



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

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

**CHAIRMAN'S AGENDA**

**CERTIFICATION OF QUORUM**

<b>ITEM NO.</b>	<b>Page(s)</b>
1. Public Comment Period	
2. Minutes of the Regular Meeting of August 20, 2010	<b>3 - 12</b>
3. Chairman's Report	
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**STAFF AGENDA**

<b>ITEM NO.</b>	
5. 2010 Comprehensive Annual Financial Report (CAFR)	<b>13</b>
6. Curbside Program	
7. Curbside Education Advisory Committee	
8. Municipal Solid Waste (MSW) Program	
9. Operations and Program Statistics	
10. Public Information	
11. Financial Reports for August 2010	<b>13 - 19</b>

**12. Administrative**

Meeting Schedule

- ° Executive Committee.....October 4 2:00 p.m.
- ° Technical Advisory Committee.....October 14 9:00 a.m.
- ° Board of Directors (Petersburg).....October 15 9:00 a.m.

**OLD/NEW BUSINESS**

**13. Update on Executive Committee Work Session**

**ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF AUGUST 20, 2010**

The minutes of the regular Board of Directors meeting held August 20, 2010 are presented for your consideration and approval.

**Recommended Action:** Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
AUGUST 20, 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  
Marcia R. Phillips (M-Chesterfield), Immediate Past Chair  
Josh Farrar (A-Ashland)  
Robert L. Dunn (M-Chesterfield)  
Robert C. Key (M-Chesterfield)  
Michael Flagg (A-Hanover)  
Marcia E. Kelley (M-Henrico)  
Steven J. Yob (A-Henrico)  
John Fountain (A-Hopewell)  
James H. Burrell (M-New Kent)  
William Riggleman (A-Petersburg)  
Elliot Danburg (M-Powhatan)

**MEMBERS/ALTERNATES NOT PRESENT**

W. C. Lawing (M-Ashland)  
Jack Miniclier (M-Charles City)  
John T. Bragg (A-Charles City)  
Charles E. Dane (A-Chesterfield)  
Jeffery T. Howard (A-Chesterfield)  
William E. Henley (A-Colonial Heights)  
Paul E. Drumwright (A-Goochland)  
Steve Herzog (A-Hanover)  
Robert Setliff (M-Hanover)  
Robert C. Whiteman (M-Henrico)  
William I. Mawyer, Jr. (A-Henrico)  
Arthur D. Petrini (A-Henrico)  
Phillip E. Elliot (M-Hopewell)  
James Tacosa (A-New Kent)  
Phillip E. Elliot (M-Hopewell)  
Michael D. Briddell (M-Petersburg)  
Christopher Rapp (A-Powhatan)  
William G. Kuthy (M-Prince George)  
Bill Hamby, Jr. (A-Prince George)

**Non Voting:**

**Staff:**

Kimberly A. Hynes, Executive Director  
Bernard B. Harris, Director of Operations  
Nan B. Downey, Director of Administration and Finance  
Nancy W. Drumheller, Public Information Coordinator  
Reginald D. Thompson, Operations Assistant  
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. With no requests from the public to address the Board, Chairman Kukoski closed the public comment period.

**Item No. 2: Minutes of the Regular Meeting of June 18, 2010**

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mrs. M. R. Phillips (M-Chesterfield, Immediate Past Chair and carried that the minutes of the June 18, 2010, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

**Item No. 3: Installation of Officers**

Mrs. N. B. Downey, Director of Administration and Finance, administered the Oath of Office to the new officers for the 2010-11 fiscal year. Mrs. Downey requested that all officers-elect stand, raise their right hand, and recite the Oath of Office after her.

**Officers Sworn in for the 2010-11 Fiscal Year are as follows:**

Chairman	Mr. Mark Kukoski	City of Richmond
Vice-Chairman	Mr. Gentry Bell	County of Henrico
Treasurer	Mr. Matthew D. Benka	City of Richmond
Secretary	Mr. Steve Chidsey	County of Hanover
Director	Ms. Leigh Dunn	County of Goochland
Immediate Past Chair	Mrs. Marcia E. Phillips	County of Chesterfield

**Item No. 4: Chairman’s Report**

***Recognition of Appreciation of Mrs. Marcia R. Phillips***

Chairman Kukoski asked Mrs. N. B. Downey, Director of Administration and Finance, to read the resolution for Mrs. Marcia R. Phillips acknowledging her services to the Central Virginia Waste Management Authority. A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. G. Bell (M-Henrico) Vice-Chairman, and carried that the Resolution of Appreciation for Mrs. Marcia R. Phillips be approved as presented.

Chairman Kukoski thanked Mrs. Phillips for the almost nineteen years she has committed and contributed to the ongoing work of the Authority. He added that Mrs. Phillips, has been very instrumental in various Authority programs including its School Pilot Program and Curbside Recycling Program and that her efforts and commitment to the organization are appreciated.

Mrs. K. A. Hynes, CVWMA Executive Director then handed Mrs. Phillips a framed copy of the resolution along with a gavel plaque and gifts. Mrs. Hynes thanked Mrs. Phillips on behalf of the Authority's staff for her service and dedication to the Authority adding that Mrs. Phillips has been and continues to be deeply committed in her involvement with Chesterfield County and provided outstanding service, efforts, and achievements as an invaluable member of the Authority's committees and board.

***Resolution 11-01: Updating Authorized Signature Authority***

Mrs. Hynes reported that in accordance with the CVWMA Bylaws, the positions of Chairman, Vice-Chairman, Secretary, and Treasurer in addition to the Executive Director will have signature authority over CVWMA disbursements. With the installation of new officers, **Resolution 11-01** will update signature authority on the CVWMA's checking account.

A motion was made by Mrs. M. R. Phillips (M-Chesterfield), seconded by Mrs. M. E. Kelley (M-Henrico) and carried that **Resolution 11-01** be approved as submitted.

**STAFF AGENDA**

**Agenda Revision**

Chairman Kukoski indicated that Agenda Line Item No. 9: Resolution 11-02 and Agenda Line Item No. #15 - Resolution 11-03 would be presented next followed by the remaining line items in the order listed on the August 20, 2010 agenda. There were no objections from the Board.

**Item No. 9: Consideration of Resolution 11-02: Awarding the Contract for Collection and Processing of Lead Acid Batteries**

Mr. B. B. Harris, Director of Operations, directed the Board's attention to **Resolution 11-02** on page 17 of the agenda package. Mr. Harris reported that on May 17, 2010, a request for proposals was issued for Lead Acid Battery Collection and Recycling Services; a response was received from Battery Barn of Virginia, the CVWMA's current contractor, and AERC Recycling Solutions. Mr. Harris informed the Board that Authority staff recommends the contract be awarded to Battery Barn. He asserted that the new contract will be for a five year term commencing October 1, 2010 and extend through September 30, 2015 and will include a 5-year renewal option.

Chairman Kukoski opened the floor for a motion to approve **Resolution 11-02**. A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. G. Bell (M-Henrico) and carried that **Resolution 11-02** be approved as submitted.

**Item No. 15: Resolution 11-03: Authorizing to Pick-up the Member contributions of Plan 2 Employees to the Virginia Retirement System**

Mrs. Downey directed the Board's attention to **Resolution 11-03** on page 26 of the agenda package. Mrs. Downey reported that the resolution recommends that the Central Virginia Waste Management Authority continue to pick-up the 5 percent member contributions for Plan 2 employees. She asserted that the original resolution was presented to the CVWMA Board on June 18, 2010; however, due to a lack of quorum the Board was unable to vote on the resolution. Mrs. Downey informed the Board that the Virginia Retirement System (VRS) has extended the allotted time for a decision allowing the

Authority's Board the opportunity to vote on this resolution at its August 20, 2010 meeting. If approved, the change will be effective on September 1, 2010.

Chairman Kukoski opened the floor for a motion to approve **Resolution 11-03**. A motion was made by Mrs. M. R. Phillips (M-Chesterfield) Immediate Past Chair, seconded by Mr. R. L. Dunn (M-Chesterfield) and carried that **Resolution 11-03** be approved as submitted.

#### **Item No. 5: 2010 Program and Education Activity Presentation**

CVWMA staff presented the Board with an overview of the 2010 fiscal year program statistics. The presentation included highlights and summary of various Authority programs during fiscal year 2009-10. Information also included Curbside Recycling Program updates for the current and previous fiscal years; annual curbside tonnage information; missed collections; setouts and participation rates for member jurisdictions; drop-off tonnages, and a bar graph depicting the total tonnage in the Drop-off Program over the last several years.

Meeting presentations included a summary on public education and outreach efforts. Information included an update on group outreach and methods used in informing the public; curbside program promotion activity information; 2010 collection schedule; television, and Website advertisements; e-mail reminder information; and Authority call center activity. The year also included the introduction of the CVWMA's new mascot R3 who participated in ten events during the year and has his own Facebook page. The year's highlights too included Authority staff, member localities, and CVWMA contractor's participation in Recycling Night at The Diamond in April; the CVWMA receiving the Richmond History Makers and VRA awards, and Authority print ads promoting Earth Day, which included a baseball ad in over 500,000 Flying Squirrels souvenir program guides for the baseball season. Mrs. Drumheller informed the Board that the Authority also received \$10,000 corporate sponsorship of the CVWMA's 2010 annual calendar from the Dominion Foundation.

The four-person call center has been very busy over the last year with increased call volumes because of recent changes in Chesterfield's curbside collection program, weather and calendar mailings. Representatives have been doing a wonderful job in responding to inquires and keeping the public informed. The Counties of Henrico and Hanover were thanked for their allowing the Authority use of their public libraries and government offices for distribution of CVWMA's educational materials. Authority staff also thanked Ms. Elke Gibbs, Executive Assistant for Colonial Heights City Manager's Office and Ms. Darlene Mallory, Support Services Manager for Richmond's Clean City Commission for their assistance in providing public awareness on the Authority's Curbside Recycling Program.

#### **Item No. 6: Curbside Recycling Program**

Mr. Harris reported that July was a difficult month for collection with confusion regarding the July 4 holiday. The collection day uncertainty resulted in a missed collections totaling 521; 40 percent during the Fourth of July week. July collections totaled 2,565 tons; a decrease of 8.8 percent from July 2009.

Concluding, Mr. Harris reported that the set-out rate remained strong at 36.3 percent; approximately the same as July 2009. Mr. Harris went on to report that over 600 households in Chesterfield were added to the program. The first collection day for residents was a blue week; August 2-6. Mr. Harris noted that there were a few issues with misses in the Hallsley subdivision; however, for the most part collections occurred on schedule.

### ***Chesterfield County Curbside Program Update***

Mrs. Hynes reported that Chesterfield County issued a press release, which sparked several media news reports on the County's involvement in the curbside program. She informed the Board that a little more than 11,000 residents have opted out of the program; 12 percent of the eligible households in the program. Mrs. Hynes went on to report that there was some misconception from County residents who telephoned into the Authority's call center and the County's call center about the \$25 annual fee, which representatives were able to clarify.

Continuing, Mrs. Hynes reported that calls to opt-out have minimized following July 1; however, asserted that she expects calls to increase once residents are billed around October or November. Mrs. Hynes informed the Board that in a proactive approach, Authority staff met with Mr. James J.L. Stegmaier, County Administrator, Mr. Rob Key (M-Chesterfield) Director of General Services, and other Chesterfield officials to discuss what progressive approaches officials will make in the upcoming year regarding the program.

### ***Goochland County Curbside Program Update***

Mrs. Hynes reminded the Board of Goochland County's decision to eliminate its participation in the curbside program and removed the program from its budget effective July 1, 2010. Mrs. Hynes went on to report that Mrs. L. Dunn (M-Goochland) has worked exceptionally hard at continuing the program in the county and is currently in the process of working out agreements between homeowner associations and Goochland County. She added that Mrs. Dunn has received responses from a little more than 700 homes through homeowners' associations and subdivisions previously in the program who have agreed to pay for continuation of the service.

### **Item No. 7: Curbside Education Advisory Committee**

Mrs. Hynes reported that the Curbside Education Advisory Committee will meet on September 15 at 10:30 a.m. She informed the Board that the meeting location has yet to be determined. Mrs. Hynes went on to report that the meeting's guest speaker will include Mr. Manuel Lopez from the Mid Atlantic Coca-Cola Bottling Company, Inc. Mrs. Hynes asserted that Mr. Lopez works from Northern Virginia and is in charge of the company's environmental sustainability. Mr. Lopez will be sharing information on what the company has been doing in area of sustainability and their responsibility to set environmental trends.

Proceeding, Mrs. Hynes reported that the meeting will also include guest speaker, Mr. Steve Thompson, Program Director for the Curbside Value Partnership (CVP). CVP is designed to help municipalities boost participation in residential curbside programs and to share best practices of those programs among the practitioners. Mrs. Hynes asserted that discussions will include the possibility of partnering with both the Mid Atlantic Coca-Cola Bottling Company and Curbside Value Partnership in increasing recovery rates and volume throughout the region.

Concluding, Mrs. Hynes reiterated information provided in Mrs. Drumheller's presentation on the 2010 Education Activity Report regarding the Authority corporate sponsorship of the CVWMA's annual calendar from the Dominion Foundation. She asserted that the Foundation has agreed to sponsor the Authority's annual recycling collection schedule again in 2011 in the amount of \$10,000, which the Authority has received. Mrs. Hynes noted that Authority staff has been communicating with other local businesses regarding corporate sponsorship of the CVWMA's annual collection schedule and that she will keep the Board updated on any new information she receives.

## **Item No. 8: Municipal Solid Waste Program**

Mr. R. Thompson, Operations Technician, reiterated as reported by Mr. Harris the high number of late set outs during the first week of July as a result of the July 4 holiday weekend. Republic Services drivers were required to return to pick up missed collections and late set-outs. Mr. Thompson asserted that this change in schedule resulted in several misses carrying over to the following scheduled pick up day for several citizens. He added that by mid July, call volume and misses decreased to a normal level. Republic Services' was assessed \$800 in penalties.

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

Mr. Thompson reported that Norseman Environmental Products is offering citizens a chance to win a free Earth Machine Backyard Compost Bin or a free System Rain Barrel; an entry form can be obtained through the CVWMA Website. Mr. Thompson went on to report that the company will hold its truck load Rain Barrel/Compost Bin sale on Saturday, September 18. The event will be held at the Mechanicsville Convenience Center in Hanover and at the Western Government Center in Henrico from 9 a.m. to 3 p.m. The rain barrels will sell for \$50 each and the compost bins will sell for \$45 each.

### ***Program Statistics***

Mr. Harris directed the Board's attention to a copy of the June and July program statistical information, which was placed at each seat. He informed the Board that the Drop off Program during the month of July was off by 8 percent. Tonnage collected totaled 522 tons compared to 565 for the year prior. Mr. Harris went on to report that eCycling events have been scheduled for the fall. The first event will be held in the City of Richmond on October 9. Hanover County will hold its eCycling event on November 13 at its Mechanicsville Convenience Center location and Henrico County will hold an eCycling event as part of America Recycles Day (ARD) on Saturday, November 13 at the Eastern Government Center and at Nine Mile Road at Dabbs House from 9 a.m. to 1 p.m.

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

Mr. Harris presented the Technical Advisory Committee (TAC) report on behalf of Mr. B. Riggelman (A-Petersburg), Technical Advisory Committee (TAC) Chairman. Mr. Harris reported that the Technical Advisory Committee met on Thursday, August 12 at the CVWMA office. Discussions included much of the information reported on during the meeting including the new CDD Recycling Program, and the lead acid battery procurement. Mr. Harris went on to report that additional discussions included Hanover County's hosting a prescription drug "Take-Back" initiative sponsored by The Drug Enforcement Administration (DEA). This event will take place on September 25 in conjunction with the County's local Sheriff's Department and is open to the public.

Proceeding, Mr. Harris reported that later in the year, Hanover County will host a forum on sign retroreflectivity standards which will be open to the public. Mr. Harris asserted that the Federal Highway Administration (FHWA) has enacted changes to the Manual on Uniform Traffic Control Devices (MUTCD) that require new retroreflectivity (a measure of a sign's ability to be read by sensitive driving populations during nighttime and other non-optimal conditions) maintenance standards for signs. He added that Mr. S. Chidsey (M-Hanover) communicated during the meeting that by January 2012, local jurisdictions must establish and implement a sign assessment or a sign management method and all regulatory, warning, and ground mounted signs must be in compliance by January 2015.

Concluding, Mr. Harris reported that the September TAC meeting has been cancelled and the next TAC meeting will be held on Thursday, October 7.

## **Item No. 12: Public Information**

### ***Press Releases and Social Media***

Mrs. N. W. Drumheller, Public Information Coordinator, reported that a press release was recently sent out which provided information on the 2<sup>nd</sup> Best Year of Tonnage Collection in Curbside and Drop-off Programs. Mrs. Drumheller asserted that this information was posted on CVWMA's Website as well as its Facebook and Twitter social media pages.

### ***Curbside Education and Promotion***

Mrs. Drumheller reported that a new curbside brochure has been released. The brochure in its new format contains resourceful information and can be used as an insert and can be placed in kiosk displays, and distributed at events. Mrs. Drumheller added that new *Welcome to Curbside* postcards were mailed to the over 600 Chesterfield County households added to the curbside program.

### ***Waste Reduction News***

The August 2010 edition of CVWMA's electronic newsletter went out on August 2. Information included an article on CVWMA Reports 2nd Year in Collection Tonnage in Signature Programs; CVWMA's Recycling Wizard, utilizing CVWMA social media sites for program information.

### ***Media***

CVWMA is partnering with Tidewater Fibre Corporation (TFC) and working with Comcast Cable as another avenue to promote curbside participation. Mr. Bill Feltus, General Manager for TFC was featured in a series of stories in the *Colonial Voice and Progress Index* on recycling.

## **Item No. 13: Financial Reports for July 2010**

Mrs. N. Downey began her report by directing the Board's attention to pages 18-24 of the agenda package, which displayed the Financial Reports for July 2010. Mrs. Downey reported that the CVWMA has a combined net income of about \$465,000 for the month. The annual operating fund contributions have been billed and recorded for the 2010 fiscal year. Mrs. Downey asserted that the General Operating Fund net income will decrease as the year progresses and expenses are incurred.

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. G. Bell (M-Henrico) Vice Chairman, and carried that the Financial Reports for July 2010 be approved, accepted, and filed as submitted.

## **Item No. 14: 2010 Audit**

### ***Audit of the 2010 Comprehensive Annual Financial Report***

Continuing, Mrs. Downey announced that the annual audit of the CVWMA *2010 Comprehensive Annual Financial Report (CAFR)* commenced on Monday, August 9, 2010 by Cherry, Bekaert &

Holland. She informed the Board that the report will be presented at the September 17, 2010 Board of Directors meeting for consideration and approval. Mrs. Downey noted that upon approval, the report would then be submitted to the Virginia Auditor of Public Accounts by their deadline of September 30, 2010. She added that prior to presenting the CAFR to the Board, it will be reviewed by the Authority's Audit Committee and a draft copy will be provided to the Executive Committee. The auditors from Cherry, Bekaert & Holland will meet with the Audit Committee on September 2 to review the results of the audit.

**Item No. 16: CVWMA 20<sup>th</sup> Anniversary Celebration**

Mrs. Hynes reported that December 2010 will mark the 20<sup>th</sup> Anniversary of the CVWMA's existence. She asserted that Authority staff is in the process of planning an event inviting members of the Board, CVWMA contractors, and elected public officials from the Authority's 13 member jurisdictions. Mrs. Hynes added that the event will be an opportunity for the Authority to celebrate its accomplishments over the years through an informal gathering.

Mrs. Hynes went on to report that the date is tentatively scheduled for December 2 from 6 p.m. to 8 p.m. Once a suitable location has been decided upon, Authority staff will be sending out invitations.

Concluding, Mrs. Hynes asked members of the Board that if they knew of any possible locations to hold the event or knew of some contacts for possible site locations, to contact her with information. She noted that the Authority has not budgeted funds for the event; however, several Authority vendors and contractors have made a contribution committing about \$6,500 towards the event. Mrs. Hynes noted that the business logo of contributors will be included on the invitations.

**Item No. 17: Administrative**

Mrs. Hynes reported that Ms. Mariette Robinson resigned from her Call Center Representative position effective July 28 accepting a position with Capital One. Mrs. Hynes informed the Board that in looking at the Authority's budget, expenses and call center telephone volume, a decision was made to hire a part-time employee to fill the position. The position will require the individual to be flexible in working between the Call Center's regular weekly work schedule and on Saturdays as needed. Mrs. Hynes added that hiring a part-time employee will save the Authority salary and benefits costs.

***Upcoming Meetings***

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

Audit Committee	September 2	10:00 a.m.
Executive Committee - Work Session (Thursday)	September 9	12:00 p.m.
Curbside Education Advisory Committee	September 15	10:30 a.m.
Board of Directors (Richmond)	September 17	9:00 a.m.

Concluding, Mrs. Hynes thanked Mr. B. Harris and Mrs. N. Drumheller for providing an informative presentation on 2010 Program and Education Activity in Authority programs. Mrs. Hynes added that in the Authority's front office, in its kiosk display, is an informational sheet on CVWMA Program Highlights for the 2010 fiscal year. This information will also be forwarded to Chief Administrative Officers and elected officials through electronic e-mail to keep them abreast of happenings with the CVWMA.

## ***Old/New Business***

### *Goals, Priorities and Objectives – Executive Committee Work Session*

Chairman Kukoski extended a thank you to Mr. Harris and Mrs. Drumheller for their 2010 Program and Education Activity reports. Chairman Kukoski reported that the Executive Committee's work session will be held on September 9 at 12 p.m. and will include discussions of priorities, objectives and areas of focus for the CVWMA for the upcoming year. He added that the committee will be brainstorming ways to increase the Authority's revenue and determine ways in which it can effectively work with member jurisdictions in meeting planned objectives, future goals, and participation in Authority programs.

Concluding, Chairman Kukoski informed the Board that the Executive Committee is requesting their input in providing their thoughts on areas where they feel the CVWMA needs to focus its efforts in the future. He informed the Board that their submission of information can be forwarded to either him or Mrs. Hynes.

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. L. Dunn (M-Chesterfield), seconded by Mr. E. Danburg (M-Powhatan), and carried that the August 20, 2010 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 August 20, 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., September 17, 2010. Given under my hand and seal of the CVWMA this 17<sup>th</sup> day of September 2010.

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**Mark Kukoski, Chairman**

**AUDIT COMMITTEE REPORT**

The CVWMA Audit Committee met on Thursday, September 2, 2010 with CVWMA staff and representatives from Cherry Bekaert & Holland LLP (CBH), CVWMA's audit firm. A draft copy of the CAFR was reviewed by the committee. CBH discussed the results of the audit with the Committee and the Staff. The CVWMA received an unqualified opinion again this year which is the highest or best audit rating. 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*. John Montoro with CBH also discussed the implementation of *Government Accounting Standards Board* Statement No. 45 which relates to *Other Post Employment Benefits (OPEB)* that the CVWMA is required to disclose in fiscal year 2010. In addition, the Committee reviewed the administrative transfers for fiscal year 2010.

Audit Committee Members:

Mr. Matthew D. Benka, (M-Richmond), Treasurer  
Mr. Robert L. Dunn, (M-Chesterfield)  
Mr. William Riggleman (A-Petersburg)

**2010 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

The 2010 CAFR is complete and will be presented to the Board on Friday, September 17. Upon approval, the CAFR will be submitted to the Virginia Auditor of Public Accounts by the September 30 deadline. A PowerPoint presentation will also be presented to highlight financial statistics for the past fiscal year.

**Recommended Action:** Approval of the *2010 Comprehensive Annual Financial Report*

**FINANCIAL REPORTS FOR AUGUST 2010**

The Financial Reports for August 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 \$450,000 for administration, operations and public information for the remainder of the fiscal year.

**Recommended Action:** Approval of the August 2010 Financial Reports

**Attachments**

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

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>Transfers In (Out)</u>	<u>Totals</u>
General Operating Fund	\$ 513,310	\$ 82,344	\$ -	\$ 430,966
Curbside Project Fund	955,848	932,711	-	23,137
Drop-Off Project Fund	110,750	107,519	-	3,231
Municipal Solid Waste Fund	637,259	640,072	-	(2,813)
CFC/HCFC	4,680	4,699	-	(19)
Special Waste Collections	28,475	28,451	-	24
Waste Tire Fund	4,649	4,668	-	(19)
Appliance and Scrap Metal Hauling	66,436	66,443	-	(7)
Other Projects	5,500	5,500	-	-
Yard Waste Projects	68,599	68,824	-	(225)
Waste Transfer & Disposal	370,074	370,995	-	(921)
	<u>370,074</u>	<u>370,995</u>	<u>-</u>	<u>(921)</u>
<b><i>Totals</i></b>	<b><u>\$ 2,765,580</u></b>	<b><u>\$ 2,312,226</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 453,354</u></b>

<b><i>Capital Outlay:</i></b>	<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
<b><i>Total Capital Outlay</i></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 2,500</u></b>	<b><u>\$ 2,500</u></b>

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2010 – August 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>
<b>Revenues:</b>					
Annual Gov't Assessments	\$ -	\$ 508,688	\$ 508,690	\$ (2)	0.0%
Miscellaneous/Other	\$ 3,850	\$ 3,850	\$ 1,000	\$ 2,850	285.0%
Interest on Investments	365	772	11,100	(10,328)	-93.0%
Sponsorships and Grants	-	-	-	-	0.0%
<b>Total Revenues</b>	<u>4,215</u>	<u>513,310</u>	<u>520,790</u>	<u>(7,480)</u>	<u>-1.4%</u>
<b>Expenses:</b>					
Personnel services	27,323	54,936	324,740	269,804	83.1%
Fringe benefits	4,146	11,768	89,920	78,152	86.9%
Professional services	1,927	4,060	29,350	25,290	86.2%
Repairs and maintenance	155	155	2,650	2,495	94.2%
Advertising and promotions	90	105	1,250	1,145	91.6%
Materials and supplies	165	334	6,060	5,726	94.5%
Other services and charges	1,078	2,014	13,705	11,691	85.3%
Leases	656	6,165	37,115	30,950	83.4%
Depreciation	1,389	2,807	16,000	13,193	82.5%
<b>Total Expenses</b>	<u>36,929</u>	<u>82,344</u>	<u>520,790</u>	<u>438,446</u>	<u>84.2%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (32,714)</u>	<u>\$ 430,966</u>	<u>\$ -</u>	<u>\$ 430,966</u>	
<b>Capital Outlay:</b>					
	<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	-	-	-	\$ -	
<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 2010 – August 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>
<b>Revenues:</b>					
Project Service Fees	\$ 449,607	\$ 884,121	\$ 5,400,000	\$ (4,515,879)	-83.6%
Public Relations Assessment	14,901	29,778	185,000	(155,222)	-83.9%
Customer Service Assessment	15,149	30,274	196,000	(165,726)	-84.6%
Contract Admin Costs	10	10	1,000	(990)	-99.0%
Sponsorships and Grants	10,000	10,000	-	10,000	0.0%
Interest on Investments	751	1,665	29,500	(27,835)	-94.4%
<b>Total Revenues</b>	<u>490,418</u>	<u>955,848</u>	<u>5,811,500</u>	<u>(4,855,652)</u>	<u>-83.6%</u>
<b>Expenses:</b>					
Personnel services	13,821	28,539	168,310	139,771	83.0%
Fringe benefits	2,332	6,923	55,185	48,262	87.5%
Professional services	1,383	3,015	20,215	17,200	85.1%
Repairs and maintenance	72	72	1,765	1,693	95.9%
Advertising and promotions	49	1,159	67,000	65,841	98.3%
Materials and supplies	325	374	3,875	3,501	90.3%
Other services and charges	660	2,819	62,655	59,836	95.5%
Leases	186	4,721	28,495	23,774	83.4%
Depreciation	451	968	4,000	3,032	75.8%
Contractual services	449,607	884,121	5,400,000	4,515,879	83.6%
<b>Total Expenses</b>	<u>468,886</u>	<u>932,711</u>	<u>5,811,500</u>	<u>4,878,789</u>	<u>84.0%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ 21,532</u>	<u>\$ 23,137</u>	<u>\$ -</u>	<u>\$ 23,137</u>	
<b>Capital Outlay:</b>					
Computer equipment	\$ -	\$ -	\$ 1,000	\$ 1,000	
Office equipment	-	-	-	\$ -	
<b>Total Capital Outlay</b>	<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 – August 2010**

**Drop Off Project Fund**

	<u>Month to Date Actual</u>	<u>Year to Date Actual</u>	<u>Total Budget</u>	<u>Variance</u>	<u>% Budget Remaining</u>
<b>Revenues:</b>					
Project Service Fees	\$ 53,222	\$ 103,856	\$ 585,000	\$ (481,144)	-82.2%
Materials Sales Rebate	2,554	6,818	33,000	(26,182)	-79.3%
Interest on Investments	34	76	2,965	(2,889)	-97.4%
<b>Total Revenues</b>	<u>55,810</u>	<u>110,750</u>	<u>620,965</u>	<u>(510,215)</u>	<u>-82.2%</u>
<b>Expenses:</b>					
Personnel services	494	997	5,910	4,913	83.1%
Fringe benefits	74	200	1,520	1,320	86.8%
Professional services	80	163	1,400	1,237	88.4%
Repairs and maintenance	9	9	115	106	92.2%
Advertising and promotions	5	10	250	240	96.0%
Materials and supplies	4	6	150	144	96.0%
Other services and charges	69	138	870	732	84.1%
Leases	6	216	1,000	784	78.4%
Contractual services	53,222	103,856	585,000	481,144	82.2%
Materials sales rebate	1,924	1,924	24,750	22,826	92.2%
<b>Total Expenses</b>	<u>55,887</u>	<u>107,519</u>	<u>620,965</u>	<u>513,446</u>	<u>82.7%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (77)</u>	<u>\$ 3,231</u>	<u>\$ -</u>	<u>\$ 3,231</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2010 – August 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>
<b>Revenues:</b>					
Project Service Fees	\$ 318,381	\$ 630,867	\$ 3,890,325	\$ (3,259,458)	-83.8%
Customer Service Assessment	2,282	4,526	29,500	(24,974)	-84.7%
Contract Admin Costs	800	800	3,000	(2,200)	-73.3%
Interest on Investments	<u>482</u>	<u>1,066</u>	<u>25,465</u>	<u>(24,399)</u>	<u>-95.8%</u>
<b>Total Revenues</b>	<u>321,945</u>	<u>637,259</u>	<u>3,948,290</u>	<u>(3,311,031)</u>	<u>-83.9%</u>
<b>Expenses:</b>					
Personnel services	2,407	4,853	29,035	24,182	83.3%
Fringe benefits	504	1,291	8,455	7,164	84.7%
Professional services	423	843	7,170	6,327	88.2%
Repairs and maintenance	49	49	640	591	92.3%
Advertising and promotions	30	60	-	(60)	99.0%
Materials and supplies	81	93	1,135	1,042	91.8%
Other services and charges	405	810	5,145	4,335	84.3%
Leases	46	792	4,585	3,793	82.7%
Depreciation	179	390	1,800	1,410	78.3%
Contractual Services	<u>318,405</u>	<u>630,891</u>	<u>3,890,325</u>	<u>3,259,434</u>	<u>83.8%</u>
<b>Total Expenses</b>	<u>322,529</u>	<u>640,072</u>	<u>3,948,290</u>	<u>3,308,218</u>	<u>83.8%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (584)</u>	<u>\$ (2,813)</u>	<u>\$ -</u>	<u>\$ (2,813)</u>	
<b>Capital Outlay:</b>					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500	
Office equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<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 2010 – August 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>
<b>Revenues:</b>					
Project Service Fees	\$ 261,596	\$ 467,048	\$ 3,760,000	\$ (3,292,952)	-87.6%
Materials Sales Rebate	14,444	80,841	155,000	(74,159)	-47.8%
Interest on Investments	<u>209</u>	<u>524</u>	<u>13,905</u>	<u>(13,381)</u>	<u>-96.2%</u>
<b>Total Revenues</b>	<u>276,249</u>	<u>548,413</u>	<u>3,928,905</u>	<u>(3,380,492)</u>	<u>-86.0%</u>
<b>Expenses:</b>					
Personnel services	300	600	4,000	3,400	85.0%
Fringe benefits	23	46	310	264	85.2%
Professional services	440	888	7,410	6,522	88.0%
Repairs and maintenance	49	49	655	606	92.5%
Advertising and promotions	-	-	-	-	100.0%
Materials and supplies	23	35	850	815	95.9%
Other services and charges	73	148	930	782	84.1%
Contractual services	261,595	467,047	3,760,000	3,292,953	87.6%
Materials sales rebate	<u>14,370</u>	<u>80,767</u>	<u>154,750</u>	<u>73,983</u>	<u>47.8%</u>
<b>Total Expenses</b>	<u>276,873</u>	<u>549,580</u>	<u>3,928,905</u>	<u>3,379,325</u>	<u>86.0%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (624)</u>	<u>\$ (1,167)</u>	<u>\$ -</u>	<u>\$ (1,167)</u>	