



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
ANNUAL BOARD OF DIRECTORS MEETING AGENDA

AUGUST 21, 2009
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA

CALL TO ORDER 9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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**OLD/NEW BUSINESS
ADJOURNMENT**

MINUTES OF THE REGULAR MEETING OF JUNE 19, 2009

The minutes of the regular Board of Directors meeting held June 19, 2009 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING
JUNE 19, 2009
MINUTES
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia R. Phillips (M-Chesterfield), Chair
William G. Kuthy (M-Prince George), Treasurer
Mark Kukoski (M-Richmond), Director
Marcia E. Kelley (M-Henrico), Immediate Past Chair
John T. Bragg (A-Charles City)
Robert L. Dunn (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Steve Chidsey (M-Hanover)
Michael Flagg (A-Hanover)
Steve Yob (A-Henrico)
John Fountain (A-Hopewell)
James H. Burrell (M-New Kent)

MEMBERS/ALTERNATES NOT PRESENT

Gentry Bell (M-Henrico), Vice-Chair
Elliot Danburg (M-Powhatan), Secretary
Josh Farrar (A-Ashland)
Jack Miniclier (M-Charles City)
William E. Johnson, III (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 Herzog (A-Hanover)
Robert C. Whiteman (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 (M-Powhatan)
Matthew D. Benka (M-Richmond)
Dexter White (M-Richmond)

Non Voting:

Howard Heltman (A-Chesterfield)
Bill Hamby, Jr. (A-Prince George)

Staff:

Kimberly A. Hynes, Executive Director
Bernard B. Harris, Director of Operations
Nan B. Downey, Director of Administration and Finance
Nancy Drumheller, Public Information Coordinator
Reginald D. Thompson, Operations Assistant
Stephanie N. Breaker, Customer Service Supervisor
Dick R. Howe, Operations Technician
Barbara M. Trimmer, Accounting Technician

Guest

Merrill Baker, Deputy Director of
Public Works, City of Richmond

With a quorum in attendance, Chairman M. R. Phillips (M-Chesterfield) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of May 15, 2009

Mrs. K. A. Hynes, Executive Director indicated one correction to the draft minutes of the May 15, 2009, Board of Directors' meeting. Mrs. Hynes indicated that under Staff Agenda Item No. 6, the fourth paragraph will be amended to read "Mr. R. L. Dunn (M Chesterfield) commented that the decline in advertisements in the Richmond Times-Dispatch daily newspaper has had a significant impact on the weight of curbside collections."

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. W. G. Kuthy (M- Prince George), Treasurer and carried that the minutes of the May 15, 2009, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved with noted correction.

Item No. 3: Chairman's Report

Recognition of Employees with 10 Years of Service

Mrs. Hynes presented Ms. Stephanie Breaker, Mr. Dick Howe, and Ms. Barbara Trimmer with a distinguished service award for 10 years of dedicated service to the Central Virginia Waste Management Authority (CVWMA). Mrs. Hynes commented that their dedicated services to the CVWMA, public service quality and initiatives over the past several years have made them valued employees to the Authority.

Mrs. Hynes first recognized Ms. Stephanie Breaker who was hired when the CVWMA implemented the Call Center to handle curbside related calls 10 years ago. The first week of operation was a difficult one as Call Center Representatives handled nearly 9,000 calls from frustrated residents. The CVWMA is fortunate that, as we worked out the 'bugs,' Ms. Breaker continued to handle calls positively and efficiently. Subsequently, she was promoted to Call Center Supervisor and now oversees three full time representatives. Her positive attitude has been great for moral. She is a true asset to the Authority.

Proceeding, Mrs. Hynes commented that Mr. D. Howe, Operations Technician, started with the Authority on May 26, 1999 as a part-time Operations Assistant. Mr. Howe whose title recently changed to Operations Technician works closely with Mr. B. Harris, Director of Operations, as a part-time employee. Mrs. Hynes informed the Board that Mr. Howe works in the field administering and monitoring several programs. He also helps in customer service by responding to the 'out of the ordinary' requests and prepares the operating statistics reports presented to the Board each month. Mrs. Hynes commented that the Authority and its staff appreciate Mr. Howe for his professionalism and dedication.

Mrs. Hynes commented that Ms. Barbara Trimmer, Accounting Technician, began working with the Authority as a part-time Administrative Assistant on July 12, 1999 and has since been a stable force in the office. Mrs. Hynes added that Ms. Trimmer too is the back-up support for the Administrative Assistant, performing many of the additional office duties in the absence of the Administrative Assistant. Ms. Trimmer has over the years evolved as the Authority's Accounting Technician, performing such job functions as accounts payable, billing, and various other functions of financial reporting. Mrs. Hynes included that Ms. Trimmer too tracks and monitors contractor compliance with insurance and bonding requirements and too exemplifies professionalism and is an asset to the Authority.

Chairman Phillips commented that she is pleased at having heard the dedication and services provided by Ms. Breaker, Mr. Howe, and Ms. Trimmer. She added that it is unusual for an organization to have part-time employees who stay on for such a long period and feel that they significantly contribute to the organization. Chairman Phillips commented that it is certainly a sign of a strong organization when you have longevity in staff. She asserted that the Authority is pleased to have Ms. Breaker, Mr. Howe, and Ms. Trimmer as a member of its staff and look forward to their continued contributions and services in the upcoming years.

Item No. 4: Nominating Committee Report

Election of Officers for 2009-2010

Chairman Phillips turned the floor over to Mrs. M. Kelley (M-Henrico), to present the Nominating Committee Report.

Mrs. Kelley reported that the Nominating Committee presented a slate of officers at the Friday, May 15, 2009 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 2009-2010.

Chairman	Mrs. Marcia R. Phillips	County of Chesterfield
Vice-Chairman	Mr. Mark Kukoski	City of Richmond
Treasurer	Mr. Matthew D. Benka	City of Richmond
Secretary	Mr. Elliot Danburg	County of Powhatan
Director	Ms. Leigh Dunn	County of Goochland
Immediate Past Chair	Mrs. Marcia E. Kelley	County of Henrico

With no further nominations from the floor, a motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. W. G. Kuthy (M-Prince George), Treasurer and carried to close the nominations and approve the slate as presented.

STAFF AGENDA

Item No. 5: Curbside Recycling Program

Mr. B. Harris, Director of Operations, reported that curbside collections for the month of May totaled 2,788 tons; a decrease of 7.4 percent from May 2008. Mr. Harris added that fiscal year-to-date, total collections are at 31,776 tons. He noted that the total will, for the first time, exceed 34,000 tons for the year establishing a new program record. Mr. Harris went on to report that through the first eleven months of the fiscal year, total collections are 1.9 percent above the prior year's total; exclusive of Hanover County, the increase is 1.3 percent.

Proceeding, Mr. Harris reported that set-outs remain consistent with prior years. He added that the average set-out rate was 37.4 percent in May; 35.8 percent fiscal year-to-date. Mr. Harris went on to report that the average pounds per set-out continues to decline. He added that in May pounds per set-out were at 27.9 pounds; 29.3 pounds fiscal year-to-date. Mr. Harris noted that pounds per set-out for fiscal year 2008 were 30.8.

Continuing, Mr. Harris reported that CVWMA staff mailed out 1,700 recycling schedule calendars to households in Hanover County on June 15. These households will be added to the curbside recycling program in July and July 9 will be the first scheduled day for collection.

Concluding, Mr. Harris reported that Colonial Heights City Council voted at their June 9 meeting to keep weekly curbside collection, however the fee will increase by \$.63 per month per household. Mr. Harris went on to report that in lieu of the fee increase, City representatives considered switching to bi-weekly service. Mr. Harris informed the Board that the City conducted a survey on their web site in an effort to gather input from its residents prior to Council vote.

Curbside Recycling Market Study Update

Mrs. Hynes informed the Board that several of its members had questions about the type of respondents by demographics following the curbside market study report given by Dr. Cliff Fox during the May 15 Board of Directors' meeting. She informed the Board that Dr. Fox has provided that information of which copies were made available for review. Mrs. Hynes went on to report that on June 16 and June 18, focus groups met that included African-American participants and non-participants of the CVWMA's curbside recycling program to discuss what would encourage participation in the program. She added that Dr. Fox provided her with some interesting feedback and that he would be transcribing that information by the end of the summer.

Item No. 6: Municipal Solid Waste (MSW) Program

Mr. R. Thompson, Operations Technician, reported that Allied Waste continues to improve in collection performance with no penalties for missed collections during the month of May. He included that missed collections reported for the month were 93; down from the 107 in April 2009 and the 164 in May 2008.

Item No. 7: Operations and Program Statistics

Drop-Off Program

Mr. R. Thompson reported that the drop-off containers at Fire Station #8 located at Forest and Patterson Avenue in Henrico are scheduled for removal at the end of June as Henrico begins a reconstruction project of the fire station. He added that this is one of several County fire stations slated for rebuilding. Mr. Thompson included that the reconstruction projects may result in the closing of additional drop-off sites in the County.

Continuing, Mr. Thompson updated the Board on changes with Goodwill Industries as reported in the June 19 agenda package.

Program Statistics

Mr. Harris directed the Board's attention to a copy of the program statistics for May 2009, which was placed at each seat. He informed the Board that May 2008 was a record month for drop-off collections; 620 tons. Mr. Harris went on to report that May 2009 drop-off program has a total collection of 543 tons, a decline of 12 percent.

Continuing, Mr. Harris reported that the Authority anticipates finishing the year with a record tonnage of 6,600; well over the previous fiscal year record of 6,225 tons. Mr. Harris commented that the effect of the economy has had some impact on CVWMA programs with the exception of the curbside and drop-off programs. He included that there has been some increase year-to-date from fiscal year 2008 in CVWMA programs. Mr. Harris concluded that the refuse collections at convenience centers are down by 11 percent from the previous fiscal year.

Item No. 8: Technical Advisory Committee (TAC) Report

Mr. S. Yob (A-Henrico), TAC Chairman reported that the TAC met on Thursday, June 4. Discussions during the meeting regarded the Central Virginia Solid Waste Management Plan and Recycling Regulations as noted on page 16 of the June 19 agenda package. Mr. Yob went on to report that following the discussion of the Plan, CVWMA staff updated the committee on Precision Recycling Industries of Virginia (PRIVA's) new post-consumer glass processing facility. The facility will be located at the Sustainability Park in Chesterfield and will provide a viable market for glass generated by curbside and drop-off programs in the state, thus diverting tons of recyclable glass from less beneficial uses. Mr. Yob informed the Board that the facility is scheduled to open in August 2009.

Concluding, Mr. Yob reported that the July TAC meeting scheduled for July 2 was cancelled and that the next meeting is scheduled for Thursday, August 13.

Mrs. Hynes reported that the CVWMA is required to submit Plan reviews every five years to the Department of Environmental Quality (DEQ) for approval. She noted that the CVWMA's report is due August 20.

Item No 9: Public Information

Mrs. N. Drumheller, Public Information Coordinator reported that CVWMA staff received two exciting opportunities in the prior weeks from WWBT NBC12. She informed the Board that Mr. Andrew Freiden, NBC12's morning meteorologist contacted CVWMA staff and expressed an interest in interviewing staff for two morning segments on the importance of removing caps on bottled containers prior to recycling. Mrs. Drumheller went on to report that one of the two segments aired on June 9, titled "Do Not Let Your Recycling Go to Waste." The follow up segment, title "Where Does Your Recycling Really Go" aired on Tuesday, June 16. She noted that links to both segments can be found on the CVWMA and NBC12 Web site.

Proceeding, Mrs. Drumheller reported that the Authority's Regional Waste Line newsletter was mailed during the first week of June. She informed the Board that this will be the last print mailing of the Authority's newsletter and that future copies will be distributed electronically. Mrs. Drumheller went on to report that both the Drop-off and Electronic Recycling brochures have been updated and reprinted.

Continuing, Mrs. Drumheller reported that CVWMA staff has been informing customers who contact the CVWMA office that curbside recycling stickers are now available at various County and City locations and encouraging them to stop by any convenient location to obtain stickers in an effort to save cost on postage. Mrs. Drumheller went on to report that in addition to locations listed in the public information report of page 18 of the June 19 agenda package, Hanover residents can obtain curbside recycling stickers at the 301 Mechanicsville and Elmont Solid Waste Convenience Centers, the Department of Public Works office and the 301 Transfer Station. She included that Ms. Leigh Dunn (M-Goochland) is working on making the stickers available at Goochland County fire stations.

School Recycling Pilot Program

Mrs. Drumheller reported that June 19 marks the end of the CVWMA school recycling pilot program. Several of the 26 participating schools in the program will continue their recycling efforts with SP Recycling or Tidewater Fibre Corporation (TFC) in the upcoming school year. She added that CVWMA staff will file its final report to the Environmental Protection Agency (EPA) by July 31.

Outreach

Mrs. Drumheller indicated that on pages 18-21 of the agenda package, the Board would find outreach, Web site statistical information, and curbside recycling e-mail reminder subscriber information.

Item No 10:Financial Reports for May 2009

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 2009.

Mrs. Downey reported that the reports are consistent with previous months and the CVWMA continues to remain within total budget in all funds as of May 31, 2009. She added that the CVWMA has a combined net loss of about \$5,900 year-to-date. All transfers approved at the May Board of Directors meeting have been incorporated in this month's financial reports. Mrs. Downey noted that an audit committee meeting is scheduled for June 25 at 10:00 am with the Authority's auditor, Mr. John Montoro from Cherry Bekaert & Holland, to plan for this year's upcoming audit.

Mr. R. L. Dunn (M-Chesterfield) asked if any additional transfers would be needed prior to the audit report. Mrs. Hynes responded that the administrative transfers would need to be made. Those transfers are made by the Executive Director and reviewed by the Audit Committee.

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. J. H. Burrell (M-New Kent) and carried to approve the financial report for May 2009 as submitted.

Item No 11:Administrative

Mrs. Hynes reported that the National Association of Counties' (NACO) recently recognized Hanover County for its curbside recycling program, including a citizen driven effort and providing its citizens with service districts. Mrs. Hynes congratulated County representatives on its program recognition.

Holiday Schedule

Mrs. Hynes announced that the CVWMA administrative offices will be closed on Friday, July 3, 2009, in observance of Independence Day. She added that curbside recycling and municipal solid waste collection services will be provided on regularly scheduled days and that the Call Center would be staffed on that Friday to handle residential recycling and solid waste collection calls.

July Board Meeting Cancellation

Mrs. Hynes noted that the regularly scheduled Board meeting for Friday, July 17, 2009, was canceled with the adoption of the 2009 meeting calendar. She informed the Board that members would be mailed a reminder notice of cancellation with Authority information and program updates and that the Executive Committee will proceed with its plan to meet on Monday, July 6.

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 9:28 a.m. The motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. R. L. Dunn (M-Chesterfield), and carried that the June 19, 2009 Board of Directors meeting be adjourned.



CERTIFICATE

I, Marcia R. Phillips, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the June 19, 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., August 21, 2009. Given under my hand and seal of the CVWMA this 21st day of August 2009.

Marcia R. Phillips, Chairman

RESOLUTION 10-01

A resolution updating authorized signature authority, in accordance with the Bylaws of the Central Virginia Waste Management Authority (CVWMA), for disbursement checks and other disbursements.

WHEREAS, the Executive Officers of the CVWMA, duly recognized as the Chairman, Vice-Chairman, Secretary, and Treasurer, have authorization to sign checks, vouchers and other instruments of payment used to conduct the general business of the CVWMA; and

WHEREAS, the following Officers are, until succeeded by subsequent resolution, authorized to sign checks and other disbursements:

Mrs. Marcia R. Phillips, Chairman
Mr. Mark Kukoski, Vice-Chairman
Mr. Elliott Danburg, Secretary
Mr. Matthew D. Benka, Treasurer

WHEREAS, the Executive Director named herein shall remain as signer on all checks and other disbursements of the CVWMA:

Mrs. Kimberly A. Hynes, Executive Director

THEREFORE BE IT RESOLVED, that this resolution shall update the signature authority on the Central Virginia Waste Management Authority checking account. This resolution shall be in full force and effect upon its passage.

Adopted this 21st day of August, 2009

Attest: _____
Marcia R. Phillips, Chairman

AUDIT COMMITTEE REPORT

Audit of the 2009 Comprehensive Annual Financial Report

The Audit committee met for the 2009 annual audit planning session on June 25, 2009. Mr. John Montoro from Cherry, Bekaert & Holland attended this meeting. Audit field work of the 2009 Comprehensive Annual Financial Report (CAFR) took place the week of August 10. The CAFR will be presented to the Board at the regular meeting on September 18 and upon approval will be submitted to the Virginia Auditor of Public Accounts by the deadline of September 30. 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.

**STAFF AGENDA
ITEM NO. 6**

2009 PROGRAM AND EDUCATION ACTIVITY PRESENTATION

CVWMA staff will present an overview of the 2009 fiscal year program statistics and public education efforts at the August 21, 2009 Board of Directors' meeting.

**STAFF AGENDA
ITEM NO. 7**

CURBSIDE RECYCLNG PROGRAM

July curbside collections totaled 2,812 tons compared to 2,808 tons in June 2008. With the addition of nearly 2,000 households in Hanover July 1 and normal infill over the course of the last year the total households in the program is now nearly 248,000, approximately 3,000 more than last July.

The July set-out rate of 36.2% is up significantly from the 34.6% rate for July 2008. The pounds per set-out is continuing to drop and was down to 26.7 lbs per set-out in July. Historically the pounds per set-out has been 29 to 30 pounds.

The 1,082 bins requests received by the call center in July is above normal but well below 1,539 in July 2008.

Missed collections in July totaled 373, considerably less than the 648 that occurred last July. A \$10 penalty was assessed to Tidewater Fibre for a late collection in July.

**STAFF AGENDA
ITEM NO. 8**

MUNICIPAL SOLID WASTE (MSW) PROGRAM

The month of July was a much better month than June for Allied Waste. There were 166 missed collections with \$290 in penalties in July, compared to 252 missed collections and \$710 in penalties in the month of June.

CONSIDERATION OF RESOLUTION 10-02: AMENDING THE SOLID WASTE TRANSFER AND DISPOSAL SERVICE CONTRACT

The *Solid Waste Transfer and Disposal Service Contract and Service Agreement* between the Central Virginia Waste Management Authority (CVWMA), Waste Management of Virginia, Inc. (Atlantic Waste Disposal, Inc., now a Waste Management Company) and the County of Prince George was executed for the period beginning October 1, 1993 and ending September 30, 2003. A contract extension through June 30, 2013 and an amendment to the service fees were agreed to effective January 1, 2003.

To better meet the needs of County residents residing in the eastern portion of the County, the County of Prince George established a pilot program with Atlantic Waste for a Saturday only MSW drop-off site at the Burrowsville Community Center & Library. Atlantic Waste provides a roll-off container at the site for use from 8:00 am to 4:00 pm on Saturdays. At this time the County has determined that it would like to convert this from a pilot program to an ongoing operation and incorporate the operation into the MSW Transfer and Disposal Service Contract.

Waste Management of Virginia, Inc. has agreed to provide a roll-off container at the Burrowsville site on Saturdays and to provide hauling and disposal service for the solid waste collected at the site. The fees to be charged to the County by Waste Management of Virginia, Inc. will be as follows:

- Roll-Off container hauling: \$200.00 per haul (separate hauling fee for delivery and collection).
- All other fees (MSW disposal and roll-off monthly rental) will be the same as those charged for similar service at the Union Branch Road convenience center.

Attached is **Resolution 10-02** authorizing the Executive Director to execute an addendum to the *Solid Waste Transfer and Disposal Service Contract and Service Agreement* to accommodate the Burrowsville MSW drop-off site.

Recommended Action: Approval of **Resolution 10-02**

Attachment.

RESOLUTION 10-02

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

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 9 of the August 2009 Board Agenda identified the mutual interest by the Central Virginia Waste Management Authority, Waste Management of Virginia, Inc., and the County of Prince George, to amend the terms of the Contract for Solid Waste Transfer and Disposal Services to include an additional MSW drop-off site located at the Burrowsville Community Center & Library in the County of Prince George; and

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

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

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

Adopted this 21st day of August, 2009

Attest: _____
Marcia R. Phillips, Chairman

OPERATIONS AND PROGRAM STATISTICS – JULY 2009

Solid Waste Management Plan (SWMP)

As holder of the regional SWMP, CVWMA staff submitted a 5-year update certification letter to the DEQ as required by Section 9 VAC 20-130-175.F of the Solid Waste Management Planning and Recycling Regulations. The letter noted that the SWMP has been kept current over the past five years with four amendments and six letters of Plan consistency. The Plan, whose primary functions are to identify adequate MSW disposal capacity to meet Regional needs over the 20-year planning cycle and to define systems and processes that will insure that the Region meets the minimum 25% recycling rate has been effective as evidenced by the Regional Recycling Rate performance.

SWANA Conference

Mr. Bernie Harris, CVWMA Director of Operations, attended the Quad State SWANA conference in New Bern, North Carolina during the week of August 3. The two-day conference featured technical sessions on a variety of recycling and solid waste topics including Pay as you Throw, Collection/Transportation Safety, Plastic Recycling Markets, Landfill Gas to Energy, Success in Electronics Recycling and Long-term Environmental Risks of Subtitle D landfills.

Colonial Heights Recycling Center

On Tuesday July 7, the Colonial Heights Recycling Center was relocated with minimal problems from Roslyn Road to 2701 Conduit Road behind the Sheets and near the Wastewater treatment plant. CVWMA coordinated the move with several contractors to relocate their containers. The recycling center will operate under the same hours of operation, Friday and Saturday from 8 – 5 pm.

TECHNICAL ADVISORY COMMITTEE (TAC) REPORT


The August 2009 Technical Advisory Committee (TAC) meeting was rescheduled for August 13. The new owners of the Petersburg Landfill, CFS Group, LLC, will be present during the meeting to discuss their plans for the landfill and possible opportunities for CVWMA member localities. A full report on the meeting will be presented at the August 21 Board of Directors' meeting.

In lieu of a September TAC meeting, a tour of the Ace Recycling facility and possibly of the PRI Glass processing facility at Sustainability Park has been scheduled for September 3. A sign-up sheet will be available at the Board meeting for anyone interested in going on the tour.

LITTER AND RECYCLING SUMMIT – OCTOBER 20-21

CVWMA in conjunction with Keep Virginia Beautiful and Keep America Beautiful is hosting a litter and recycling summit on Wednesday, October 21, from 9 am to 3 pm. The event will be held at the Henrico Training Center located at the intersection of Parham Road and Shrader Lane. A networking reception will be held on Tuesday, October 20 from 5:30 pm to 7:00 pm at the VCU Rice Center located on Rt. 5 in Charles City.


We are pleased to report that Mr. L. Preston Bryant, Jr., Virginia Secretary of Natural Resources and Ms. Sue Smith, Director of Education for Keep America Beautiful, will be guest speakers and participants during the events. Agenda topics will include data on community identified litter problems; the impact of litter in the Commonwealth, best practices in litter laws and enforcement, and a variety of recycling programs as a solution to litter. CVWMA staff encourages and invites members of the CVWMA Board to attend both the evening reception and the daylong summit. The event is free for participants. For additional information on the summit, you can visit the CVWMA Web site at www.cvwma.com.



VIRGINIA
Litter & Recycling Summit


October 21, 2009
9am - 3pm




Henrico Training Center
7701 E. Parham Rd.
Richmond, VA 23294



Featuring Keynote Speaker
L. Preston Bryant, Jr.
Virginia Secretary of Natural Resources

Other agenda highlights include:
Keep America Beautiful Toolbox for Community Change
Showcase of Litter & Recycling Programs in Virginia
Litter & Recycling Tools You Can Use



For more information or to register,
visit www.cvwma.com.

PUBLIC INFORMATION

Educational Workshops Update

CVWMA staff participated in two fantastic teacher workshops the week of August 3-7. Henrico County hosted a teacher workshop coordinated by the Elementary School Science Specialist and Keep Henrico Beautiful on August 4 for 27 elementary science teachers. CVWMA partnered with the VCU Rice Center, James River Soil and Water Conservation District, and Prince George High School Biodiesel program to offer a teacher workshop for 21 teachers. These elementary, middle and high school teachers represented Charles City County, Chesterfield County, Prince George County, Powhatan County, Hanover County and the cities of Colonial Heights, Hopewell and Petersburg. Teacher feedback was very positive.

Promotional and Education Resources

CVWMA staff worked with a local vendor to obtain a recycled content grocery tote bag to promote recycling. We are also in the progress of updating our upper elementary school grades activity book as we only have 200 left of this resource.

Part-time Public Information Assistant

Our part-time public information assistant is expecting her second child this fall and will end her employment with CVWMA at the end of August. The position has been posted and the deadline for applications is August 17, 2009.

Call Center

Call Center staff answered 3,961 inbound calls during the month. Of these calls 2,614 were related to curbside, 566 for MSW and 269 for general information. Top requested information items for mailing continue to be the extra container stickers and bi-weekly calendars.

Outreach

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

Meetings

- Executive Roundtable
- Chesterfield County Curbside Advisory Committee
- City of Richmond Land Use Committee
- Keep Virginia Beautiful Board of Directors
- Litter & Recycling Summit Planning Committee

Presentation & Publication Requests

Group	Number	Locality	Request	Type	Publications
Arboretum	100	Chesterfield	Booth	Business	Publications & Extra Container stickers
Milk and Cookies-Woodville	15	Richmond	Presentation	School	Activity Books and stickers
Milk and Cookies-Blackwell	15	Richmond	Presentation	School	Activity books and stickers
City of Richmond Land Use Committee	25	Richmond	Presentation	Government	Menu of Services Publication
Arboretum IX	30	Chesterfield	Booth	Business	Publications & Extra Container stickers
Arboretum VI	50	Chesterfield	Booth	Business	Publications & Extra Container stickers
Arboretum I	32	Chesterfield	Booth	Business	Publications & Extra Container stickers
Arboretum V	7	Chesterfield	Booth	Business	Publications & Extra Container stickers
School Teacher	160	Richmond	Educational Materials	School	Activity books and pencils
Total, FY 09-10	434				

Waste Reduction News

The July monthly e-newsletter included School Recycling Pilot Program Concludes, Recycling Teacher Workshop, Eight Ways to be Green this Summer, Colonial Heights Recycling Center Changes Location, and 4th of July Holiday collection information articles.

Web site Statistics

	Visitors	Visits	Visit Length	Emails
July 2009	4,010	6,687	4 min ,4 sec	408
Total, FY 08-09	4,010	6,687	--	408

Top Pages

Homepage (4,448 visits) /cvwma.com
 Recycling Programs (1,716 visits)/recycling_programs.wbp.
 Curbside Recycling (1,480 visits)/curbside_recycling.wbp
 Electronics Recycling (1,019 visits)/recycling_programs/electronics.wbp

Curbside Recycling Email Reminder Subscribers

	Total Subscribed	Added	Removed
July 2009	7,590	125	37
Total, FY 08-09	7,715	125	37

Event Recycling

Group	Date	Number of Containers	Locality
Chesterfield 4 th of July	7/2-7/6, 2009	15	Chesterfield
Three Sports Triathlon	7/17-7/20, 2009	3	Henrico
Suntrust VA State Open	7/17-7/20, 2009	5	Chesterfield

FINANCIAL REPORTS FOR JULY 2009

The Financial Reports for July 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 \$462,000 for administration, operations and public information for the month. The annual operating fund contributions have been billed and recorded for the 2009 fiscal year and the distribution of excess accumulated funds was credited to each localities assessment. The General Operating Fund net income will decrease as the year progresses and expenses are incurred.

Recommended Action: Approval of July 2009 Financial Reports

Attachments.

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

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	\$ 503,463	\$ 46,612	\$ -	\$ 456,851
Curbside Project Fund	458,968	451,060	-	7,908
Drop-Off Project Fund	51,923	51,683	-	240
Municipal Solid Waste Fund	291,923	294,695	-	(2,772)
CFC/HCFC	3,311	3,325	-	(13)
Special Waste Collections	3,778	3,554	-	223
Waste Tire Fund	2	19	-	(17)
Appliance and Scrap Metal Hauling	8,640	8,639	-	1
Yard Waste Projects	60,928	61,044	-	(116)
Waste Transfer & Disposal	197,544	198,208	-	(664)
	<u>197,544</u>	<u>198,208</u>	<u>-</u>	<u>(664)</u>
Totals	\$ 1,580,480	\$ 1,118,839	\$ -	\$ 461,641

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

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 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>
Revenues:					
Annual Gov't Assessments	\$ 503,312	\$ 503,312	\$ 503,320	\$ (8)	0.0%
Material Sales Rebate	-	-	-	-	0.0%
Grants and Sponsorships	-	-	-	-	0.0%
Interest on Investments	151	151	20,000	(19,849)	-99.2%
Miscellaneous/Other	-	-	1,000	(1,000)	-100.0%
Total Revenues	<u>503,463</u>	<u>503,463</u>	<u>524,320</u>	<u>(20,857)</u>	<u>-4.0%</u>
Expenses:					
Personnel services	27,348	27,348	325,250	297,902	91.6%
Fringe benefits	7,053	7,053	88,050	80,997	92.0%
Professional services	3,068	3,068	24,500	21,432	87.5%
Repairs and maintenance	138	138	2,830	2,692	95.1%
Advertising and promotions	14	14	5,500	5,486	99.7%
Materials and supplies	495	495	6,900	6,405	92.8%
Other services and charges	1,080	1,080	19,050	17,970	94.3%
Leases	5,826	5,826	36,825	30,999	84.2%
Depreciation	1,590	1,590	22,200	20,610	92.8%
Total Expenses	<u>46,612</u>	<u>46,612</u>	<u>531,105</u>	<u>484,493</u>	<u>91.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 456,851</u>	<u>\$ 456,851</u>	<u>\$ (6,785)</u>	<u>\$ 463,636</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 7,500	\$ 7,500	100.0%
Office equipment	-	-	1,000	1,000	100.0%
Vehicular equipment	-	-	-	-	0.0%
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,500</u>	<u>\$ 8,500</u>	<u>0.0%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 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>
Revenues:					
Project Service Fees	\$ 424,035	\$ 424,035	\$ 5,460,000	\$ (5,035,965)	-92.2%
Public Relations Assessment	19,807	19,807	245,000	(225,193)	-91.9%
Customer Service Assessment	14,855	14,855	195,000	(180,145)	-92.4%
Contract Admin Costs	-	-	500	(500)	-100.0%
Interest on Investments	271	271	42,000	(41,729)	-99.4%
Total Revenues	<u>458,968</u>	<u>458,968</u>	<u>5,942,500</u>	<u>(5,483,532)</u>	<u>-92.3%</u>
Expenses:					
Personnel services	14,482	14,482	170,705	156,223	91.5%
Fringe benefits	4,703	4,703	55,200	50,497	91.5%
Professional services	2,027	2,027	16,210	14,183	87.5%
Repairs and maintenance	54	54	1,770	1,716	96.9%
Advertising and promotions	47	47	129,500	129,453	100.0%
Materials and supplies	97	97	4,205	4,108	97.7%
Other services and charges	731	731	65,685	64,954	98.9%
Leases	4,425	4,425	28,500	24,075	84.5%
Depreciation	459	459	10,000	9,541	95.4%
Contractual services	424,035	424,035	5,461,000	5,036,965	92.2%
Total Expenses	<u>451,060</u>	<u>451,060</u>	<u>5,942,775</u>	<u>5,491,715</u>	<u>92.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 7,908</u>	<u>\$ 7,908</u>	<u>\$ (275)</u>	<u>\$ 8,183</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 5,000	\$ 5,000	100.0%
Office equipment	-	-	1,000	\$ 1,000	100.0%
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>0.0%</u>

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

Drop Off Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 50,669	\$ 50,669	\$ 585,000	\$ (534,331)	-91.3%
Materials Sales Rebate	1,237	1,237	35,000	(33,763)	-96.5%
Interest on Investments	<u>17</u>	<u>17</u>	<u>3,000</u>	<u>(2,983)</u>	<u>-99.4%</u>
<i>Total Revenues</i>	<u>51,923</u>	<u>51,923</u>	<u>623,000</u>	<u>(571,077)</u>	<u>-91.7%</u>
<i>Expenses:</i>					
Personnel services	500	500	5,895	5,395	91.5%
Fringe benefits	143	143	1,480	1,337	90.3%
Professional services	69	69	1,760	1,691	96.1%
Repairs and maintenance	6	6	100	94	94.0%
Advertising and promotions	5	5	2,225	2,220	99.8%
Materials and supplies	10	10	145	135	93.1%
Other services and charges	76	76	860	784	91.2%
Leases	205	205	1,025	820	80.0%
Contractual services	50,669	50,669	585,000	534,331	91.3%
Materials sales rebate	<u>-</u>	<u>-</u>	<u>26,250</u>	<u>26,250</u>	<u>100.0%</u>
<i>Total Expenses</i>	<u>51,683</u>	<u>51,683</u>	<u>624,740</u>	<u>573,057</u>	<u>91.7%</u>
<i>Transfers In (Out)</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<i>Totals</i>	<u><u>\$ 240</u></u>	<u><u>\$ 240</u></u>	<u><u>\$ (1,740)</u></u>	<u><u>\$ 1,980</u></u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 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>
Revenues:					
Project Service Fees	\$ 289,567	\$ 289,567	\$ 3,670,000	\$ (3,380,433)	-92.1%
Customer Service Assessment	2,244	2,244	28,500	(26,256)	-92.1%
Contract Admin Costs	-	-	3,000	(3,000)	-100.0%
Interest on Investments	<u>112</u>	<u>112</u>	<u>31,000</u>	<u>(30,888)</u>	<u>-99.6%</u>
Total Revenues	<u>291,923</u>	<u>291,923</u>	<u>3,732,500</u>	<u>(3,440,577)</u>	<u>-92.2%</u>
Expenses:					
Personnel services	2,479	2,479	29,185	26,706	91.5%
Fringe benefits	675	675	7,920	7,245	91.5%
Professional services	463	463	6,840	6,377	93.2%
Repairs and maintenance	38	38	660	622	94.2%
Advertising and promotions	28	28	3,000	2,972	99.1%
Materials and supplies	68	68	1,290	1,222	94.7%
Other services and charges	446	446	5,255	4,809	91.5%
Leases	719	719	4,450	3,731	83.8%
Depreciation	212	212	3,400	3,188	93.8%
Contractual Services	<u>289,567</u>	<u>289,567</u>	<u>3,670,000</u>	<u>3,380,433</u>	<u>92.1%</u>
Total Expenses	<u>294,695</u>	<u>294,695</u>	<u>3,732,000</u>	<u>3,437,305</u>	<u>92.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (2,772)</u>	<u>\$ (2,772)</u>	<u>\$ 500</u>	<u>\$ (3,272)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500	100.0%
Office equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>100.0%</u>

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

Other Special Projects

	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	\$ 261,873	\$ 261,873	\$ 3,825,000	\$ (3,563,127)	-93.2%
Materials Sales Rebate	12,191	12,191	117,000	(104,809)	-89.6%
Interest on Investments	<u>139</u>	<u>139</u>	<u>15,700</u>	<u>(15,561)</u>	<u>-99.1%</u>
Total Revenues	<u>274,203</u>	<u>274,203</u>	<u>3,957,700</u>	<u>(3,683,497)</u>	<u>-93.1%</u>
Expenses:					
Personnel services	300	300	3,900	3,600	92.3%
Fringe benefits	23	23	325	302	92.9%
Professional services	490	490	5,800	5,310	91.6%
Repairs and maintenance	40	40	675	635	94.1%
Advertising and promotions	-	-	2,500	2,500	100.0%
Materials and supplies	70	70	960	890	92.7%
Other services and charges	77	77	1,075	998	92.8%
Contractual services	261,873	261,873	3,825,000	3,563,127	93.2%
Materials sales rebate	<u>11,916</u>	<u>11,916</u>	<u>117,000</u>	<u>105,084</u>	<u>89.8%</u>
Total Expenses	<u>274,789</u>	<u>274,789</u>	<u>3,957,235</u>	<u>3,682,446</u>	<u>93.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u><u>\$ (586)</u></u>	<u><u>\$ (586)</u></u>	<u><u>\$ 465</u></u>	<u><u>\$ (1,051)</u></u>	

ADMINISTRATIVE

Virginia Association of Counties (VACo) Awards

Congratulations to Chesterfield, Hanover and Henrico Counties for winning a 2009 VACo Achievement Award! Chesterfield won an award for their Emergency Worker and Dependant Shelter (EWADS) program in the Criminal Justice and Public Safety Area. Hanover and Henrico both won awards in the Environmental category: Hanover for their citizen driven curbside recycling program and Henrico for the electronic waste recycling program and partnership with CVWMA and Ukrops. Henrico also won an award in the regional collaboration category for their Regional Supplier Conference. Congratulations!

Holiday

The CVWMA offices will be closed Monday, September 7 in observance of Labor Day. Curbside and MSW collections will occur one day late during that week. The call center will be staffed on Saturday, September 12 to handle service and informational calls.

Upcoming Meetings

The following is a listing of upcoming CVWMA meetings:

Technical Advisory Committee (TAC)	September 3, 2009	9:00 a.m.
Executive Committee	September 8, 2009	2:00 p.m.
Board of Directors (Richmond)	September 18, 2009	9:00 a.m.