. Harris noted that some components in the commodities market will be shipped overseas such as leaded glass since there is no market in the United States for this material.

Concluding, Mr. Harris directed the Board's attention to a copy of **Resolution 10-03** placed at each seat. The resolution authorizes the Authority to award an emergency six month contract for collection, transportation, and processing of used electronics equipment between the Central Virginia Waste Management Authority and Creative Recycling Services, Inc. and amends the Special Project Service Agreements with participating local jurisdictions commencing on September 21, 2009.

Mr. R. C. Whiteman (M-Henrico) asked if how materials were being handled was observed during the tour. Mr. Harris responded affirmatively.

Mr. M. Kukoski (M-Richmond), Vice-Chairman asked what was the status of the Authority's existing contract with SAMR. Mrs. Hynes responded that SAMR has gracefully agreed to accept the Authority's decision to cancel its contract. Regarding the \$10,000 bond, she added that once the procurement process is completed and costs determined, there is a potential the Authority could go request the bond or a portion thereof if costs for a new contract are higher than what is currently being paid for services provided by SAMR.

Mrs. M. E. Kelley (M-Henrico) asked if Authority staff had received any questions from the public or media with regards to its relationship with SAMR. Mr. Harris responded that no comments or inquiries were received by either the public or media. Mrs. Hynes included that Authority staff did inquire about Creative Recycling through the United States Environmental Protection Agency ("EPA"). She added that Creative Solutions currently serves the States of North Carolina, South Carolina and Florida and that the company does not have any compliance issues or concerns with either state or the EPA.

Mr. R. C. Whiteman (M-Henrico) asked if the company could provide proof of a permit. Mr. Harris responded affirmatively.

Mr. M. Kukoski (M-Richmond) asked if the resolution were approved, should the information be noted in a future newsletter of the Authority. Mrs. Hynes responded that Authority staff has followed all requirements during this process and does not feel it necessary to advertise or make any public announcement regarding its decision to cancel its contract with SAMR.

Chairman Phillips then opened the floor for a motion to approve **Resolution 10-03**. A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. J. Fountain (A-Hopewell) and carried that **Resolution 10-03** be approved as submitted.

#### **Item No. 8: Curbside Recycling Program**

Mr. Harris reported that curbside collections for the month of August totaled 2,675 tons; a decrease of 1.7 percent from August 2008. Mr. Harris added that through the first two months of the fiscal year, total collections are at 5,443 tons; 0.7 percent less than the first two months of the previous fiscal year. Mr. Harris included that the August set-out rate was 36.2 percent compared to 35.7 percent during August 2008; average pounds per set-out remained below historical averages at 27.1 pounds.

Continuing, Mr. Harris reported that bin requests have declined in comparison to the previous years' requests level. He added that through the first 2 months of the fiscal year bin requests are at 2,079; about 100 per week less than the same 2 month period during the previous fiscal year.

Concluding, Mr. Harris reported that reported missed collections in August totaled 317; down from the previous month and lower than the August 2008 total. Mr. Harris asserted that the August missed collection total was the lowest number of missed pickups in a month since May 2008. No penalties were assessed to Tidewater for collections outside contract parameters for the month of August.

Mrs. Hynes included that the Curbside Education Advisory Committee will meet on October 8, 2009 at 10:00 a.m. The meeting will include a final presentation and discussions on the Authority's Market Study. Mrs. Hynes informed the Board that the meeting will be held in the large conference room of the 2104 W. Laburnum Avenue building. She added that anyone interested in attending the meeting could contact a member of the Authority's staff.

### **Item No. 9: Municipal Solid Waste Program**

Mr. R. Thompson, Operations Technician, directed the Board's attention to the Municipal Solid Waste (MSW) Program report included on page 16 of the agenda package and asked if there were any questions. There being no inclusions or questions, Chairman Phillips stated that she would move forward with the agenda.

### **Item No 10: Operations and Program Statistics**

Mr. Thompson directed the Board's attention to the Operations and Program Statistics report, which is included on page 16 of the agenda package and asked if there were any questions. There being no inclusions or questions, Mr. Thompson then turned the floor over to Mr. Harris for the report on program statistics.

#### ***Drop-Off***

Mr. Harris reported that Drop-off collections for the month of August were 546.9 tons; up 2.2 percent from August 2008. He included that through the first two months of the fiscal year, total collections are 0.5 percent less than the same two month period in the previous year. Mr. Harris went on to report that the total commingled containers collected in the roll-offs exceeded the mixed paper total collected in the roll-offs. He asserted that a record monthly total for commingled containers, 247 tons, surpassed the 240 tons of mixed paper collected during the month of August. Old newsprint collections continue to decline and were 15 percent below the previous years level for the month; nearly 16 percent less than the previous year through two months.

Continuing, Mr. Harris reported that Municipal Solid Waste (MSW) at the convenience center continued recent trends during the month of August with tonnage 6.5 percent below the total in August 2008. Mr. Harris went on to report that metal prices have increased from the \$50 per ton to \$90 per ton in August; \$255 less per ton than August 2008.

### **Item No 11: Technical Advisory Committee (TAC) Report**

Mr. S. Yob (A-Henrico), TAC Chairman reported that in lieu of the September TAC meeting, members toured the Ace CDD Recycling facility and the Precision Recycling glass recycling facility located at the Sustainability ark in Chester, Virginia. Mr. Yob included that the tour of the facility gave members the opportunity to view the business operations, which accepts construction and demolition debris and sorts the various commodities (concrete, cardboard, wood, metal, plastics including carpeting) for resale to the appropriate markets. He added that the facility utilizes a large heavy duty 'picking line' for separating the various materials. After processing the incoming CDD, less than 20 percent is sent to a landfill while the remaining material is recycled.

Concluding, Mr. Yob reported that the Precision Recycling facility is not yet operational, however company representatives expect the facility to commence operation soon. Mr. Yob asserted that the facility will accept clean mixed glass and crush and package it to make a product for use in sandblasting (bridges, ships etc) in lieu of coal slag. He added that glass is more environmentally friendly than the coal slag and that Precision anticipates having a market for all the material they produce.

## **Item No 12: Litter & Recycling Summit Update**

Mrs. Drumheller, Public Information Coordinator, directed the Board's attention to page 17 of the agenda package where a copy of the Virginia Litter and Recycling Summit invitation is included. She informed the Board that the invitations have been mailed and that Authority staff has received 23 RSVPs for the reception and online registrations for the summit.

## **Item No 13: Public Information**

### ***Public Information Part-time Position***

Mrs. Drumheller reported that Mrs. N. Downey assisted her in the selection process for a part-time Public Information Assistant. Interviews were conducted from which Ms. Stephanie Feaser was considered. Ms. Feaser, who has over 11 years of experience in environmental education and working with children and adults, has accepted the position and will start on September 21, 2009.

### ***Outreach***

Mrs. Drumheller indicated that on pages 18-20 of the agenda package, the Board would find promotional and education outreach resources information along with information on America Recycles Day (ARD); call center activity; meetings, presentation and publication requests; waste reduction news; Web site statistics; curbside recycling and e-mail reminder subscriber information, and event recycling. Mrs. Drumheller directed the Board's attention to the front of the room where the CVWMA's new mascot was displayed. She informed the Board that a name has not been chosen for the mascot who will be a key component of the Authority's outreach efforts. Mrs. Drumheller asserted that if members of the Board have an ideal name for the mascot, they could contact CVWMA staff for consideration. She included that CVWMA staff offers the opportunity for its participating member jurisdictions to have the mascot participate in one of their upcoming events.

Concluding, Mrs. Drumheller reported that the Authority will discontinue the mailings of its 2009 Curbside Recycling Collection Schedule effective October 1, 2009. She informed the Board that 75 percent of what the Authority's Call Center mailings is the Recycling Collection Schedule. During the month of August, there were 182 requests from the County of Henrico; 178 requests for the City of Richmond, and 174 from the County of Chesterfield. Mrs. Drumheller noted that 1,100 citizens from various localities visited Authority's collection schedule PDF files on the Web site.

## **Item No 14: Financial Reports for August 2009**

Mrs. N. Downey indicated that on pages 21-27 of the Board would find the Financial Reports for August 2009. 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 August 31, 2009. She added that the CVWMA has a combined net income of about \$429,000 year-to-date.

Mrs. Hynes included that Authority staff will be working on the budget for the upcoming fiscal year while carefully monitoring expenses during the current year. She included that in the upcoming months Authority staff will also be reviewing cost saving methods.

A motion was made by Mr. R. C. Whiteman (M-Henrico), seconded by Mr. J. H. Burrell (M-New Kent) and carried that the Financial Reports for August 2009 be approved as submitted.

**Item No 15: Administration**

***CVWMA Recognition Award***

Mrs. Hynes informed the Board that the Authority received an award for fostering regional cooperation and its proven ability to bring 13 local governments together to provide recycling and other waste management services in response to requests from the local governments.

***Holiday Schedule- Labor Day Holiday***

Mrs. Hynes announced that CVWMA administrative offices would be closed on Monday, October 12, 2009 in observance of Columbus Day. The CVWMA Call Center will be staffed to handle calls for information and service related issues.

***Upcoming Meetings***

Executive Committee	October 5, 2009	2:00 pm
Technical Advisory Committee	October 8, 2009	9:00 am
Board of Directors (Petersburg)	October 16, 2009	9:00 am
Litter and Recycling Summit	October 20-21, 2009	

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

***Old/New Business***

Chairman Phillips 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 Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors' meeting at 9:53 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 18, 2009 Board of Directors' meeting be adjourned.



**CERTIFICATE**

I, Marcia E. Phillips, Chairman for the CVWMA certify that the foregoing minutes are a true and correct copy of the minutes of the September 18, 2009 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., October 16, 2009. Given under my hand and seal of the CVWMA this 16<sup>th</sup> day of October 2009.

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**Marcia R. Phillips, Chairman**

**TREASURER'S REPORT**

***Financial Reports for September 2009***

The Financial Reports for September 2009 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 \$376,000 for administration, operations and public information for the remainder of the fiscal year. The Annual Financial Report for 2009 has been filed with the Virginia Auditor of Public Accounts (APA) and the report is available on our website.

Staff has been looking at other options for our payroll service and BB&T offers payroll services which would save about 30 percent in fees annually. BB&T has also informed us that they are increasing our interest rate which should help with the interest revenue.

**Recommended Action:** Approval of the September 2009 Treasurer's Report of Finances

Attachments

**Central Virginia Waste Management Authority**  
**Summary Statement of Actual Revenues and Expenses By Fund**  
**July 2009 – September 2009**

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**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	\$ 503,710	\$ 135,000	\$ -	\$ 368,710
Curbside Project Fund	1,406,855	1,386,033	-	20,822
Drop-Off Project Fund	160,207	159,820	-	387
Municipal Solid Waste Fund	878,405	886,882	-	(8,477)
CFC/HCFC	9,152	9,213	-	(61)
Special Waste Collections	39,409	41,308	-	(1,899)
Waste Tire Fund	9,756	9,842	-	(86)
Appliance and Scrap Metal Hauling	31,754	31,802	-	(48)
Yard Waste Projects	116,103	116,636	-	(533)
Waste Transfer & Disposal	606,840	610,042	-	(3,202)
	<u>\$ 3,762,191</u>	<u>\$ 3,386,578</u>	<u>\$ -</u>	<u>\$ 375,613</u>
<b>Totals</b>				

<i>Capital Outlay:</i>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ 4,100	\$ 4,100	\$ 14,000	\$ 9,900
Office equipment	-	-	2,000	\$ 2,000
<b>Total Capital Outlay</b>	<u>\$ 4,100</u>	<u>\$ 4,100</u>	<u>\$ 16,000</u>	<u>\$ 11,900</u>

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2009 – September 2009**

**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>
<b>Revenues:</b>					
Annual Gov't Assessments	\$ -	\$ 503,312	\$ 503,320	\$ (8)	0.0%
Material Sales Rebate	-	-	-	-	0.0%
Grants and Sponsorships	-	-	-	-	0.0%
Interest on Investments	134	398	20,000	(19,602)	-98.0%
Miscellaneous/Other	-	-	1,000	(1,000)	-100.0%
	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>(1,000)</u>	<u>-100.0%</u>
<b>Total Revenues</b>	<u>134</u>	<u>503,710</u>	<u>524,320</u>	<u>(20,610)</u>	<u>-3.9%</u>
<b>Expenses:</b>					
Personnel services	25,337	80,188	325,250	245,062	75.3%
Fringe benefits	7,119	21,282	88,050	66,768	75.8%
Professional services	7,498	10,955	24,500	13,545	55.3%
Repairs and maintenance	95	366	2,830	2,464	87.1%
Advertising and promotions	(108)	(19)	5,500	5,519	100.3%
Materials and supplies	528	1,115	6,900	5,785	83.8%
Other services and charges	1,408	4,625	19,050	14,425	75.7%
Leases	2,967	11,316	36,825	25,509	69.3%
Depreciation	1,791	5,172	22,200	17,028	76.7%
	<u>46,635</u>	<u>135,000</u>	<u>531,105</u>	<u>396,105</u>	<u>74.6%</u>
<b>Total Expenses</b>	<u>46,635</u>	<u>135,000</u>	<u>531,105</u>	<u>396,105</u>	<u>74.6%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Totals</b>	<u>\$ (46,501)</u>	<u>\$ 368,710</u>	<u>\$ (6,785)</u>	<u>\$ 375,495</u>	
<b>Capital Outlay:</b>					
Computer equipment	\$ 4,100	\$ 4,100	\$ 7,500	\$ 3,400	
Office equipment	-	-	1,000	\$ 1,000	
Vehicular equipment	-	-	-	\$ -	
	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>	
<b>Total Capital Outlay</b>	<u>\$ 4,100</u>	<u>\$ 4,100</u>	<u>\$ 8,500</u>	<u>\$ 4,400</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2009 – September 2009**

**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>
<b>Revenues:</b>					
Project Service Fees	\$ 437,208	\$ 1,302,032	\$ 5,460,000	\$ (4,157,968)	-76.2%
Public Relations Assessment	19,833	59,469	245,000	(185,531)	-75.7%
Customer Service Assessment	14,890	44,617	195,000	(150,383)	-77.1%
Contract Admin Costs	-	10	500	(490)	-98.0%
Interest on Investments	243	727	42,000	(41,273)	-98.3%
<b>Total Revenues</b>	<u>472,174</u>	<u>1,406,855</u>	<u>5,942,500</u>	<u>(4,535,645)</u>	<u>-76.3%</u>
<b>Expenses:</b>					
Personnel services	12,257	40,551	170,705	130,154	76.2%
Fringe benefits	4,533	13,887	55,200	41,313	74.8%
Professional services	5,716	8,047	16,210	8,163	50.4%
Repairs and maintenance	257	328	1,770	1,442	81.5%
Advertising and promotions	4,434	4,866	129,500	124,634	96.2%
Materials and supplies	163	555	4,205	3,650	86.8%
Other services and charges	2,393	5,443	65,685	60,242	91.7%
Leases	2,261	8,946	28,500	19,554	68.6%
Depreciation	459	1,378	10,000	8,622	86.2%
Contractual services	437,208	1,302,032	5,461,000	4,158,968	76.2%
<b>Total Expenses</b>	<u>469,681</u>	<u>1,386,033</u>	<u>5,942,775</u>	<u>4,556,742</u>	<u>76.7%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ 2,493</u>	<u>\$ 20,822</u>	<u>\$ (275)</u>	<u>\$ 21,097</u>	
<b>Capital Outlay:</b>					
Computer equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	
Office equipment	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>\$ 1,000</u>	
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2009 – September 2009**

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**Drop Off Project Fund**

	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total</b>		<b>% Budget</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Variance</u></b>	<b><u>Remaining</u></b>
<b>Revenues:</b>					
Project Service Fees	\$ 50,781	\$ 153,931	\$ 585,000	\$ (431,069)	-73.7%
Materials Sales Rebate	2,975	6,238	35,000	(28,762)	-82.2%
Interest on Investments	11	38	3,000	(2,962)	-98.7%
	<u>53,767</u>	<u>160,207</u>	<u>623,000</u>	<u>(462,793)</u>	<u>-74.3%</u>
<b>Total Revenues</b>					
<b>Expenses:</b>					
Personnel services	455	1,459	5,895	4,436	75.3%
Fringe benefits	140	427	1,480	1,053	71.1%
Professional services	445	532	1,760	1,228	69.8%
Repairs and maintenance	2	9	100	91	91.0%
Advertising and promotions	-	5	2,225	2,220	99.8%
Materials and supplies	59	70	145	75	51.7%
Other services and charges	69	228	860	632	73.5%
Leases	104	414	1,025	611	59.6%
Contractual services	50,781	153,931	585,000	431,069	73.7%
Materials sales rebate	1,225	2,745	26,250	23,505	89.5%
	<u>53,280</u>	<u>159,820</u>	<u>624,740</u>	<u>464,920</u>	<u>74.4%</u>
<b>Total Expenses</b>					
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<b><u>\$ 487</u></b>	<b><u>\$ 387</u></b>	<b><u>\$ (1,740)</u></b>	<b><u>\$ 2,127</u></b>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2009 – September 2009**

**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>
<b>Revenues:</b>					
Project Service Fees	\$ 289,928	\$ 870,611	\$ 3,670,000	\$ (2,799,389)	-76.3%
Customer Service Assessment	2,229	6,717	28,500	(21,783)	-76.4%
Contract Admin Costs	400	690	3,000	(2,310)	-77.0%
Interest on Investments	135	387	31,000	(30,613)	-98.8%
<b>Total Revenues</b>	<u>292,692</u>	<u>878,405</u>	<u>3,732,500</u>	<u>(2,854,095)</u>	<u>-76.5%</u>
<b>Expenses:</b>					
Personnel services	2,209	7,137	29,185	22,048	75.5%
Fringe benefits	654	2,001	7,920	5,919	74.7%
Professional services	2,854	3,415	6,840	3,425	50.1%
Repairs and maintenance	10	59	660	601	91.1%
Advertising and promotions	-	28	3,000	2,972	99.1%
Materials and supplies	56	173	1,290	1,117	86.6%
Other services and charges	418	1,366	5,255	3,889	74.0%
Leases	368	1,456	4,450	2,994	67.3%
Depreciation	212	636	3,400	2,764	81.3%
Contractual Services	289,928	870,611	3,670,000	2,799,389	76.3%
<b>Total Expenses</b>	<u>296,709</u>	<u>886,882</u>	<u>3,732,000</u>	<u>2,845,118</u>	<u>76.2%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (4,017)</u>	<u>\$ (8,477)</u>	<u>\$ 500</u>	<u>\$ (8,977)</u>	
<b>Capital Outlay:</b>					
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500	
Office equipment	\$ -	\$ -	\$ -	\$ -	
<b>Total Capital Outlay</b>	<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 2009 – September 2009**

**Other Special Projects**

	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total</b>		<b>% Budget</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Variance</u></b>	<b><u>Remaining</u></b>
<b>Revenues:</b>					
Project Service Fees	\$ 264,881	\$ 763,837	\$ 3,825,000	\$ (3,061,163)	-80.0%
Materials Sales Rebate	20,878	48,873	117,000	(68,127)	-58.2%
Interest on Investments	93	304	15,700	(15,396)	-98.1%
	<u>285,852</u>	<u>813,014</u>	<u>3,957,700</u>	<u>(3,144,686)</u>	<u>-79.5%</u>
<b>Total Revenues</b>					
<b>Expenses:</b>					
Personnel services	300	900	3,900	3,000	76.9%
Fringe benefits	23	69	325	256	78.8%
Professional services	2,513	3,096	5,800	2,704	46.6%
Repairs and maintenance	10	61	675	614	91.0%
Advertising and promotions	-	-	2,500	2,500	100.0%
Materials and supplies	58	133	960	827	86.1%
Other services and charges	84	237	1,075	838	78.0%
Contractual services	268,081	766,935	3,825,000	3,058,065	79.9%
Materials sales rebate	20,812	47,411	117,000	69,589	59.5%
	<u>291,881</u>	<u>818,842</u>	<u>3,957,235</u>	<u>3,138,393</u>	<u>79.3%</u>
<b>Total Expenses</b>					
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<b><u>\$ (6,029)</u></b>	<b><u>\$ (5,828)</u></b>	<b><u>\$ 465</u></b>	<b><u>\$ (6,293)</u></b>	

**CURBSIDE RECYCLING PROGRAM**

Curbside collections for September were 2,873 tons, an increase of nearly 10% from August but still 4.4% below the unusually high total of 3,005 tons last September. Through the first three months of the fiscal year, total collections are 8,316 tons, 2.0% less than the first three months of the last fiscal year. The set-out rate continued to be strong, 37.7% (compared to 36.5% September 2008). The average pounds per set-out remained below historical averages at 27.1 pounds for the second month in a row.

Bin requests continue to lag last year's unusually high level. Through the first 3 months of the fiscal year there have been 2,891 requests for bins compared to 4,126 during the same period last year.

Collection service is off to a good start this fiscal year as there have been only 990 reported missed collections during the first three months compared to 1,514 during the same three month period in the previous year. No penalties were assessed to Tidewater Fibre, Corporation (TFC) for collections outside contract parameters in September.

**CURBSIDE EDUCATION ADVISORY COMMITTEE REPORT**

A full report on the October 8 Curbside Education Advisory Committee meeting discussions will be presented at the October 16 Board of Directors' meeting.

## **ELECTRONICS RECYCLING CONTRACT**

The CVWMA terminated its contract with Supreme Asset Management and Recovery (SAMR) effective September 21, 2009. SAMR containers located at CVWMA sites were removed and replaced with trailers from Creative Recycling Services, Inc. The trailers were delivered to all five area convenience centers that have ongoing eWaste collections for locality residents. Creative Recycling Services, Inc. has agreed to and signed the emergency six-month contract to provide eWaste recycling services while CVWMA staff conducts a new procurement.

### ***Upcoming eCycling Events***

The following five eCycling events have been scheduled over the next six weeks with services provided by Creative Recycling:

- October 10 - County of Henrico at the Short Pump Ukrops (9:00 am to 2:00 pm)
- October 24 - City of Richmond; 2720 Hermitage Road (9:00 am to 2:00 pm)
- November 7 - County of Henrico at the White Oak Ukrops (9:00 am to 2:00 pm)
- November 7 - County of Henrico at the Crossridge Ukrops (9:00 am to 2:00 pm)
- November 14 - County of Hanover at the Verdi Lane Convenience Center with Document Shredding (9:00 am to 1:00 pm); Hanover residents only as the County is paying the \$5 fees so there will be no cost to participants
- November 14: County of Henrico at the John Rolfe Ukrops (9:00 am to 2:00 pm)

## **MUNICIPAL SOLID WASTE (MSW) PROGRAM**

For the month of September, Allied Waste was fined \$20 for a reported 157 missed collections; 25 less missed collections reported in August 2009, which resulted in \$400 in penalties.

Clean up Week in the City of Hopewell for the fall will take place at the Citizens Convenience center from Saturday October 17 to Saturday October 24. The convenience center will be open daily during Clean up Week, and Allied Waste will deliver three additional roll-offs and provide service each day during the week.

**OPERATIONS AND PROGRAM STATISTICS**

***Petersburg Landfill***

CVWMA staff met with Mr. Rob Guidry, President of Tri City Regional Disposal and Recycling Services to discuss permit amendments being submitted to increase capacity and life of the former Petersburg Landfill. This will require a major amendment to the Central Virginia Solid Waste Management Plan. Once staff receives the expansion details from Mr. Guidry the Plan amendment process will begin.

***Stratford Hills Shopping Center***

The Stratford Hills Shopping Center received a zoning violation notice requiring enclosures for the dumpsters on the property, including the recycling containers. However, the City of Richmond exempted the recycling containers from the zoning violation and the containers will remain at the shopping center for now.

**TECHNICAL ADVISORY COMMITTEE (TAC) REPORT**

A full report on the October 8 Technical Advisory Committee (TAC) meeting discussions will be presented at the October 16 Board of Directors' meeting.

## **PUBLIC INFORMATION**

### ***Recycling Collection Schedule***

The 2010 Recycling Collection Schedule is being designed. Printing quotes are being accepted by local printers for the original calendar design and for an oversized postcard option. A proof of each design and the costs will be reviewed by CVWMA staff and members of the Curbside Education Advisory Committee.

Requests for Bid for the mailing of the 2010 collection schedule have been posted. The deadline for sealed bids was October 5, 2009 at 2:00 pm.

### ***Media Partners for Fall Campaign***

CVWMA will work with local TV stations WWBT 12, WRIC 8, and WTVR 6 the weeks of November 2-15 to promote recycling and Virginia Recycles Day contest and local events.

### ***Call Center***

Call Center staff answered 3,569 inbound calls during the month. Of these calls 2,183 were related to curbside, 513 for MSW and 817 for general information. Top requested information item for mailing continues to be bi-weekly calendars. The CVWMA will no longer mail out the 2009 Curbside Recycling Collection schedule effective October 1, 2009. All inquiries will be referred to download the calendar from the CVWMA Web site.

### ***Outreach***

CVWMA staff attended meetings; participated in outreach opportunities or provided information and resources to the following individuals and groups in September 2009.

### ***Meetings***

- Executive Roundtable
- Chesterfield County Curbside Advisory Committee
- Keep Virginia Beautiful Board of Directors
- VCU Department of Environmental Studies Green Unity Club
- Henrico Extension Leadership Council Board meeting
- James River Advisory Council
- Sierra Club- Richmond Chapter
- Cox Radio Marketing Excellence Workshop
- KVB/Curbside Value Partnership “Recycling Best Practices” Webinar
- VA Government Communicator’s “Twitter Talk” Webinar
- VA Dept. of Education Learn and Serve Grant Review Training
- SWANA Board Meeting
- Local Media Networks- WWBT NBC 12, WRIC Channel 8, WTVR Channel 6

## Presentation & Publication Requests

Group	Number	Locality	Request	Type	Publications
Mountain Glen Homeowners' Association	20	Henrico	Educational Materials	Civic	Publications
Camp Deva School	1	Richmond	Educational Materials	School	Activity Book and stickers
Col. Heights UM Church and Preschool	300	Colonial Heights	Educational Materials	Church	Activity books; stickers & publications
Leigh Dunn	300	Goochland	Educational Materials	Government	Recycled pencils
Ridge Elem. School	470	Henrico	Assembly Presentations	School	Activity Books and stickers; lanyards
Pam Cooper	200	Chesterfield	Educational Materials	Government	Extra Container Stickers
Steve Chidsey	100	Hanover	Educational Materials	Government	Publications and give-a-ways
Sierra Club	2	various	Interview	Non-Profit	Publications
Henrico Harvest Festival * 238 attended event	50	Henrico	Booth	Government	Publications; activity books; and more
Chickahominy Middle School	120	Hanover	Educational Materials	School	Publications and pencils
Cub Scout Pack 4835	8	Chesterfield	Educational Materials	Scouts	MRF Kit, Activity Books and pencils
Brookland Middle School	6	Henrico	Educational Materials	School	Recycled give-a-ways
Weather in the Garden *320 attended event	100	Chesterfield	Booth	Business	Publications and activity books
Midlothian Parade (Latika Lee)	250	Chesterfield	Educational Materials	Non-Profit	Activity books and stickers
Megan Brown	50	Henrico	Educational Materials	Government	Extra Container Stickers
Miles Jones Elem. School	20	Richmond	Educational Materials	School	Activity Books and stickers
Ratcliffe Elem. School	25	Henrico	Educational Materials	School	Activity Books and stickers
Prince George Teacher Workshop	25	Prince George	Educational Materials	School	Recycling give-a-ways
Bexley Homeowners Association	25	Chesterfield	Educational Materials	Civic	Curbside Brochures
<b>Total, FY 09-10</b>	<b>2,901</b>				

## Waste Reduction News

The September monthly e-newsletter included: CVWMA Board Selects New Officers, CVWMA to Help with Summit, Colonial Heights Document Shredding Event and Holiday Delay articles as well as plastic bag recycling factoids.

## Web site Statistics

	Visitors	Visits	Visit Length	Emails
September 2009	3,980	6,152	3 min ,6 sec	306
<b>Total, FY 08-09</b>	<b>12,124</b>	<b>19,729</b>	--	<b>1,572</b>

## Top Pages

Homepage (3,815 visits) /[cvwma.com](http://cvwma.com)  
 Recycling Programs (1,466 visits)/[recycling\\_programs.wbp](http://recycling_programs.wbp).  
 Curbside Recycling (1,392 visits)/[curbside\\_recycling.wbp](http://curbside_recycling.wbp)  
 Electronics (897 visits)/[recycling\\_programs/electronics.wbp](http://recycling_programs/electronics.wbp)

## Curbside Recycling E-mail Reminder Subscribers

	Total Subscribed	Added	Removed
September 2009	7,801	81	5
<b>Total, FY 08-09</b>	<b>7,882</b>	<b>5,503</b>	<b>587</b>

## Event Recycling

Group	Date	Number of Containers	Locality
Highlands Massey Classic	9/9-9/11, 2009	25	Chesterfield
*DEQ, VEEP Conference	9/16-9/18, 2009	5	Richmond
Sportbackers- CC Festival, Maymont	9/25-9/28, 2009	15	Richmond

\* DEQ/VEEP Conference collected approximately 30 pounds of aluminum cans and plastic bottles.

**ADMINISTRATIVE**

***Holiday***

CVWMA administrative offices will be closed Monday, October 12 in observance of Columbus Day and on Wednesday, November 11 in observance of Veterans Day. The holidays will not impact service for the Curbside Recycling Program or the Municipal Solid Waste (MSW) Collection Program. The CVWMA Call Center will be staffed for these holidays.

***Upcoming Meetings***

The following is a listing of upcoming CVWMA meetings:

Technical Advisory Committee (TAC)	November 5, 2009	9:00 am
Executive Committee	November 9, 2009	2:00 pm
Board of Directors (Richmond)	November 20, 2009	9:00 am