



**CENTRAL VIRGINIA  
WASTE MANAGEMENT AUTHORITY**

2100 West Laburnum Avenue, Suite 105, Richmond, Virginia 23227 • 804/359-8413 • Fax 804/359-8421 • www.cvwma.com

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
DECEMBER 14, 2012  
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 November 16, 2012	3 - 11
3.	Chairman's Report	
4.	2013 Proposed Meeting Dates	12

**STAFF AGENDA**

<b>ITEM NO.</b>		
5.	Consideration of 2013-2014 Operating Budget	13 - 20
6.	Consideration of <b>Resolution 13-10</b> : Awarding a Contract for Municipal Solid Waste Services for the City of Petersburg	
7.	Curbside Recycling Program	
8.	Municipal Solid Waste (MSW) Program	
9.	Operations and Program Statistics	
10.	Technical Advisory Committee (TAC) Report	
11.	Public Information	



12. Financial Reports for November 2012

21 -27

13. Administrative  
2013 General Assembly Session  
Holiday Schedule

**OLD/NEW BUSINESS**

**ADJOURNMENT**

**HOLIDAY RECEPTION**

**MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2012**

Minutes of the November 16, 2012 CVWMA Board of Directors' meeting are attached for review and consideration.

**Recommended Action:** Approve minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
NOVEMBER 16, 2011  
MINUTES  
2104 W. LABURNUM AVENUE  
RICHMOND, VIRGINIA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Steve Chidsey (M-Hanover), Chair  
Matthew D. Benka (M-Richmond), Vice Chairman  
Robert C. Key (M-Chesterfield), Treasurer  
Robert C. Whiteman (M-Henrico), Director  
Mark Kukoski (M-Richmond), Immediate Past Chair  
John T. Bragg (M-Charles City)  
Robert L. Dunn (M-Chesterfield)  
Marcia R. Phillips (M-Chesterfield)  
William E. Henley (A-Colonial Heights)  
Paul E. Drumwright (A-Goochland)  
Wayne Hazzard (M-Hanover)  
J. Allen Lane (M-Henrico)  
Marcia E. Kelley (M-Henrico)  
Phillip E. Elliott (M-Hopewell)  
James H. Burrell (M-New Kent)  
Elliot Danburg (M-Powhatan)

**MEMBERS/ALTERNATES NOT PRESENT**

Leigh Dunn (M-Goochland), Secretary  
Lee Sloppy (M-Ashland)  
Josh Farrar (A-Ashland)  
Dr. Sheryl D. Bailey (A-Chesterfield)  
Charles E. Dane (A-Chesterfield)  
Jeff Howard (A-Chesterfield)  
Tom Mattis (M-Colonial Heights)  
Chip England (A-Hanover)  
Michael Flagg (A-Hanover)  
William I. Mawyer, Jr. (A-Henrico)  
Arthur D. Petrini (A-Henrico)  
David Fratarcangelo (A-Hopewell)  
David Bednarczyk (A-New Kent)  
Steven Hicks (M-Petersburg)  
William Riggleman (A-Petersburg)  
Christopher Rapp (A-Powhatan)  
Bill Hamby, Jr. (M-Prince George)  
James Jackson (M-Richmond)

**Non Voting:**

Jon Clary (A-Henrico)

**Staff:**

Kimberly A. Hynes, Executive Director  
Bernard B. Harris, Director of Operations  
Nan B. Downey, Director of Administration and  
Finance  
Reginald D. Thompson, Operations Technician  
Valerie Pegues-Johnson, Administrative Assistant

**Guest**

With a quorum in attendance Chairman S. Chidsey (M-Hanover) called the meeting to order at 9:00 a.m.

## **CHAIRMAN'S AGENDA**

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

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

### **Item No. 2: Minutes of the Regular Meeting of October 19, 2012**

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the minutes of October 19, 2012 Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

### **Item No. 3: Chairman's Report**

#### *Recognition of Mecca Anderson for 10 Years of Service*

Mrs. Hynes informed the Board the Ms. Mecca Anderson could not be present to receive her distinguished service award for 10 years of dedicated service to the Central Virginia Waste Management Authority (CVWMA). She however, provided some comments and reflections on Ms. Anderson's 10 years of service with the Authority. Mrs. Hynes included that the Authority's call center is currently staffed by three full-time Customer Service Representatives who have been with the Authority for 10 years or more and that their dedicated services to the CVWMA, public service quality and initiatives over the past several years have made them valued employees of the Authority.

#### *Service Agreement for Hauling, and Disposal of Vegetative Debris*

Chairman Chidsey thanked Mr. Harris for his procuring a service agreement for the Authority for hauling, and disposal of vegetative debris following storms. He included that the agreements are similar in nature to the Authority's contracts for disaster recovery services but only cover processing and disposal and are with local firms.

## **STAFF AGENDA**

### **Item No. 4: Curbside Recycling Program**

Mr. B. Harris, Director of Operations, directed the Board's attention to a graph showing that curbside recycling collection totaled 3,018 tons for the month of October; an increase of 11.3 percent over the previous October with two additional collection days. Fiscal year-to-date tonnage totaled 11,570 tons; an increase of 2.8 percent from the previous year through four months. Mr. Harris went on to report that the set-out rate was 35.3 percent for the month; down 2.0 percent from October 2011. Mr. Harris asserted that the decrease was due to the impact of Hurricane Sandy on collections the last week. He added that missed collections were good with 154 misses for the month, 885 fiscal year-to-date versus 1,530 in the previous year.

### ***Hurricane Sandy Update***

Continuing, Mr. Harris reported that set-outs on Monday, October 29 and Tuesday, October 30 were low in part due to inclement weather and the presumption that recycling service was cancelled. The Authority's call volumes included enquiries of whether or not collection service would be provided during inclement weather conditions. Mr. Harris went on to report that MSW service was provided in Henrico and the City of Richmond on Monday, October 29 however service to these areas was canceled for the following business day. Mr. Harris went on to report that the Authority received information that Richmond's call center was informing callers that curbside recycling service was canceled Tuesday, October 29. Authority staff took appropriate steps to correct the misinformation.

### ***Colonial Heights Collection Update***

Mr. Harris reported an update of information on the Authority's curbside program participation from Colonial Heights residents. He asserted that collections totaled 112.6 tons on two collection days versus 63.3 tons for October 2011 with 4 collection days. The set-out rate for October was 64.9 percent.

Concluding, Mr. Harris reported an update of information on rerouting changes in the City of Richmond's curbside recycling to coincide with their trash collection program. He asserted that about 30,000 households will be impacted and that Authority staff will be mailing post cards to notify residents of the change. Mr. Harris added that rerouting changes will begin during the week of January 7, 2013.

Mrs. M. E. Kelley (M-Henrico) commented that concrete and all the construction debris from the construction of the replacement Huguenot Bridge is being recycled, which is great to see.

Mrs. Hynes reported that Ashland's Town Council voted to implement a change to revise the fee schedule for conversion for the Town's residential recycling collection following Colonial Heights. Ashland's curbside recycling program will go from weekly collection of 24 gallon bins to biweekly collection of 96 gallon wheeled carts effective on or about January 1, 2013.

### **Item No. 5: Municipal Solid Waste (MSW) Program**

Mr. R. D. Thompson, Operations Technician, reported misses for Allied Waste were down for the fourth consecutive month. He added that during the month of October, Allied Waste accumulated 117 misses and \$20 in penalties.

Continuing, Mr. Thompson reported that in the City of Colonial Heights, Container First Services had no reported misses or penalties. He went on to report that trash routes in the City of Hopewell were impacted by Hurricane Sandy on Monday, October 29 and Tuesday, October 30. There was no delay in trash collection during the hurricane; however the Authority's call center received several calls from Hopewell residents with late set-outs. On Wednesday, October 31 a company truck was sent to Hopewell to service areas where late set-outs and misses were reported. Mr. Thompson added that to avoid any disruption to Thursday and Friday routes in Petersburg, Allied Waste provided service on Saturday, November 3 in Hopewell. He asserted that the Authority received few calls from Ashland residents regarding service and that there was no impact in call volume or service in Colonial Heights and Petersburg.

Chairman Chidsey asked that Mr. Thompson provide an update of information on the decline in tonnage at local convenience centers. Mr. Thompson responded that the continued economic slowdown may be a contributing factor to the decrease in tonnage to local convenience centers in addition to the visible increase in recycling efforts.

Mr. Harris reported that Authority staff held a pre proposal meeting to award a contract for trash and recycling collection in Petersburg following the October 19 Board meeting. The mandatory meeting included representatives from Allied Waste Services, Waste Management, Virginia Waste Services, County Waste, MDI, Container First Services (CFS), Zan's Refuse, and Tidewater Fibre Corporation (TFC). Mr. Harris asserted that the proposal included three addendums elaborating details of the proposal and extending the RFP deadline to November 20. A recommendation to award a contract will be presented at the December 14 Board meeting.

Mr. Harris concluded that in response to Mr. S. Hicks (M-Petersburg) request during the October Board meeting to convert reported misses into tonnage, Authority staff calculated tonnage for Petersburg. He asserted that the city had a reported 43 misses for the month; an estimated 0.86 tons missed. Collections totaled 892 tons, resulting in a 99.9 percent collection rate.

#### **Item No. 6: Operations and Program Statistics**

Mr. Harris reported a slight increase in fiber prices for the month of November. Old corrugated cardboard is up \$65 per ton from a low of \$45 per ton in September 2012. Mixed paper prices are up to \$58 per ton from a low of \$49 per ton from the previous two months. Mr. Harris went on to report that the market prices for metal dropped from \$190 per ton to \$150 per ton during the month of November. He noted an increase in used oil prices, up to \$.93 per gallon however is expected to decline.

Closing, Mr. Harris reported that the November Technical Advisory Committee (TAC) meeting was cancelled. The next TAC meeting will be held on December 6.

#### **Item No. 7: America Recycles Day**

Mrs. K. A. Hynes presented the America Recycles Day report on behalf of Mrs. N. W. Drumheller who was participating at the Retail Merchant's Association and Keep Virginia Beautiful ARD event. Mrs. Hynes reported that Authority staff along with elected officials and locality staff took part in tours of TFC's recycling facility on Thursday, November 15. The tours were conducted as part of the America Recycles Day (ARD) celebration. Mrs. Hynes added that the day included ESPN celebrating the day with a live broadcast from TFC's recycling facility. She asserted that she, Mr. Jeff Randazzo, and Mrs. Drumheller were interviewed by radio host, Big Al Coleman and provided information on the importance of recycling. Mrs. Hynes included that participants of the first tour included Edwin C. Daley, Hopewell City Manager, and Mr. Wayland Rennie, the Authority's first Board chairman and very instrumental in forming the CVWMA. Guests on the second tour included Mr. Steve Trivett, Ashland Town Council, Chris Rapp, Powhatan County, Pat O'Bannon, Henrico County Board of Supervisors, and Steven Hicks, City of Petersburg.

Proceeding, Mrs. Hynes reported that the Authority's annual pledge contest received over 1,000 pledges. The contest ended Thursday, November 15 and the drawing to award three gift prizes will take place later in the afternoon. Mrs. Hynes included that in addition to the making a pledge to recycle, additional questions were included for feedback. Over 4 percent of the pledges came from Henrico, 37 percent from Chesterfield, and 17 percent of the respondents were from the City of

Richmond. Mrs. Hynes went on to report that multiple ads including a sticky note on the November 11 edition of the *Richmond Times-Dispatch* were part of this year's promotion as well as direct e-mail blast to over 14,000 curbside e-mail reminder subscribers.

#### **Item No. 8: Public Information**

##### ***Waste Reduction Newsletter***

Mrs. Hynes reported that the Authority's 2012 November issue of its Waste Reduction e-newsletter was distributed. The issue includes articles on America Recycles Day, November holidays and collection service, and Cover Your Load articles. Mrs. Hynes included that Authority staff continues to provide the public and media outlets with information impacting collection services.

##### ***2013 CVWMA Curbside Recycling Schedule***

Mrs. Hynes reported that staff is in the process of finalizing the 2013 CVWMA Curbside Recycling Schedule. She asserted that the postcards will be sent to the printer and mailing services soon and bulk mailing is scheduled for December 27.

##### ***Ashland Changes***

Mrs. Hynes reported that in addition to reported changes in Ashland's curbside recycling program, Authority staff in collaboration with Ashland representatives is working on postcards to mail to Ashland residents with information on upcoming enhancement to services.

#### **Item No. 9: Financial Reports for October 2012**

Mrs. N. B. Downey, Director of Administration and Finance, directed the Board's attention to pages 11-17 of the agenda package, which displays the Financial Reports for October 2012. Mrs. Downey reported that the financial reports are consistent with previous months and the Authority continues to remain within total budget in all funds as of October 31, 2012. The CVWMA has a combined net income of about \$369,000 year-to-date.

Chairman Chidsey asked if the Authority is on budget with its paper revenue program. Mrs. Downey responded affirmatively.

With no questions or comments from the floor a motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mrs. M. R. Phillips (M-Chesterfield), and carried that the Financial Reports for October 2012 be approved as submitted.

#### **Item No. 10: 2013-2014 Proposed Operating Budget**

Mrs. K. Hynes directed the Board's attention to the *2013-2014 Proposed Operating Budget* that was placed at each seat. Mrs. Hynes encouraged the Board to take the next month to review the proposed budget and asserted that the Authority's bylaws call for the adoption of the budget for the ensuing fiscal year by December 31. She noted that a 2/3 affirmative vote is required to approve the budget; 14 members versus the normal 11 for a quorum.

Mrs. Hynes then provided a recap of the last few years. She asserted that in fiscal year 2008, the Authority ended the year with net assets of \$98,000 with \$953,000 in reserves. Mrs. Hynes went on to report that in the last 4 years the Authority showed losses totaling \$175,000 and a rebate back from member jurisdictions of \$150,000 in fiscal year 2010. The Authority's reserves account balance at the end of the 2012 fiscal year was \$628,000; 4.2 percent of the Authority's total budget. Mrs. Hynes noted that since 93 percent of the Authority's budget is program related and is passed through to member jurisdictions, the reserves actually totaled a little over 60 percent of the administrative budget.

Mrs. Hynes directed the Board's attention to a graph showing a decline in administrative expenses since fiscal year 2009. She asserted that in the *2013-2014 Proposed Operating Budget*, administrative expenses are reduced by an additional 2 percent. Mrs. Hynes went on to report that the overall budget is balanced at \$14,130,375; a decrease of 4.6 percent from the 2013 budget. She asserted that staff's goal with this budget as is with every budget, is to continue to provide the level of services that is expected by member jurisdictions while continuing to look for ways to generate revenues, streamline costs through efficiencies and enhance services to member jurisdictions.

Continuing, Mrs. Hynes reported that the allocation of expenses to Other Project Funds were removed. She asserted that previously expenses such as part-time salaries, taxes, office supplies, were allocated to all funds based on revenue generated. Additionally interest income was generated to offset these expenses. Mrs. Hynes added that based on the insignificance of the costs associated with each fund individually and the lack of income earned to offset those costs, the expenses were reallocated amongst the other funds, mostly general fund. She included that the General Fund Budget utilizes \$14,815 of the revenue generated in the Drop-off Fund to support general activities of the organization and to support recycling and other events.

She went on to report that general operating assessments on the revenue side remains the same at 48 cents per capita. Mrs. Hynes noted that the population was based on the 2010 U.S. Census Data for the second year. She asserted that the Authority's Articles of Incorporation requires the use of the most recent census or most recent final estimates from Weldon Cooper Center. Mrs. Hynes added that since most recent final estimates are 2009, there is no change in the assessment which will remain the same next year.

Proceeding, Mrs. Hynes reported that program revenue is reduced, although most programs are adjusted by CPI, a projected half million dollar savings will be realized from the recent procurement for the hauling and disposal of municipal solid waste from convenience centers. She included that in addition, Colonial Heights has already realized a savings that was budgeted for in this current year by reducing the size of the trash cart provided to residents through the MSW program. Mrs. Hynes added that in addition, drop-off hauling has been reduced with the reduction in the number of collection sites in the Counties of Henrico and Prince George.

Moving on, Mrs. Hynes reported that the Public Relations Assessment in the Curbside Fund and Customer Service Assessment in the Curbside and MSW funds are adjusted by the CPI as included in the service agreement. She asserted that although recycling markets are volatile and have declined in recent months, they remain relatively strong. Mrs. Hynes went on to report that the Authority's renegotiation of the drop-off processing contract has provided additional revenue back to localities. This budget includes a conservative estimate of \$100,000 in revenue and \$75,000 back to localities. Mrs. Hynes added that metal and oil markets also remain strong. She commented that although oil prices have declined somewhat, it impacts revenue and plastics recycling markets.

Proceeding, Mrs. Hynes reported that \$10,000 was included for calendar sponsorship in the curbside program and that cart purchases is estimated at about 100 per month or 1,200 for the year. Mrs. Hynes went on to report that interest income is reduced by an additional 78 percent from 2013 to just under \$6,000. She noted that this was reduced by 18 percent in the current year budget and by 57 percent in the prior year's budget.

Mrs. Hynes reported that the 2013-2014 Proposed Operating Budget provides for eight full-time and five part-time positions. She added to help alleviate the projected increases in health insurance costs and payroll tax increases the budget includes a 1 percent increase in salaries. Mrs. Hynes noted that 1 percent was included in the current numbers and that staff will come back to the Board to reaffirm and make adjustments when more information is obtained regarding the state's budget and local government budgets.

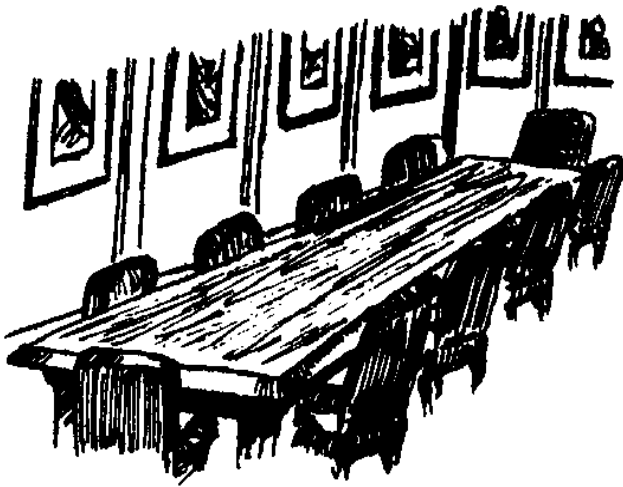
She noted that no adjustments have been made to employees pay ranges. Mrs. Hynes reminded the Board that Authority staff fully implemented the VRS change to increase employees pay by 5 percent this year to coincide with the mandate for employees to pick up the 5 percent retirement contribution. She stated that this change did not include an adjustment to the pay ranges because this will help reduce compression identified in the personnel study conducted in 2008 just before the decline in the economy. Mrs. Hynes included that by not including an adjustment in the pay ranges also provides more flexibility in hiring and setting wages in the future for the CVWMA.

Mrs. Hynes reported that computer costs have remained essentially the same. She asserted that there has been a significant decline in depreciation costs as there has been very little need for computer equipment that the Authority would capitalize. She went on to report that included in the budget, is an additional \$1,500 in conference and staff development for local training for operations staff. This is in response to the recently conducted survey. Mrs. Hynes commented that the Authority would like to provide more training to further monitor and assess the performance of Authority contractors and assist localities at their convenience centers. She went on to report that included in the budget was additional funds in the promotion and education area. She asserted that \$1,000 was added for promotion of eCycling events and an additional \$1,000 in the Drop-off fund for promotional efforts. Mrs. Hynes went on to report that reclassified were some of the design costs of the curbside calendar from special projects to printing where all other costs will be recorded for calendar printings.

Proceeding, Mrs. Hynes reported that under Capital Outlay, the proposed budget requests a change from \$500 to \$2,000 for capitalization of office equipment, and other system enhancements. She asserted that \$500 is antiquated and no longer practiced in many organizations. CVWMA's auditors recommend \$2,000 based on the size of the Authority. Mrs. Hynes commented that this will reduce administrative time, and effort spent tagging, maintaining and tracking this equipment. Mrs. Hynes went on to report that the line item includes \$5,000 for purchase of necessary office or computer equipment, enhancements or upgrades to online application or as deemed necessary.

Mrs. Hynes reported that the Authority owns two vehicles and leases one which is used for operations, public information, and administrative activities of the Authority. Mrs. Hynes noted that in fiscal year 2012, the Authority exceeded its repairs and maintenance budget of \$1,500 by \$900. She asserted that one of the company vehicles is 8 years old with 60,000 miles. The second vehicle is 5 years old with over 100,000 miles. Mrs. Hynes commented that she initially thought the older vehicle would be replaced, however significant repairs should enable several more years of use as is expected for the third vehicle. She asserted that Authority staff will be analyzing more fully the use of each vehicle and will look to combine or reduce the fleet in the next 3 to 4 years.





**PROPOSED MEETING DATES  
FOR  
BOARD OF DIRECTORS MEETINGS  
YEAR 2013**

Note: All meetings will begin at 9:00 a.m.

<b>DATE</b>	<b>LOCATION</b>	<b>REMARKS</b>
* JANUARY 17, 2013	PETERSBURG	
FEBRUARY 15, 2013	RICHMOND	
MARCH 15, 2013	RICHMOND	
APRIL 19, 2013	PETERSBURG	Appointment of Nominating Committee
MAY 17, 2013	RICHMOND	Nominating Committee Submits Slate of Officers
JUNE 21, 2013	RICHMOND	Election of FY 2013-14 Officers
JULY 19, 2013	PETERSBURG	Summer Meeting Canceled
AUGUST 16, 2013	RICHMOND	Installation of FY 2013-14 Officers
SEPTEMBER 20, 2013	RICHMOND	Annual Meeting
OCTOBER 18, 2013	PETERSBURG	
NOVEMBER 15, 2013	RICHMOND	
* DECEMBER 13, 2013	RICHMOND	Consideration of FY 2014-15 Budget

\*Note: Crater Planning District Commission closed for the Lee Jackson Holiday, Friday January 18. The January meeting will be held on Thursday, January 17.

\*Note: The December meeting will be held one week earlier than normal.

**CONSIDERATION OF 2013-2014 OPERATING BUDGET**

The *2013-2014 Proposed Operating Budget* was distributed on November 16 at the regular Board of Directors meeting. Board members unable to attend the meeting should have received their copy by mail. In accordance with the CVWMA ByLaws, the operating budget for the ensuing fiscal year is to be adopted by two-thirds affirmative vote (14 members) by December 31.

**Resolutions 13-03** through **13-09** are attached for your consideration and approval. Please do not hesitate to contact Kim Hynes with any questions or concerns regarding the proposed budget.

Recommended Action: Approval of **Resolutions 13-03** through **13-09**

Attachments

# RESOLUTION 13-03

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014, and appropriating the estimated revenues for the year for the principal purposes stated.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the General Operating Fund Budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2013-2014 approved Budget.
2. That the General Operating Fund Budget includes anticipated revenues of \$535,705 and expenses of \$549,520. This budget anticipates a transfer from the Drop Off Project Fund in the amount of \$13,815. The General Operating Fund Contribution Rate is to be forty-eight (48) cents per capita for each member locality.
3. That the General Operating Fund Budget reflects the acquisition of Capital Outlay in the amount of \$5,000, which will be reclassified as Capital Assets for Financial Statement purposes and depreciation will be recorded according to Generally Accepted Accounting Principles (GAAP).
4. That the Executive Director is authorized to execute budget transfers among General Operating Fund Budget line items to cover unanticipated expenses. Transfers will not exceed \$1,000.
5. That this resolution shall be in full force and effect on and after the first day of July 2013, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 14<sup>th</sup> day of December, 2012

Attest:

\_\_\_\_\_  
Stephen E. Chidsey  
Chairman of the Board

# RESOLUTION 13-04

A resolution adopting the Curbside Project Fund Budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014, and appropriating the estimated revenues for the year for the principal purposes stated.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Curbside Project Fund Budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2013-14 approved Budget.
1. That the Curbside Project Fund Budget includes anticipated revenues and expenses of \$6,369,310.
3. That the Executive Director is authorized to execute budget transfers among Curbside Project Fund Budget line items to cover unanticipated expenses. Transfers will not exceed \$1,000.
4. That this resolution shall be in full force and effect on and after the first day of July 2013, and shall constitute the Curbside Project Fund Budget for the fiscal year commencing on that date.

Adopted this 14<sup>th</sup> day of December, 2012

Attest:

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

# RESOLUTION 13-05

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014, and appropriating the estimated revenues for the year for the principal purposes stated.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2013-2014 approved Budget.
2. That the Drop-Off Project Fund Budget includes anticipated revenues of \$680,000 and expenses of \$665,185. This budget anticipates a transfer \$14,815 to the General Operating and Other Special Project Funds.
3. That the Executive Director is authorized to execute budget transfers among Drop-Off Project Fund Budget line items to cover unanticipated expenses. Transfers will not exceed \$1,000.
4. That this resolution shall be in full force and effect on and after the first day of July 2013, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

**Adopted this 14<sup>th</sup> day of December, 2012**

**Attest:**

\_\_\_\_\_  
**Stephen E. Chidsey**  
**Chairman of the Board**

# RESOLUTION 13-06

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014, and appropriating the estimated revenues for the year for the principal purposes stated.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2013-14 approved Budget.
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$3,815,360.
3. That the Executive Director is authorized to execute budget transfers among Municipal Solid Waste Project Fund Budget line items to cover unanticipated expenses. Transfers will not exceed \$1,000.
4. That this resolution shall be in full force and effect on and after the first day of July 2013, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

Adopted this 14<sup>th</sup> day of December, 2012

Attest:

\_\_\_\_\_  
Stephen E. Chidsey  
Chairman of the Board

# RESOLUTION 13-07

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014, and appropriating the estimated revenues for the year for the principal purposes stated.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Special Project Funds Budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014, which is attached as part of this resolution, is hereby adopted. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2013-14 approved Budget.
2. That the Special Project Funds Budget includes anticipated revenues \$2,730,000 and expenses of \$2,731,000. This budget includes a transfer from the Drop Off Project Fund in the amount of \$1,000.
3. That the Executive Director is authorized to execute budget transfers among Special Project Funds Budget expense items to cover unanticipated expenses. Transfers will not exceed \$1,000.
4. That this resolution shall be in full force and effect on and after the first day of July 2013, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

**Adopted this 14<sup>th</sup> day of December, 2012**

**Attest:**

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

# RESOLUTION 13-08

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2013, and ending June 30, 2014, which is attached as part of this budget document, is hereby adopted by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2013-14 approved Pay and Classification Plan, and
2. That the Pay and Classification Plan includes an open range pay scale consisting of thirty two grades, and
3. That the Pay and Classification Plan reflects a 1% salary increase for all employees, to be reaffirmed by the Board of Directors at their regular meeting in May 2013, and
4. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2013-14, and
5. That this resolution shall be in full force and effect on and after the first day of July 2013, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 14<sup>th</sup> day of December, 2012

Attest: \_\_\_\_\_

Stephen E. Chidsey  
Chairman of the Board

# RESOLUTION 13-09

A resolution revising the CVWMA Fixed Asset Policy of the Accounting Manual whereby this revision has been presented to the Board for consideration as part of the 2013-14 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Accounting Policy for Fixed Assets shall be effective July 1, 2013.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the *Fixed Asset Policy* defines and describes CVWMA policies for capitalizing fixed assets such as furniture, office equipment, computer equipment and vehicles; and
2. That this policy assists CVWMA staff in identifying, maintaining and tracking assets purchased by the Authority; and
3. That this policy shall be revised to increase the threshold for capitalization from \$500 to \$2,000 and any purchases with a cost less than \$2,000 shall be treated as ordinary operating expense, and
4. That the *Fixed Asset Policy* as revised herewith shall become effective July 1, 2013.

**Adopted this 14<sup>th</sup> day of December, 2012**

**Attest:** \_\_\_\_\_

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

**FINANCIAL REPORTS FOR NOVEMBER 2012**

The financial reports for November 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 \$331,000 for administration, operations and public information for the remainder of the fiscal year. The Comprehensive Annual Financial Report for 2012 will be submitted to the GFOA this month for the Certificate of Achievement Award.

*Recommended Action:* Approval of the November 2012 Financial Reports.

Attachments

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

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**Summary - All Funds**

	<u>Total</u> <u>Revenues</u>	<u>Total</u> <u>Expenses</u>	<u>Transfers</u> <u>In (Out)</u>	<u>Totals</u>
General Operating Fund	\$ 533,531	\$ 233,170	\$ -	\$ 300,361
Curbside Project Fund	2,640,996	2,611,253	-	29,743
Drop-Off Project Fund	303,222	293,950	-	9,272
Municipal Solid Waste Fund	1,588,766	1,594,020	-	(5,254)
CFC/HCFC	7,382	7,417	-	(35)
Special Waste Collections	83,342	82,991	-	351
Waste Tire Fund	18,932	18,993	-	(61)
Appliance and Scrap Metal Hauling	57,927	58,374	-	(447)
Other Projects	16,111	16,111	-	-
Yard Waste Projects	224,176	224,734	-	(558)
Waste Transfer & Disposal	828,196	830,885	-	(2,689)
	<u>\$ 6,302,581</u>	<u>\$ 5,971,898</u>	<u>\$ -</u>	<u>\$ 330,683</u>
<i>Totals</i>				

<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 – November 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>
<b>Revenues:</b>					
Annual Gov't Assessments	\$ -	\$ 533,205	\$ 533,205	\$ -	0.0%
Miscellaneous/Other	-	-	500	(500)	-100.0%
Interest on Investments	43	326	7,580	(7,254)	-95.7%
Sponsorships and Grants	-	-	-	-	0.0%
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<b>Total Revenues</b>	<u>43</u>	<u>533,531</u>	<u>541,285</u>	<u>(7,754)</u>	<u>-1.4%</u>
<b>Expenses:</b>					
Personnel services	29,226	149,417	361,150	211,733	58.6%
Fringe benefits	8,165	39,937	96,830	56,893	58.8%
Professional services	2,096	16,701	29,510	12,809	43.4%
Repairs and maintenance	184	1,117	2,700	1,583	58.6%
Advertising and promotions	100	616	1,250	634	50.7%
Materials and supplies	850	2,764	5,375	2,611	48.6%
Other services and charges	925	5,002	14,260	9,258	64.9%
Leases	3,021	15,105	38,115	23,010	60.4%
Depreciation	390	2,511	6,125	3,614	59.0%
	<u>44,957</u>	<u>233,170</u>	<u>555,315</u>	<u>322,145</u>	<u>58.0%</u>
<b>Total Expenses</b>	<u>44,957</u>	<u>233,170</u>	<u>555,315</u>	<u>322,145</u>	<u>58.0%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>14,030</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (44,914)</u>	<u>\$ 300,361</u>	<u>\$ -</u>	<u>\$ 314,391</u>	
<b>Capital Outlay:</b>					
Computer equipment	\$ -	\$ -	\$ 3,500	\$ 3,500	
Office equipment	-	-	-	\$ -	
Vehicular equipment	-	-	-	\$ -	
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Total Capital Outlay</b>	<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– November 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>
<b>Revenues:</b>					
Project Service Fees	\$ 477,982	\$ 2,414,578	\$ 5,760,000	\$ (3,345,422)	-58.1%
Public Relations Assessment	15,782	80,535	189,000	(108,465)	-57.4%
Customer Service Assessment	16,546	83,606	198,000	(114,394)	-57.8%
96-gal Cart Revenue	15,321	51,477	93,600	(42,123)	-45.0%
Contract Admin Costs	-	-	500	(500)	-100.0%
Sponsorships and Grants	-	10,000	10,000	-	0.0%
Interest on Investments	<u>103</u>	<u>800</u>	<u>8,460</u>	<u>(7,660)</u>	<u>-90.5%</u>
<b>Total Revenues</b>	<u>525,734</u>	<u>2,640,996</u>	<u>6,259,560</u>	<u>(3,618,564)</u>	<u>-57.8%</u>
<b>Expenses:</b>					
Personnel services	14,420	73,316	176,005	102,689	58.3%
Fringe benefits	4,293	21,557	52,025	30,468	58.6%
Professional services	2,465	13,229	24,685	11,456	46.4%
Repairs and maintenance	76	1,749	2,160	411	19.0%
Advertising and promotions	3,901	17,606	62,000	44,394	71.6%
Materials and supplies	430	1,975	3,575	1,600	44.8%
Other services and charges	1,202	6,613	63,175	56,562	89.5%
Leases	2,213	11,066	26,825	15,759	58.7%
Depreciation	300	1,550	5,375	3,825	71.2%
Contractual services	477,803	2,414,398	5,760,000	3,345,602	58.1%
96-gal Cart Expense	<u>13,880</u>	<u>48,194</u>	<u>89,210</u>	<u>41,016</u>	<u>46.0%</u>
<b>Total Expenses</b>	<u>520,983</u>	<u>2,611,253</u>	<u>6,265,035</u>	<u>3,653,782</u>	<u>58.3%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>5,475</u>	<u>-</u>	
<b>Totals</b>	<u>\$ 4,751</u>	<u>\$ 29,743</u>	<u>\$ -</u>	<u>\$ 35,218</u>	
<b>Capital Outlay:</b>					
Computer equipment	\$ -	\$ -	\$ 6,000	\$ 6,000	
Office equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>	
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	

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

**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>
<b>Revenues:</b>					
Project Service Fees	\$ 50,261	\$ 243,300	\$ 650,000	\$ (406,700)	-62.6%
Materials Sales Rebate	12,595	59,887	135,000	(75,113)	-55.6%
Interest on Investments	<u>5</u>	<u>35</u>	<u>600</u>	<u>(565)</u>	<u>-94.2%</u>
<b>Total Revenues</b>	<u>62,861</u>	<u>303,222</u>	<u>785,600</u>	<u>(482,378)</u>	<u>-61.4%</u>
<b>Expenses:</b>					
Personnel services	498	2,563	6,115	3,552	58.1%
Fringe benefits	115	580	1,535	955	62.2%
Professional services	85	639	1,190	551	46.3%
Repairs and maintenance	8	41	115	74	64.3%
Advertising and promotions	-	858	250	(608)	-243.2%
Materials and supplies	8	75	80	5	6.3%
Other services and charges	77	369	525	156	29.7%
Leases	107	533	980	447	45.6%
Contractual services	50,261	243,300	650,000	406,700	62.6%
Materials sales rebate	<u>9,523</u>	<u>44,992</u>	<u>101,250</u>	<u>56,258</u>	<u>55.6%</u>
<b>Total Expenses</b>	<u>60,682</u>	<u>293,950</u>	<u>762,040</u>	<u>468,090</u>	<u>61.4%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>(23,560)</u>	<u>-</u>	
<b>Totals</b>	<u>\$ 2,179</u>	<u>\$ 9,272</u>	<u>\$ -</u>	<u>\$ (14,288)</u>	

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

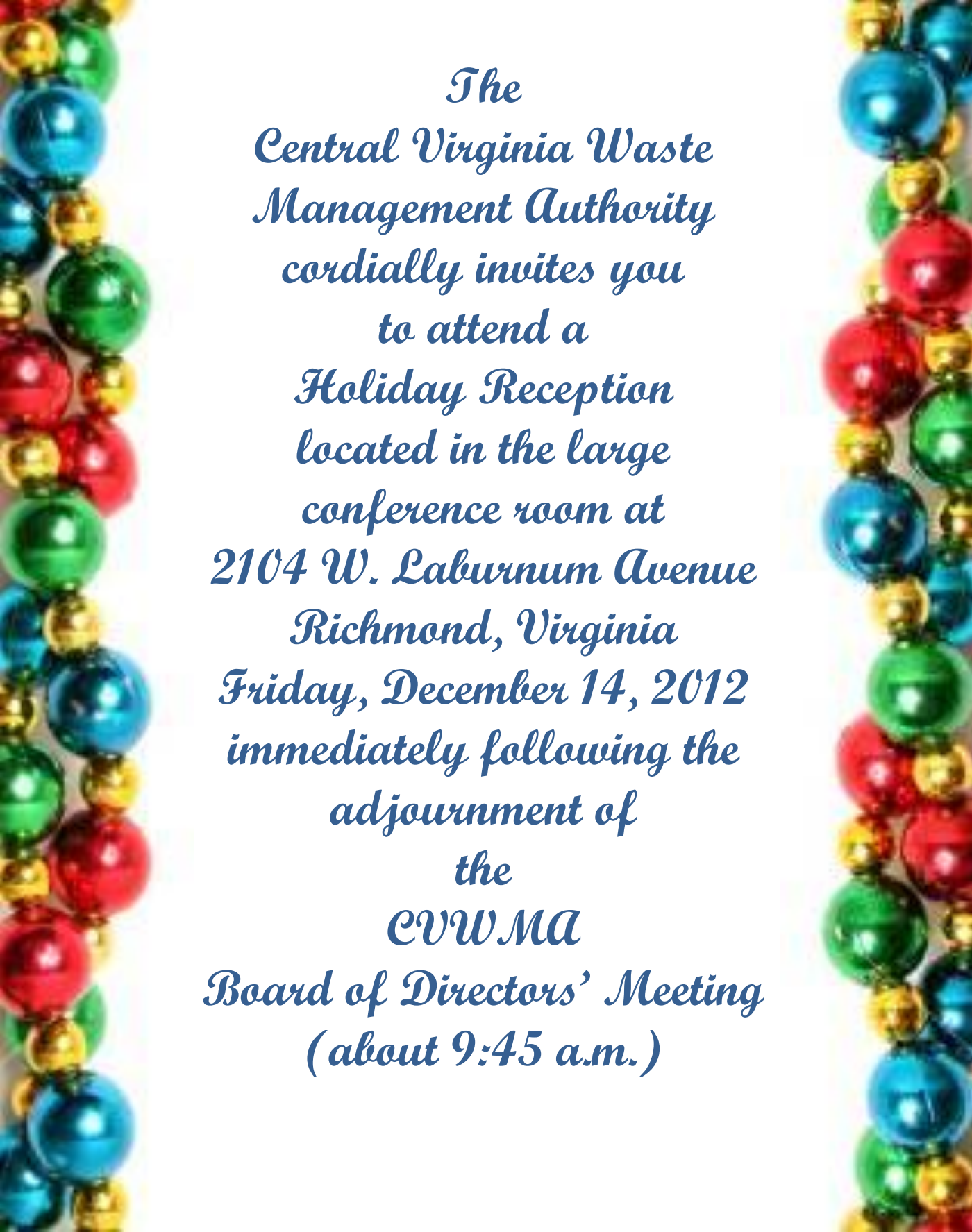
**Municipal Solid Waste Fund**

	<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>
<b>Revenues:</b>					
Project Service Fees	\$ 305,920	\$ 1,575,952	\$ 3,900,000	\$ (2,324,048)	-59.6%
Customer Service Assessment	2,967	12,039	29,500	(17,461)	-59.2%
Contract Admin Costs	20	340	2,000	(1,660)	-83.0%
Interest on Investments	76	435	6,615	(6,180)	-93.4%
<b>Total Revenues</b>	<u>308,983</u>	<u>1,588,766</u>	<u>3,938,115</u>	<u>(2,349,349)</u>	<u>-59.7%</u>
<b>Expenses:</b>					
Personnel services	1,399	7,700	17,035	9,335	54.8%
Fringe benefits	462	2,365	5,075	2,710	53.4%
Professional services	449	3,863	6,565	2,702	41.2%
Repairs and maintenance	54	261	730	469	64.2%
Advertising and promotions	119	119	500	381	99.0%
Materials and supplies	102	389	885	496	56.0%
Other services and charges	269	1,516	3,255	1,739	53.4%
Leases	250	1,250	2,450	1,200	49.0%
Depreciation	120	605	1,620	1,015	62.7%
Contractual Services	305,920	1,575,952	3,900,000	2,324,048	59.6%
<b>Total Expenses</b>	<u>309,144</u>	<u>1,594,020</u>	<u>3,938,115</u>	<u>2,344,095</u>	<u>59.5%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (161)</u>	<u>\$ (5,254)</u>	<u>\$ -</u>	<u>\$ (5,254)</u>	
<b>Capital Outlay:</b>					
Computer equipment	\$ -	\$ -	\$ 500	\$ 500	
Office equipment	\$ -	\$ -	\$ -	\$ -	
<b>Total Capital Outlay</b>	<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 – November 2012**

**Other Special Projects**

	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total</b>		<b>% Budget</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Variance</u></b>	<b><u>Remaining</u></b>
<b>Revenues:</b>					
Project Service Fees	\$ 209,886	\$ 1,132,425	\$ 2,855,000	\$ (1,722,575)	-60.3%
Materials Sales Rebate	11,850	103,426	425,000	(321,574)	-75.7%
Interest on Investments	<u>27</u>	<u>215</u>	<u>4,005</u>	<u>(3,790)</u>	<u>-94.6%</u>
<b>Total Revenues</b>	<u>221,763</u>	<u>1,236,066</u>	<u>3,284,005</u>	<u>(2,047,939)</u>	<u>-62.4%</u>
<b>Expenses:</b>					
Personnel services	38	210	490	280	57.1%
Fringe benefits	3	16	40	24	60.0%
Professional services	444	3,360	5,680	2,320	40.8%
Repairs and maintenance	46	222	620	398	64.2%
Materials and supplies	119	264	435	171	39.3%
Other services and charges	(21)	320	795	475	59.7%
Contractual services	209,885	1,132,420	3,180,000	2,047,580	64.4%
Materials sales rebate	<u>11,850</u>	<u>102,693</u>	<u>100,000</u>	<u>(2,693)</u>	<u>-2.7%</u>
<b>Total Expenses</b>	<u>222,364</u>	<u>1,239,505</u>	<u>3,288,060</u>	<u>2,048,555</u>	<u>62.3%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>4,055</u>	<u>-</u>	
<b>Totals</b>	<b><u>\$ (601)</u></b>	<b><u>\$ (3,439)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 616</u></b>	



*The  
Central Virginia Waste  
Management Authority  
cordially invites you  
to attend a  
Holiday Reception  
located in the large  
conference room at  
2104 W. Laburnum Avenue  
Richmond, Virginia  
Friday, December 14, 2012  
immediately following the  
adjournment of  
the  
CVWMA  
Board of Directors' Meeting  
(about 9:45 a.m.)*