



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
ANNUAL BOARD OF DIRECTORS MEETING AGENDA
AUGUST 17, 2012
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA

CALL TO ORDER

9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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1. Public Comment Period	
2. Minutes of the Regular Meeting of June 15, 2012	3 - 13
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STAFF AGENDA

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5. Curbside Recycling Program	
6. Municipal Solid Waste (MSW) Program	
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12. Administrative

Upcoming Meetings:

- Technical Advisory Committee.....September 6 – 9:00 a.m.
- Executive Committee.....September 10 – 2:00 p.m.
- Board of Directors (Richmond)..... September 21 – 9:00 a.m.

- 13. Executive Session – pursuant to Virginia Code Section 2.2-3711 (A) (7) (Virginia Freedom of Information Act) to discuss matters requiring consultation with legal counsel.**

OLD/NEW BUSINESS

ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF JUNE 15, 2012

The minutes of the regular Board of Directors meeting held June 15, 2012 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING
JUNE 15, 2012
MINUTES
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Mark Kukoski, (M-Richmond), Chairman
Steve Chidsey (M-Hanover), Vice Chairman
Matthew D. Benka (M-Richmond), Treasurer
Marcia E. Kelley (M-Henrico), Secretary
Marcia R. Phillips (M-Chesterfield), Past Chair
Lee Sloppy (M-Ashland)
John T. Bragg (M-Charles City)
Robert L. Dunn (M-Chesterfield)
Paul E. Drumwright (A-Goochland)
Wayne Hazzard (M-Hanover)
J. Allen Lane (M-Henrico)
Robert C. Whiteman (M-Henrico)
Phillip E. Elliott (M-Hopewell)
James H. Burrell (M-New Kent)
William Riggleman (A-Petersburg)
Elliot Danburg (M-Powhatan)
Bill Hamby, Jr. (M-Prince George)
James Jackson (M-City of Richmond)

Non Voting:

Michael Flagg (A-Hanover)
Jon Clary (A-Henrico)
Christopher Rapp (A-Powhatan)

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

MEMBERS/ALTERNATES NOT PRESENT

Leigh Dunn (M-Goochland), Director
Josh Farrar (A-Ashland)
Robert C. Key (M-Chesterfield)
Dr. Sheryl D. Bailey (A-Chesterfield)
Charles E. Dane (A-Chesterfield)
Jeff T. Howard (A-Chesterfield)
Tom Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Chip England (A-Hanover)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
David Fratarcangelo (A-Hopewell)
G. Cabell Lawton, IV (A-New Kent)
Steven Hicks (M-Petersburg)
David Sutton (A-Prince George)

Guest

Michael Briddell, City of Petersburg
Carlton Zander, Vice President of Zan's Refuse

With a quorum in attendance, Chairman M. Kukoski (M-Richmond) called the meeting to order at 9:02 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 May 18, 2012

A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mrs. M. R. Phillips (M-Chesterfield), and carried that the minutes of the May 18, 2012, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

Item No. 3: Resolution of Appreciation for Mr. Michael Briddell

Chairman Kukoski presented the Resolution of Appreciation for Mr. Michael Briddell. He thanked Mr. Briddell for his years of service representing the City of Petersburg on the CVWMA Board of Directors. Chairman Kukoski then asked Mrs. N. B. Downey, Director of Administration and Finance, to read the resolution.

Mr. Briddell thanked the Authority for the resolution presented him and honoring the years he's worked in promoting regional cooperation through his support of Authority programs during his time spent working in the City of Petersburg. He added that he also enjoyed his time in serving on the CVWMA Board of Directors.

A motion was made by Mr. R. C. Whiteman (M-Henrico), seconded by Mr. R. L. Dunn (M-Chesterfield), and carried that the Resolution of Appreciation for Mr. Michael Briddell be approved as presented.

Item No. 4: Nominating Committee Report

Election of Officers for 2012-2013

Chairman Kukoski turned the floor over to Mrs. M. R. Phillips (M-Chesterfield), to present the Nominating Committee Report.

Mrs. Phillips reported that the Nominating Committee presented a slate of officers at the Friday, May 18, 2012 Board of Directors' meeting for the ensuing fiscal year. She announced that the following members have been nominated to serve as officers of the CVWMA Board of Directors for fiscal year 2012-2013:

Chairman	Mr. Stephen E. "Steve" Chidsey	County of Hanover
Vice-Chairman	Mr. Matthew D. "Matt" Benka	City of Richmond
Treasurer	Mr. Robert C. "Rob" Key	County of Chesterfield
Secretary	Mrs. Leigh Dunn	County of Goochland
Director	Mr. Robert C. "Bob" Whiteman	County of Henrico
Immediate Past Chair	Mr. Mark Kukoski	City of Richmond

With no further nominations from the floor, a motion was made by Mr. J. T. Bragg (M-Charles City), seconded by Mr. J. A. Jackson (M-Richmond), and carried to close the nominations. A motion was made by Mrs. M. R. Phillips (M-Chesterfield), seconded by Mrs. M. E. Kelley (M-Henrico) and carried to approve the slate as presented.

STAFF AGENDA

Item No. 5: Virginia Retirement System (VRS) Changes and Elections

Consideration of Resolution 12-21: To Fully Implement the 5% Employee Member Contributions and Consideration of Resolution 12-22: Amending the CVWMA General Operating Fund, Curbside Project Fund, Drop-off Fund, and Municipal Solid Waste (MSW) Fund Budgets

Mrs. K. A. Hynes, Executive Director reported changes made to the Virginia Retirement system through legislation. She asserted that SB497 Virginia Retirement System; requires employees of political subdivisions to contribute five percent of their creditable compensation by salary reduction on a pre-taxed basis. Mrs. Hynes went on to provide a summary of information on what the bill allows governing bodies and political subdivisions. She noted that in addition, legislation requires that whatever the decision, a corresponding salary increase be provided employees to offset the additional retirement cost.

Continuing, Mrs. Hynes reported that CVWMA analyzed the impact to the Authority and its employees. She asserted that recommended was the recommendation for the CVWMA to elect the full five percent contribution by members beginning July 1, 2012. Mrs. Hynes noted that the straight five percent calculation figure over the next five years compounds the calculation on the increase. She included that fully implementing the five percent in one year, the decision of most localities, provides a greater benefit for CVWMA employees at the time of retirement whether employers are considering retirement soon or not. The higher salary will provide a greater benefit to the employee.

Proceeding, Mrs. Hynes reported that the retirement deductions will be pre-taxed for Federal and State, but not social security or Medicare. She noted that the financial impact to the Authority would be about \$1,800 in additional FICA and Medicare taxes. Mrs. Hynes went on to report that from an employee standpoint, the additional out-of-pocket tax liability will range from \$3.90 to \$9.85 per pay. The CVWMA has built in an average three percent raise for employees for the upcoming fiscal year and has increased the health insurance cap which will offset the additional cost of taxes.

Mrs. Hynes directed the Board's attention to page 14 of the agenda package. She noted that **Resolution 12-21** recommends that the CVWMA implement the full five percent member contribution and offsetting salary increase for fiscal year beginning July 1, 2012; an election that must be made by July 1, 2012. She added that the additional resolution relating to **Resolution 12-21**

is **Resolution 12-22**. **Resolution 12-22** is to make the appropriation in the budget for the upcoming fiscal year. Mrs. Hynes stated that since the CVWMA is currently paying the five percent on behalf of its employees, it was included in the budget's retirement line item; a transfer from the retirement line item to the salary line item is needed. Mrs. Hynes noted that since there are several factors associated with FICA and Medicare an amendment was not included for FICA and additional Medicare taxes considering the monetary impact. She noted that this will be revisited in May when CVWMA makes routine transfers between budget line items.

Chairman Kukoski opened the floor for a motion to approve **Resolution 12-21** and **Resolution 12-22**. A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. J. H. Burrell (M-New Kent) and carried that **Resolution 12-21** and **Resolution 12-22** be approved as submitted.

Consideration of Resolution 12-23: To Elect the Employer Retirement Contribution Rate

Mrs. Hynes reported that in addition, the 2012 General Assembly in accordance with the 2012 Appropriation Act Item 468(H) requires the CVWMA to approve one of the following employer contribution rate options for the defined benefit retirement plan for the 2012-2014 biennium: a rate of 10.63 percent, certified by the (VRS) Board of Trustees for the 2012-2014 biennium, or the alternate rate of 7.54 percent, which is the higher of the current rate certified by the VRS Board for fiscal year 2011-2012 or 70 percent.

Continuing, Mrs. Hynes reported that per the VRS, the intent of the language in the 2012 Appropriation Act, Item 468(H) is to offer localities and schools some budget relief for the coming fiscal year with respect to the amount of their retirement contributions. She noted that this does not change the Board-certified rate or the Annual Required Contribution (ARC). Mrs. Hynes added that the CVWMA can elect over the next two years, to pay the alternate rate of 7.54 percent, however that rate could end up being significantly higher in the future to make up for that funding.

Proceeding, Mrs. Hynes reported that by electing the reduced rate, the CVWMA and employees could expect reduced contributions to the employer account and the investment earnings they would have generated, which will mean there will be fewer assets available for benefits. She added the CVWMA and employees could also expect a lower funded ratio when the next Actuarial Valuation is performed and, thus a higher calculated contribution rate in the future and could be required to include the Net Pension Obligation (NPO) under GASB standards in the notes to the financial statements.

Mrs. Hynes reported that the approved CVWMA 2013 Operating Budget, which is balanced, includes an estimated 11.12 percent estimated employer contribution rate in the Retirement line-item, thus covering the VRS Board certified rate of 10.63 percent. She noted that by reducing the rate in the short term could have a significant financial impact on the Authority in future budgeting. This also requires an election be made by July 1, 2012.

Mr. W. Hazzard (M-Hanover) asked historically, what was the multiplying rate. Mrs. Hynes responded prior to the recession, the CVWMA paid about 9 percent, which included the 5 percent employee portion. Mr. Hazzard then asked what would be the monetary value. Mrs. Hynes responded that she had not calculated it, but would be about 3.4 percent of covered payroll which is \$465,000. Mr. Hazzard mentioned that there is a chance that the rate could go down after the 2 years, and that Hanover County approved the lower rate, after considering the potential risk.

After no other discussion, Chairman Kukoski then opened the floor for a motion to approve **Resolution 12-23**. A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mrs. M. R. Phillips (M-Chesterfield) and carried that **Resolution 12-23** be approved as submitted.

Item No. 6: Curbside Recycling Report

Mr. B. Harris, Director of Operations, reported that curbside collection totaled 2,967 tons for the month of May; an increase of 3.6 percent from May 2011. Mr. Harris noted that this was due to one more collection day. Directing the Board's attention to a PowerPoint presentation, Mr. Harris went on to report that 31,652 tons were collected through the first 11 months of the fiscal year; up 2.6 percent from the previous year.

Moving on, Mr. Harris reported that the set-out rate was 37.2 percent from the month of May; now 37.2 percent through the first eleven months of the fiscal year. Mr. Harris noted that the set-out rate is somewhat lower than the rate for May 2011 which was 38.0 percent.

Continuing, Mr. Harris reported that May was another good month relative to missed collections with 197 misses for the month. He noted that April 2007 was the only month with fewer misses. There were no penalties assessed Tidewater Fibre Corporation (TFC) for missed collections. Proceeding, Mr. Harris reported that sales were up for the new 95-gallon carts. Total sales in May were 209; 2,600 carts have been sold year-to-date.

Mr. Harris reported that Goochland will add three new subdivisions to their curbside program July 1 increasing that household participation number by 82 additional homes. He noted that the total households participating will now be 1,238. Mr. Harris reminded the Board of information reported on during the May 18 Board meeting regarding changes in the City of Richmond trash collection schedule. He stated that city is switching from a five day trash collection schedule to a four day collection schedule starting July 9. He added that re-routing changes will impact about 24,000 homes. While specific routes had not been identified, more information on the city's program change will be reported on by Authority staff over the next several months.

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

Mr. R. Thompson, Operations Technician, reported that the month of May was another great month for Allied Waste collections with 146 missed collections, 44 in Petersburg. Allied was assessed \$88 in penalties.

Mr. Thompson went on to report that the last week of May was a slide week due to the Memorial Day Holiday. He included that Friday afternoon following the Memorial Day Holiday, a tornado struck the City of Petersburg. Thursday routes were completed on Friday as normal without major problems; however Friday routes scheduled for service on Saturday morning were affected by the tornado. Mr. Thompson went on to report that Allied Waste drivers collected as much as they could Saturday however were unable to complete their routes in the areas hit hard by the tornado. He included drivers returned to Petersburg throughout the week collecting misses and revisiting areas that were not accessible until streets were cleared of storm debris.

Mr. Thompson reported that Colonial Heights transition from Allied Waste to Container First Services is still on schedule. He added that the cart delivery and removal will start next week and should be completed by the last week of June with trash collection starting on July 5.

Item No. 8 Operations and Program Statistics

Mr. Thompson reported that 56.6 percent is the official recycling rate for the CVWMA region. He asserted that the rate had been accepted by the DEQ, and that a press release went out June 1, 2012. Mr. Thompson noted that the rate is mentioned in the Henrico Citizen newspaper.

Drop-off Program

Mr. Harris reported that Powhatan County held an eCycling event on June 2 and collected about 3,500 pounds of eWaste during the event. Harris went on to report that the remaining events are as scheduled:

- Goochland at Manakin Sabot Farmer's Market August 18
- Chesterfield at Southern Area Convenience Center July 7, August 4, September 8, October 6, November 3, and December 1.

Proceeding, Mr. Harris reported that an addendum was issued extending the deadline for the Request for Proposal (RFP) for convenience center trash transporting and disposal to 2:00 p.m., June 15. He asserted that the addendum was issued in response to requests received from companies to allow additional time in preparing their proposal. Mr. Harris went on to report that on June 6, in response to the RFP for emergency grinding, proposals were received from Virginia Wood Processing, Cahaba Disaster Recovery in Mobile, Alabama, Yard Works, and E.J. Wade Construction. Interviews are being scheduled in anticipation of awarding a contract August 17 Board of Directors meeting. Mr. Harris reported that the selection committee will be comprised of himself, Mr. S. Chidsey (M-Hanover), Mr. J. Fountain (Hopewell), and Mr. W. Riggleman (A-Petersburg).

Item No. 8A: Consideration of Resolution 12-24: Awarding a Contract for Collecting, Transporting and Processing Used Cooking Oil Between the Central Virginia Waste Management Authority and Greenlight Biofuels and Authorizing the Special Project Service Agreement with Participating Local Jurisdictions for a Three (3) Year Period

Continuing, Mr. Harris reported that a RFP was issued May 7, 2012 for collecting transporting and processing used cooking oil to include placing collection containers at designated sites to collect used cooking oil, servicing the containers and processing the used cooking oil into a biodiesel fuel; a copy of the resolution was forwarded to members of the Board by Mrs. K. Hynes. Mr. Harris went on to report that the CVWMA received one proposal, from Greenlight Biofuels. The proposal was opened and read May 30, 2012 at 2:00 p.m. CVWMA staff reviewed the proposal with the Technical Advisory Committee at the June 7, 2012 meeting. Mr. Harris provided a summary of services that would be provided through Greenlight Biofuels. He informed the Board that the recommendation of the committee is the execution of an agreement with Greenlight Biofuels for the collecting transporting and processing of used cooking oil. The term of the contract will be for an initial period of three years beginning on or about July 1, 2012 and ending June 30, 2015. Mr. Harris included that the contract will also include two additional two-year renewal options.

Chairman Kukoski then opened the floor for a motion to approve **Resolution 12-24**. A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mr. R. C. Whiteman (M-Henrico) and carried that **Resolution 12-24** be approved as submitted.

Item No. 9: Technical Advisory Committee (TAC) Report

Mr. Harris presented the Technical Advisory Committee (TAC) report on behalf of Mr. W. Rigglesman (A-Petersburg), Technical Advisory Committee Chairman. Mr. Harris reported that the TAC met on Thursday, June 7, 2011. Guests included Mr. Bill Terry, Chester Branch Manager and Mr. Chuck Lampert, Regional Manager from Safety-Kleen who during their presentation discussed Safety-Kleen's new program to reduce costs for collecting Household Hazardous Waste (HHW). Committee members were asked for feedback on program features and an indication of interest. Mr. Harris went on to report that Mr. Terry will work with CVWMA staff to provide cost estimates and additional information which staff will disseminate to committee members.

Mr. Harris went on to report that further discussions included changes in the recycling markets. Mr. Harris asserted that mixed paper prices generated from the Drop-off Program have leveled off. He added that the current metal price is at \$220 per ton. This price has not changed during the last several months however, a drop in price is expected in July. Mr. Harris added that discussions included oil prices which have dropped about \$20 per barrel over the last 45 days. This he asserted had not affected the CVWMA price as its price is a 3 month composite, however it's anticipated that the CVWMA will see the affects in the future. Mr. Harris noted that now CVWMA members are receiving \$.98 a gallon.

Concluding, Mr. Harris asserted that additional discussions during the meeting were already reported on by Authority staff. He noted that the July meeting has been cancelled and that the next meeting is scheduled for August 2, 2012.

Item No 10: Public Information

Mrs. N. W. Drumheller, Public Information Coordinator, directing the Board's attention to a PowerPoint presentation, reported that the June electronic newsletter includes an article on eCycling Million Pounds, CVWMA's Regional Recycling Rate, James River Cleanup, Petersburg Cleanup Days, Using Local Farmer's Markets and Retail Stores, and information on Traveling Green.

Continuing, Mrs. Drumheller reported that the Authority's Regional Waste Line publication is scheduled to go out Monday, June 18. She asserted that most of the shared information in the publication including summer updates is typically electronically forwarded to elected officials.

Colonial Heights Communication Plan

Mrs. Drumheller reported that CVWMA staff continues to work closely with Colonial Heights officials and staff on messaging changes effective July 2012 in municipal solid waste and recycling services. She noted that a full page ad will be featured in the June 29 Colonial Voice publication.

Continuing, Mrs. Drumheller reported that CVWMA staff attended a Recycling Perks training session held at a branch library in Colonial Heights on June 12, 2012. She went on to report that CVWMA staff is scheduling school and library programs and that another Press Release was sent on the morning of June 15, 2012.

Promotion and Outreach

Mrs. Drumheller reported that CVWMA, Container First Services, Allied Waste Services, and Goodwill are partnering with the City of Petersburg on three citywide cleanup days being held during the month of June in all Wards of the city. She noted that the third clean-up day is scheduled for June 23 for Wards 6 & 7. Mrs. Drumheller added that in addition to clean-up activities, city staff will provide educational resources to citizens on trash guidelines and their stormwater program.

Proceeding, Mrs. Drumheller reported that Chesterfield County Public Schools Communications staff along with Mr. David Clough, with the Virginia Trekkers took a lead role by promoting CVWMA school programs to teachers. Mrs. Drumheller went on to report that through their initiative, during the months of April and May, CVWMA staff provided 25 presentations at 13 Henrico County schools and 25 presentations at 12 schools in Chesterfield County. She thanked Ms. Pam Cooper, Anti-Litter Program Manager for Chesterfield County for her assistance in connecting CVWMA staff with representatives for Chesterfield County Public Schools. Mrs. Drumheller went on to report that CVWMA staff provided six presentations at two Powhatan County middle schools and four presentations at one in the City of Richmond during this same time period.

Continuing, Mrs. Drumheller reported that CVWMA staff is working with representatives for Virginia Commonwealth University (VCU), Chesterfield County Office of Water Quality and the James River Soil and Water conservation District in implementing a two-day teacher workshop. The workshop will be held at the Rice Center located in Charles City on June 20 and 21.

CBS TV 6, Richmond Flying Squirrels, Nutzy and TFC Partnership

Mrs. Drumheller directed the board's attention to the front of the room where she presented the television spot featuring Nutzy, the Flying Squirrels mascot. She informed the Board that the CVWMA, CBS TV 6, Richmond Flying Squirrels, Nutzy (Flying Squirrels mascot), and Tidewater Fibre Corporation (TFC) collaborated in creating an educational message on the importance of recycling. Mrs. Drumheller added that the message will air on CBS TV 6 for a two week period and will be featured on an online video ad for the *Richmond Times-Dispatch* on Tuesday, June 19. She added that the message will also be shared through social media blasts by CBS TV 6.

James River Regional Cleanup Day

Mrs. Drumheller reported several member jurisdictions hosted cleanup sites for the annual James River Regional Cleanup Day held on June 9. She stated that according to Kim Conley, Executive Director, James River Advisory Council, 348 bags of litter and 191 bags of recyclables were collected by more than 950 volunteers at 13 different sites along the James. Mrs. Drumheller added that Ms. Conley also reported that liter was down at this years cleanup efforts.

Stormwater Educational Resource Webpage

Mrs. Drumheller directed the Board's attention to a copy of the stormwater resource webpage on CVWMA's website placed at each seat. She asserted that the literature includes information about stormwater and how to reduce pollution and can be shared as a source of beneficial information.

Item No 11: Financial Reports for May 2012

Mrs. N. Downey, Director of Administration and Finance, began her report by directing the Board's attention to pages 22 – 28 of the agenda package, which displayed the Financial Reports for May 2012. 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 May 31, 2012. The CVWMA has a combined net income of about \$31,000 year-to-date.

Concluding, Mrs. Downey reported that all transfers approved at the May 18, 2012 Board of Directors' meeting have been incorporated in this month's financial reports.

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mrs. M. R. Phillips (M-Chesterfield), Past Chair and carried that the financial report for May 2012 be approved as submitted.

Item No 12: Administrative

Holiday Schedule

Mrs. Hynes announced that the CVWMA administrative offices will be closed on Wednesday, July 4, 2012, in observance of Independence Day. She added that this will be a sliding holiday for several CVWMA programs and that the Call Center would be fully staffed on Saturday, July 7 to handle residential recycling and solid waste collection calls. Service would not be interrupted due to the schedule.

Upcoming Meetings

Mrs. Hynes directed the Board's attention to page 2 of the agenda package where information on meetings for the upcoming months is included.

July Board Meeting Cancellation

Mrs. Hynes noted that the regularly scheduled Board meeting for Friday, July 20, 2012, was canceled with the adoption of the 2012 meeting calendar. She informed the Board that the next Board of Directors' meeting will be held in Richmond and is scheduled for August 17.

Old/New Business - Executive Session

A motion was made by Mr. R. L. Dunn (M-Chesterfield) and seconded by Mrs. M. R. Phillips (M-Chesterfield) and carried to move into closed session pursuant to Virginia Code Section 2.2-3712 to provide an update regarding certain legal matters impacting the Authority, as authorized under Virginia Code Section 2.2-3711 (A) (7) which permits for such closed sessions for briefings from staff pertaining to actual or probable litigation. Further, the presence of Mrs. K. Hynes and Mr. B. Harris is required during the closed session as they are necessary to the discussion and will reasonably aid the Board in its consideration of the matters at issue.

At the conclusion of the closed session, a motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mrs. M. R. Phillips (M-Chesterfield), Past Chair and carried unanimously to exit the closed session.

The doors to the meeting room were reopened.

Chairman Kukoski asked for a roll call vote, pursuant to Virginia Code Section 2.2-3712D to certify to the best of each Board member's knowledge that only the matters identified in the motion to move into closed session were in fact discussed during the closed session, such matters being properly exempted from the open meeting requirement pursuant to Virginia Code Section 2.2-3711 (A) (7) and 2.2-3712A. Chairman Kukoski asked any member who believes there was a departure from this understanding state their belief of such and the reasons supporting such belief.

The following certified that the only matters referenced above were discussed during the closed session:

Chairman M. Kukoski (M-Richmond), Mr. P. E. Elliott (M-Hopewell), Mr. M. D. Benka (M-Richmond) Mr. J. A. Jackson (M-Richmond), Mr. J. T. Bragg (M-Charles City), Mr. R. L. Dunn (M-Chesterfield), Mrs. M. R. Phillips (M-Chesterfield), Mr. S. Chidsey (M-Hanover), Mr. Mr. W. Hazzard (M-Hanover) Mr. J. A. Lane (M-Henrico), Mrs. M. E. Kelley (M-Henrico), Mr. R. C. Whiteman (M-Henrico), Mr. J. H. Burrell (M-New Kent), Mr. E. Danburg (M-Powhatan), Mr. B. Hamby, Jr. (M-Prince George), Mr. L. Sloppy (M-Ashland), and Mr. P. E. Drumwright (A-Goochland).

Adjournment

Chairman Kukoski asked if there was any old/new business to come before the CVWMA Board of Directors. With no further business to come before the Board, Chairman Kukoski opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:20 a.m. The motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mrs. M. R. Phillips (M-Chesterfield), and carried that the June 15, 2012 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Mark Kukoski, Chairman of the CVWMA certify that the foregoing minutes is a true and correct copy of the minutes of the June 15, 2012, 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., August 17, 2012. Given under my hand and seal of the CVWMA this 17th day of August 2012.

Stephen E. Chidsey, Chairman

INSTALLATION OF OFFICERS

The officers for the 2012-2013 fiscal year were elected at the regular meeting of the Board of Directors on June 15, 2012. In accordance with the Bylaws of the Central Virginia Waste Management Authority (CVWMA), the officers are to be sworn in at an annual meeting of the Board, which is the first meeting of the fiscal year.

Resolution of Appreciation

Presented to

Mark Kukoski

UPON COMPLETION OF HIS SERVICE AS CHAIRMAN OF THE
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

WHEREAS, Mark Kukoski served as Chairman of the Central Virginia Waste Management Authority Board of Directors from July 2010 to June 2012; and

WHEREAS, Mr. Kukoski has served as a Member of the Central Virginia Waste Management Authority Board of Directors representing the City of Richmond since November 2006; and

WHEREAS, Mr. Kukoski has provided outstanding leadership with the Authority, serving on the Executive Committee since July 2007; and

WHEREAS, Mr. Kukoski has promoted regional cooperation by supporting Authority programs in the City of Richmond; and

WHEREAS, Mr. Kukoski has been instrumental in raising awareness about recycling opportunities throughout the region; and

WHEREAS, Mr. Kukoski's personal and professional commitment to the environment has been a benefit to the purpose of the Authority; therefore

BE IT RESOLVED, that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Mark Kukoski for his outstanding service, efforts, and achievements as an invaluable leader to the Authority and upon completion of his term as Chairman, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 17th day of August 2012

Attest: _____

**Stephen E. Chidsey,
Chairman of the Board**

CONSIDERATION OF RESOLUTION 13-01: AWARDING THE CONTRACTS FOR VEGETATIVE DEBRIS PROCESSING AND REMOVAL SERVICES

A Request for Proposals (RFP) 12-53, was issued May 8, 2012 for Vegetative Debris Processing and Removal Services to include on-site processing, transportation, and removal for recycling of vegetative debris such as stumps, limbs, branches and other clean wood waste.

Current CVWMA Contracts for Yard Waste Processing Services are based on a per hour rate. These Contracts do not qualify for FEMA reimbursement when available so RFP 12-53 was issued to obtain grinding rates based on output cubic yards or tonnage for use in those situations.

CVWMA staff reviewed the proposals with an advisory committee comprised of members of the Technical Advisory Committee and interviewed the offerors. The recommendation of the committee is the execution of agreements with Virginia Wood Processing Inc., E. J. Wade Construction and Yard-Works LLC. The term of the three contracts will be for an initial period of five years beginning on or about July 1, 2012 and ending June 30, 2017. The contracts will also include an additional five-year renewal option. A summary of the proposed Contracts is below:

Proposed Contractor	VA Wood Processing, Inc	Yard-Works, LLC	E.J. Wade Construction
Rate per Cubic Yard Output	\$3.85	\$4.90	\$3.25
Rate per Ton	\$16.56	\$19.60	\$13.00

The rates proposed include grinding, all labor and equipment, permits and licenses as necessary, removal and disposal of the grindings and site restoration upon completion.

The Special Project Service Agreement from this RFP will allow member jurisdictions to select any of the three Contractors and provides the flexibility to react to different size jobs and time constraints. The Contractors will provide processing services at yard waste collection sites identified by member jurisdictions.

Resolution 13-01 is presented for your consideration. It will authorize the Executive Director to execute a contract for Vegetative Debris Processing and Removal Services with Yard-Works, LLC, Virginia Wood Processing, Inc. and E. J. Wade Construction. Special Project Agreements would be developed between CVWMA and the local participating jurisdictions interested in these services.

Recommended Action: Approval of **Resolution 13-01**

Attachment

RESOLUTION 13-01

A resolution authorizing awarding contracts for Vegetative Debris Processing and Removal Services between the Central Virginia Waste Management Authority and Yard-Works, LLC, Virginia Wood Processing, Inc. and E. J. Wade Construction. and for a Special Project Service Agreements with participating local jurisdictions for a five (5) year period commencing on or about September 1, 2012.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 7 of the August 2012 Board Agenda identified the mutual interest and outlined the proposed Vegetative Debris Processing and Removal Services for Contracts between the Central Virginia Waste Management Authority and Yard-Works, LLC, Virginia Wood Processing, Inc. and E. J. Wade Construction; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute contracts for Vegetative Debris Processing and Removal Services between the Central Virginia Waste Management Authority and Yard-Works, LLC, Virginia Wood Processing, Inc. and E. J. Wade Construction.; and

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

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

Adopted this 17th day of August 2012

Attest: _____
Stephen E. Chidsey,
Chairman of the Board

CONSIDERATION OF RESOLUTION 13-02: AWARDING CONTRACTS FOR SOLID WASTE TRANSFER AND DISPOSAL FROM CONVENIENCE CENTERS

A Request for Proposals (RFP) 12-51, was issued May 1, 2012 for Solid Waste Transporting and Disposal Services for Chesterfield (2), Goochland (2), New Kent (4) and Powhatan Convenience Centers to include providing equipment (roll-offs, compactors, hoppers, compactor boxes etc. as appropriate), transporting the MSW from the collection site to a landfill and disposing of the material in an efficient, safe, cost effective manner.

Currently the contractors performing this service are Shoosmith Brothers (Virginia Waste Services) for Chesterfield Southern Area and Waste Management for the other sites.

A detailed analysis of the proposals, the recommendations of the selection committee and a resolution awarding Contracts will be presented by staff at the August 17 meeting.

FINANCIAL REPORTS FOR JULY 2012

The financial reports for July 2012 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 \$488,000 for administration, operations and public information for the month. The annual operating fund contributions have been billed and recorded for the 2012 fiscal year. The General Operating Fund net income will decrease as the year progresses and expenses are incurred.

The audit of the 2012 Comprehensive Annual Financial Report (CAFR) began on August 6. The CAFR will be presented to the Board at the regular meeting on September 21 and upon approval will be submitted to the Virginia Auditor of Public Accounts by the deadline of September 30th. Before the CAFR is presented to the board, it will be reviewed by the Audit Committee and a draft copy will be provided to the Executive Committee.

Recommended Action: Approval of the July 2012 Financial Reports.

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July 2012

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	\$ 533,314	\$ 47,406	\$ -	\$ 485,908
Curbside Project Fund	540,479	535,409	-	5,070
Drop-Off Project Fund	48,026	48,996	-	(970)
Municipal Solid Waste Fund	298,775	299,762	-	(987)
CFC/HCFC	2,541	2,548	-	(7)
Special Waste Collections	13,402	13,125	-	277
Waste Tire Fund	3	15	-	(12)
Appliance and Scrap Metal Hauling	15,541	15,634	-	(93)
Other Projects	3,249	3,249	-	-
Yard Waste Projects	42,969	43,092	-	(123)
Waste Transfer & Disposal	160,773	161,342	-	(569)
	<u>160,773</u>	<u>161,342</u>	<u>-</u>	<u>(569)</u>
<i>Totals</i>	<u>\$ 1,659,072</u>	<u>\$ 1,170,578</u>	<u>\$ -</u>	<u>\$ 488,494</u>

<i>Capital Outlay:</i>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ -	\$ 10,000	\$ 10,000
Office equipment	-	-	-	-
<i>Total Capital Outlay</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2012

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	\$ 533,205	\$ 533,205	\$ 533,205	\$ -	0.0%
Miscellaneous/Other	-	-	500	(500)	-100.0%
Interest on Investments	109	109	7,580	(7,471)	-98.6%
Sponsorships and Grants	-	-	-	-	<u>0.0%</u>
Total Revenues	<u>533,314</u>	<u>533,314</u>	<u>541,285</u>	<u>(7,971)</u>	<u>-1.5%</u>
Expenses:					
Personnel services	30,650	30,650	361,150	330,500	91.5%
Fringe benefits	8,277	8,277	96,830	88,553	91.5%
Professional services	3,419	3,419	29,510	26,091	88.4%
Repairs and maintenance	125	125	2,700	2,575	95.4%
Advertising and promotions	-	-	1,250	1,250	100.0%
Materials and supplies	307	307	5,375	5,068	94.3%
Other services and charges	916	916	14,260	13,344	93.6%
Leases	3,021	3,021	38,115	35,094	92.1%
Depreciation	691	691	6,125	5,434	<u>88.7%</u>
Total Expenses	<u>47,406</u>	<u>47,406</u>	<u>555,315</u>	<u>507,909</u>	<u>91.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>14,030</u>	<u>-</u>	
Totals	<u>\$ 485,908</u>	<u>\$ 485,908</u>	<u>\$ -</u>	<u>\$ 499,938</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 3,500	\$ 3,500	
Office equipment	-	-	-	\$ -	
Vehicular equipment	-	-	-	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2012

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	\$ 495,697	\$ 495,697	\$ 5,760,000	\$ (5,264,303)	-91.4%
Public Relations Assessment	16,650	16,650	189,000	(172,350)	-91.2%
Customer Service Assessment	17,456	17,456	198,000	(180,544)	-91.2%
96-gal Cart Revenue	10,405	10,405	93,600	(83,195)	0.0%
Contract Admin Costs	-	-	500	(500)	-100.0%
Sponsorships and Grants	-	-	10,000	(10,000)	-100.0%
Interest on Investments	271	271	8,460	(8,189)	-96.8%
Total Revenues	<u>540,479</u>	<u>540,479</u>	<u>6,259,560</u>	<u>(5,719,081)</u>	<u>-91.4%</u>
Expenses:					
Personnel services	14,585	14,585	176,005	161,420	91.7%
Fringe benefits	4,305	4,305	52,025	47,720	91.7%
Professional services	3,014	3,014	24,685	21,671	87.8%
Repairs and maintenance	52	52	2,160	2,108	97.6%
Advertising and promotions	4,151	4,151	62,000	57,849	93.3%
Materials and supplies	202	202	3,575	3,373	94.3%
Other services and charges	733	733	63,175	62,442	98.8%
Leases	2,213	2,213	26,825	24,612	91.8%
Depreciation	323	323	5,375	5,052	94.0%
Contractual services	495,697	495,697	5,760,000	5,264,303	91.4%
96-gal Cart Expense	10,134	10,134	89,210	79,076	0.0%
Total Expenses	<u>535,409</u>	<u>535,409</u>	<u>6,265,035</u>	<u>5,729,626</u>	<u>91.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>5,475</u>	<u>-</u>	
Totals	<u>\$ 5,070</u>	<u>\$ 5,070</u>	<u>\$ -</u>	<u>\$ 10,545</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 6,000	\$ 6,000	
Office equipment	-	-	-	\$ -	
Total Capital Outlay	<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 2012

Drop Off Project Fund

	Month to Date	Year to Date	Total		% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 48,012	\$ 48,012	\$ 650,000	\$ (601,988)	-92.6%
Materials Sales Rebate	-	-	135,000	(135,000)	-100.0%
Interest on Investments	<u>14</u>	<u>14</u>	<u>600</u>	<u>(586)</u>	<u>-97.7%</u>
Total Revenues	<u>48,026</u>	<u>48,026</u>	<u>785,600</u>	<u>(737,574)</u>	<u>-93.9%</u>
Expenses:					
Personnel services	536	536	6,115	5,579	91.2%
Fringe benefits	118	118	1,535	1,417	92.3%
Professional services	143	143	1,190	1,047	88.0%
Repairs and maintenance	6	6	115	109	94.8%
Advertising and promotions	-	-	250	250	100.0%
Materials and supplies	12	12	80	68	85.0%
Other services and charges	62	62	525	463	88.2%
Leases	107	107	980	873	89.1%
Contractual services	48,012	48,012	650,000	601,988	92.6%
Materials sales rebate	<u>-</u>	<u>-</u>	<u>101,250</u>	<u>101,250</u>	<u>100.0%</u>
Total Expenses	<u>48,996</u>	<u>48,996</u>	<u>762,040</u>	<u>713,044</u>	<u>93.6%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>(23,560)</u>	<u>-</u>	
Totals	<u>\$ (970)</u>	<u>\$ (970)</u>	<u>\$ -</u>	<u>\$ (24,530)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2012

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	\$ 296,209	\$ 296,209	\$ 3,900,000	\$ (3,603,791)	-92.4%
Customer Service Assessment	2,409	2,409	29,500	(27,091)	-91.8%
Contract Admin Costs	-	-	2,000	(2,000)	-100.0%
Interest on Investments	<u>157</u>	<u>157</u>	<u>6,615</u>	<u>(6,458)</u>	<u>-97.6%</u>
Total Revenues	<u>298,775</u>	<u>298,775</u>	<u>3,938,115</u>	<u>(3,639,340)</u>	<u>-92.4%</u>
Expenses:					
Personnel services	1,409	1,409	17,035	15,626	91.7%
Fringe benefits	463	463	5,075	4,612	90.9%
Professional services	968	968	6,565	5,597	85.3%
Repairs and maintenance	37	37	730	693	94.9%
Advertising and promotions	-	-	500	500	99.0%
Materials and supplies	74	74	885	811	91.6%
Other services and charges	232	232	3,255	3,023	92.9%
Leases	250	250	2,450	2,200	89.8%
Depreciation	120	120	1,620	1,500	92.6%
Contractual Services	<u>296,209</u>	<u>296,209</u>	<u>3,900,000</u>	<u>3,603,791</u>	<u>92.4%</u>
Total Expenses	<u>299,762</u>	<u>299,762</u>	<u>3,938,115</u>	<u>3,638,353</u>	<u>92.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (987)</u>	<u>\$ (987)</u>	<u>\$ -</u>	<u>\$ (987)</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ 500	\$ 500	
Office equipment	\$ -	\$ -	\$ -	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2012

Other Special Projects

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 213,078	\$ 213,078	\$ 2,855,000	\$ (2,641,922)	-92.5%
Materials Sales Rebate	25,315	25,315	425,000	(399,685)	-94.0%
Interest on Investments	<u>85</u>	<u>85</u>	<u>4,005</u>	<u>(3,920)</u>	<u>-97.9%</u>
Total Revenues	<u>238,478</u>	<u>238,478</u>	<u>3,284,005</u>	<u>(3,045,527)</u>	<u>-92.7%</u>
<i>Expenses:</i>					
Personnel services	37	37	490	453	92.4%
Fringe benefits	3	3	40	37	92.5%
Professional services	753	753	5,680	4,927	86.7%
Repairs and maintenance	31	31	620	589	95.0%
Materials and supplies	63	63	435	372	85.5%
Other services and charges	65	65	795	730	91.8%
Contractual services	213,078	213,078	3,180,000	2,966,922	93.3%
Materials sales rebate	<u>24,975</u>	<u>24,975</u>	<u>100,000</u>	<u>75,025</u>	<u>75.0%</u>
Total Expenses	<u>239,005</u>	<u>239,005</u>	<u>3,288,060</u>	<u>3,049,055</u>	<u>92.7%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>4,055</u>	<u>-</u>	
Totals	<u>\$ (527)</u>	<u>\$ (527)</u>	<u>\$ -</u>	<u>\$ 3,528</u>	