



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
DECEMBER 18, 2009
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

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

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF NOVEMBER 20, 2009

Minutes of the November 20, 2009 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 20, 2009
MINUTES
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia R. Phillips (M-Chesterfield), Chairman
Mark Kukoski (M-Richmond), Vice-Chairman
Elliot Danburg (M-Powhatan), Secretary
Leigh Dunn (M-Goochland), Director
Marcia E. Kelley (M-Henrico), Immediate Past Chair
W. C. Lawing (M-Ashland)
John Bragg (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Steve Chidsey (M-Hanover)
Gentry Bell (M-Henrico)
Robert C. Whiteman (M-Henrico)
John Fountain (A-Hopewell)
James H. Burrell (M-New Kent)

MEMBERS/ALTERNATES NOT PRESENT

Matthew D. Benka (M-Richmond), Treasurer
Josh Farrar (A-Ashland)
Jack Miniclier (M-Charles City)
Robert C. Key (A-Chesterfield)
Charles E. Dane (A-Chesterfield)
Richard A. Anzolut, Jr. (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Paul E. Drumwright (A-Goochland)
Robert Setliff (M-Hanover)
Michael Flagg (A-Hanover)
Steve Herzog (A-Hanover)
Steve Yob (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Arthur D. Petrini (A-Henrico)
Phillip E. Elliott (M-Hopewell)
James Tocola (A-New Kent)
Michael D. Briddell (M-Petersburg)
William Riggleman (A-Petersburg)
Christopher Rapp (A-Powhatan)
William G. Kuthy (M-Prince George)
Dexter White (M-Richmond)

Non Voting:

Howard Heltman (A-Chesterfield)

Staff:

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

Guest

Mr. David Fratarcangelo, Hopewell

With a quorum in attendance, Chairman M. R. Phillips (M-Chesterfield) called the meeting to order at 9:04 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 October 16, 2009

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. E. Danburg (M-Powhatan), Secretary and carried that the minutes of the October 16, 2009, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Phillips directed the Board's attention to the front of the room where the 2009 History Makers Award received by the CVWMA for fostering regional cooperation was displayed. Chairman Phillips commented that she was pleased that several members of the Board attended the event and that it was rewarding to be among the group of winners receiving awards that evening.

Mr. J. H. Burrell (M-New Kent) spoke of how well Chairman Phillips responded after accepting the award on behalf of the CVWMA. The Board applauded Authority staff on their receipt of the award.

STAFF AGENDA

Item No. 4: Curbside Recycling Program

Mr. B. Harris, Director of Operations, reported that the October curbside activity followed a similar pattern to recent months. He asserted that collections were down, set-outs remained up and Tidewater Fibre Corporation (TFC) provided exceptional service. Mr. Harris went on to report that tonnage was down 10.4 percent from October 2008 to 2,659 tons; partially as a result of having one less collection day in October 2009. Mr. Harris added that through the first four months of the fiscal year, 10,976 tons have been collected. He noted that the total is off 4.2 percent from the same 4 month period during the previous year.

Concluding, Mr. Harris reported that Tidewater Fibre's service performance continued to improve as missed collections were reduced to 251 for the month. He included that through the first 4 months of the fiscal year, missed collections have been reduced by 38 percent from the same period last year. No penalties were assessed to Tidewater Fibre for collections outside contract parameters in the month of October.

Item No. 5: Curbside Education Advisory Committee Report

Mrs. K. Hynes, Executive Director, reported that the Curbside Education Advisory Committee met in the CVWMA conference room on Thursday, November 12, 2009. Mrs. Hynes reported that CVWMA staff shared the design of the 2010 collection schedule. She asserted that the schedule will be printed on a 6 x 11 postcard; a change from the previous years. Mrs. Hynes included that the look and colors of the calendar are essentially the same so that it will be easily identifiable when received in the mail. Mrs. Hynes provided Board members with copies of the calendar for viewing.

Continuing, Mrs. Hynes reminded Board members of discussions during the October meeting about sponsorship to help reduce costs associated with printing the calendar. Mrs. Hynes informed the Board that CVWMA staff was able to secure Dominion Resources as the Authority's first sponsor for the 2010 calendar in the amount of \$10,000 and that Dominion Resources logo will be printed on the bottom of the calendar. Mrs. Hynes went on to report that the committee brainstormed about other potential sponsors for future years. The committee also discussed contacting representatives for Richmond's new baseball team, the Flying Squirrels. Mrs. Hynes informed the Board that she and Mrs. N. Drumheller, Public Information Coordinator, met with baseball team members during the week who were receptive to working with the CVWMA and becoming a community partner.

Concluding, Mrs. Hynes reported that meeting discussions included a potential permanent magnet, which Authority staff decided to hold off on. Committee members continued to brainstorm about ways to target different communities to increase awareness and ultimately participation in the program. Mrs. Hynes added that discussions included naming a Chairperson for the committee. She asserted that CVWMA staff anticipates another meeting sometime during the month of February 2010.

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

Mr. R. Thompson, Operations Technician, directed the Board's attention to the Municipal Solid Waste (MSW) Program report included on page 11 – 12 of the agenda package.

Item No. 7: Operations and Program Statistics

Mr. Thompson reported that the Department of Environmental Quality (DEQ) has published the statewide recycling rate report for the calendar year 2008. The statewide recycling rate for 2008 came in at 38.5 percent, which is consistent with the previous year's rate of 38.5 percent and 38.04 percent in 2006. Mr. Thompson went on to report that Solid Waste Planning Units submit a recycling rate report annually, which requires a 25 percent recycling rate unless they have a population density of less than 100 per square mile or have an unemployment rate that is 50 percent greater than the statewide average in which case they need only reach a 15 percent recycling rate. Mr. Thompson added that using a two tier mandate, 69 of the 71 Solid Waste Planning Units met their minimum recycling rate. Forty rated in at 25 percent or greater, while 21 rated between 15 and 25 percent. Mr. Thompson informed Board members that the recycling rate report can be found on DEQ's Web site.

eCycling

Mr. Harris reported that the Request for Proposal (RFP) for eWaste recycling was issued on October 23 and are due by 2:00 pm., Friday November 20, 2009. Mr. Harris informed the Board that the TAC has formed a selection committee and that CVWMA staff anticipates submitting a resolution to award a contract at the January 2010 Board of Directors' meeting.

Proceeding, Mr. Harris reported that Creative Recycling has conducted a total of 6 eWaste events since the execution of the emergency contract. He asserted that the totals are not available for all events however, for the most part participation was good and appeared to be consistent with previous events held at the selected sites.

Solid Waste Management Plan

Mr. Harris reported that there has recently been a lot of activity relative to the Solid Waste Management Plan. He asserted that CVWMA staff anticipates generating several Plan amendments for consideration over the next six months. Mr. Harris reported on the recent news coverage on the East End Landfill. He informed Board members that CVWMA staff spoke with landfill representatives about the possibility of needing an amendment. He asserted that the DEQ will consider the permit modification submitted for the landfill, which includes increasing the daily waste intake. Mr. Harris included that plans have been made for adding additional cells, which may be delayed temporarily due to the negative feedback.

Drop-off

Mr. Harris reported that the removal of drop-off containers from Fire Station # 8 located at Forest & Patterson has again been delayed. He asserted that the bin removal has been pushed forward to the end of November. Mr. Harris went on to report that bin removal from this site will result in a reduction in drop-off collections of over 30 tons per month.

Continuing, Mr. Harris reported that the October drop-off total collections of 512 tons were down 9.2 percent from October 2008. He added that the fiber portion continues to fall below the prior year totals. Mr. Harris included that through 4 months, total program collections are down 5.4 percent with a commingled container increase of 3.0 percent.

Mr. M. Kukoski (M-Richmond), Vice-Chairman asked what percentage is the 30-tons. Mr. Harris responded approximately 7 percent of the roll-off portion.

Mr. J. Burrell (M-New Kent) asked what the current corrugated price was. Mr. Harris responded \$40 per ton.

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

Mr. Harris presented the Technical Advisory Committee (TAC) report on behalf of Mr. S. Yob (A-Henrico), Technical Advisory Committee Chairman. Mr. Harris reported that TAC members met in the CVWMA conference room on Thursday, November 5, 2009. He informed the Board that meeting members discussed eCycling, CDD recycling and the audit process for CVWMA contractors.

Continuing, Mr. Harris reported that meeting discussions included information on specific parameters for an request for proposal (RFP) to divert Construction and Demolition Debris (CDD) materials from the MSW stream at convenience centers. Mr. Harris noted that diverted materials would include carpeting, sheet rock, and furniture along with typical CDD materials. He informed the Board that CVWMA staff is in the process of developing an RFP to be issued in December 2009. Mr. Harris included that proposals will have to be competitive with the cost of hauling and disposal of MSW from the convenience centers for this program to be implemented.

Proceeding, Mr. Harris reported that the proposed audit form to be utilized for periodic audits of CVWMA contractors was also discussed during the meeting. The form will insure that contractors are properly recycling materials and operating within contract parameters. Mr. Harris informed the Board that during the audit, contractors would be asked about NOVs, OSHA violations and for documentation on material shipments to verify where materials will be shipped. He added that it is anticipated that guidelines for this process will be developed to begin the process early next year.

Closing, Mr. Harris reported that in lieu of the December 2009 meeting, a December 3 trip to visit the Covanta Waste-to-Energy facility in Fairfax County Virginia has been scheduled. The tour will start at 10:00 a.m. with interested members leaving Richmond at 8 a.m. Mr. Harris asserted that members of the CVWMA Board or committees interested in taking part on the tour should contact the CVWMA office by November 25 so that accommodations for travel can be arranged.

Item No. 9: Public Information

Mrs. N. Drumheller, Public Information Coordinator, directed the Board's attention to pages 14 – 16 of the agenda packet where public information, outreach, Web site statistical information, and curbside recycling e-mail reminder subscriber information is included. She pointed out that on page 14 of the agenda packet, second paragraph, the Authority's e-newsletter information reported was for the month of November and not October. Mrs. Drumheller informed the Board that the Authority's Regional Waste Line newsletter was recently forwarded through electronic mail to members of the Board and other recipients by Authority staff.

Continuing, Mrs. Drumheller reported that the *Richmond Time-Dispatch* printed a recent article on the Authority's Curbside Program, which has increased calls to the CVWMA Call Center. Mrs. Drumheller included that additional outside publications were mailed. She added that the CVWMA has continued the America Recycling Day pledge contest tradition. Mrs. Drumheller informed the Board that there were 15 contest winners from throughout the region and that CVWMA staff participated in two MRF tours, eCycling events, and several presentations for civic groups and schools in October 2009.

Concluding, Mrs. Drumheller reported that CVWMA was recently the topic on WRIC Channel 8, Chip Tarkenton's noon showcase. The segment showcased CVWMA's recycles Day pledge contest.

Item No. 10: Financial Reports for October 2009

Mrs. N. Downey, Director of Administration and Finance, directed the Board's attention to pages 17 – 23 of the agenda package, which displayed the Financial Reports for October 2009. She informed the Board that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of October 31, 2009. The CVWMA has a combined net income of about \$326,000 year to date.

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. E. Danburg (M-Powhatan) Secretary, and carried that the Financial Reports for October 2009 be approved, accepted, and filed as submitted.

Item No. 11: 2010-2011 Proposed Operating Budget

Mrs. K. Hynes directed the Board's attention to the *2010-2011 Proposed Operating Budget* that was placed at each station. Mrs. Hynes informed the Board that the CVWMA Bylaws provide for the adoption of the *Annual Operating Budget* no later than December 31 for the ensuing fiscal period. Mrs. Hynes then encouraged the Board to feel free and contact the CVWMA staff during the upcoming month with questions or comments regarding the proposed budget.

Mrs. Hynes then touched on a few items included in the proposed budget. She commented that fiscal year 2011 is projected to be a worse year for localities than the current year. Mrs. Hynes asserted that state budget cuts coupled with declining real estate assessments have localities faced with some very difficult decisions. Many economists have stated that “the worst is over” however, economic recovery is expected to be slow. Mrs. Hynes informed the Board that CVWMA staff has put the budget together with this information in mind and that the budget is balanced with anticipated revenues and expenses of \$14,890,000; an increase of .7 percent over the 2010 budget.

Continuing, Mrs. Hynes reported that the budget anticipates no changes in membership of the Authority and assumes that participation in Authority programs will remain relatively consistent. She went on to report that general operating assessments on the revenue side will remain the same at 48 cents per capita. Mrs. Hynes noted that population increased 1.1 percent resulting in an increase of \$5,370 in revenues in the general fund. Mrs. Hynes reminded the Board of previous discussions about interest rates and noted that the Authority does rely on investment income to balance the budget. She asserted that CVWMA staff anticipates a reduction of 26 percent in investment income over the next fiscal year. Mrs. Hynes noted that the Authority is currently investing in longer term CDs for a higher rate, hoping that will help.

Proceeding, Mrs. Hynes reiterated information in Mr. Harris’ report on recycling markets which remained robust until this time last year. She asserted that paper and metal markets have increased slightly since then and have been holding steady for the last few months. Mrs. Hynes went on to report that re-negotiation of the metal contract, oil and some others have reduced costs and increased revenue. Program costs increased an average of 1 percent and administrative costs were reduced by 2.6 percent overall. She informed the Board that the Authority has adjusted program costs by an estimated 3 percent inflation. She commented that although unsure if it will return to that level by spring of the coming year, the CPI index is showing some increase on a monthly basis, which if continues along the same path should be expected to show increases in the spring. Mrs. Hynes went on to report that although a 3 percent increase was used, overall program costs have increased by only 1 percent due to some anticipated reductions in activity in some Authority programs as well as reductions due to some inflation projected in the current years’ budget that did not materialize.

Moving on, Mrs. Hynes reported that Authority staff has reviewed each line item on the expense side and made some significant reductions in just about every line item. She noted that areas where costs are expected to increase include health insurance and retirement. Local Choice is projecting a 10 to 12 percent increase in premiums for the next fiscal year, which will result in an additional \$6,000 to the Authority. Retirement is expected to increase 1 to 2 percentage points. Mrs. Hynes noted that the VRS is expected to release that rate on November 20. She asserted that the Authority’s lease costs will also increase by 3 percent.

Continuing, Mrs. Hynes reported that the largest part of the Authority’s administrative budget is staff and benefits. As part of the budget process, a committee of staff members was developed to review some options for reducing expenses. Most of CVWMA staff ideas were implemented thus helping to balance the budget. Mrs. Hynes noted that no salary increases are budgeted nor were new positions included. CVWMA staff is proposing keeping the same level of health insurance coverage and implementing a cap of \$450 per month. Mrs. Hynes informed Board members that the Authority is currently paying 100 percent of single coverage at \$466 per month.

Proceeding, Mrs. Hynes reported that to help alleviate the impact of no wage increases and increased health insurance deduction, the budget proposes a revision to the Authority's sick policy where employees could be paid out for a portion of their sick leave. She asserted that the payout, if any, would depend on sick leave used during the calendar year. This will incentivize staff to come to work and will reduce the CVWMA's accrued liability in the future. Mrs. Hynes went on to report that this would require a revision to the Authority's Personnel Manual and that details of the proposal could be found in the resolution, included in the budget document.

Mrs. Hynes reported that capital outlay is significantly reduced and thus depreciation. She noted that the Authority has changed its computer network system and are now hosting offsite. This will result in the CVWMA not having to spend \$15,000 on a new server. Mrs. Hynes informed the Board that the new service is being piloted to ensure that its working properly, which so far has been working well for Authority staff. She asserted that the new service will reduce capital outlay and eventually phase out the office desktops.

Moving on, Mrs. Hynes reported that next year is the Authority's 20th Anniversary. She asserted that no funds were included in the budget to celebrate the anniversary however, CVWMA staff plans to celebrate and hopes to include Authority contractors for sponsorship. She asked that anyone interested in planning the event should contact a member of the CVWMA staff.

Closing, Mrs. Hynes thanked the CVWMA staff for their input on the budget. Mrs. Hynes reminded the Board that the CVWMA Bylaws require a two-thirds vote for the adoption of the Annual Operating Budget. She added that if there were any questions or concerns, the Board should contact her and that a copy of the proposed budget will be mailed or submitted to Board members who were unable to attend the meeting by electronic PDF file.

Mr. J. Fountain (A-Hopewell) asked if employees with a surplus of sick leave carry the time over to the next calendar year. Mrs. Hynes responded affirmatively.

Mr. S. Chidsey (M-Hanover) asked what the maximum payout was on sick time. Mrs. Hynes responded one-third up to \$3,500.

Chairman Phillips commented that the Authority has been cognizant of the budget troubles localities throughout the state are facing and is fortunate to be a sound organization. She included that the Authority is fortunate to have staff who are dedicated and that the organization has not had to layoff any of its staff members. Chairman Phillips commended CVWMA and the Board for showing fiscal responsibility in years prior.

Item No 12: Administrative

Mrs. Hynes announced that in keeping with tradition there will be a holiday reception immediately following the December 18 Board of Directors' meeting.

Holiday Schedule

Mrs. Hynes announced that the CVWMA administrative office will be closed on the afternoon of Wednesday, November 25 in observance of the Thanksgiving Holiday. Mrs. Hynes included that the administrative office would also be closed all day Thursday and Friday November 26 and 27 for the holiday. She noted that CVWMA collection services will be delayed one day and service will occur on Saturday, November 28, for Curbside and MSW collections. The call center will be staffed on all collection days.

Old/New Business

Chairman Phillips then asked if there was any further old/new business to come before the CVWMA Board of Directors.

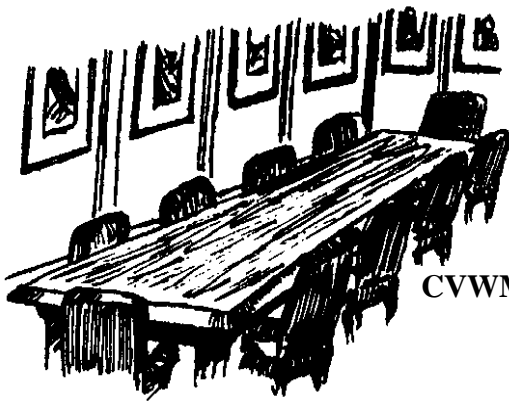
With no further business to come before the Board, Chairman Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors' meeting at 9:38 a.m. The motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. J. H. Burrell (M-New Kent), and carried that the November 20, 2009 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Marcia E. Phillips, Chairman for the CVWMA certify that the foregoing minutes are a true and correct copy of the minutes of the November 20, 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., December 18, 2009. Given under my hand and seal of the CVWMA this 18th day of December 2009.

Marcia R. Phillips, Chairman



PROPOSED MEETING DATES
FOR
CVWMA BOARD OF DIRECTORS' MEETING
YEAR 2010

DATE	LOCATION	REMARKS
*JANUARY 14, 2010	PETERSBURG	
FEBRUARY 19, 2010	RICHMOND	
MARCH 19, 2010	RICHMOND	
APRIL 16, 2010	PETERSBURG	Appointment of Nominating Committee
MAY 21, 2010	RICHMOND	Nominating Committee Submits Slate of Officers
JUNE 18, 2010	RICHMOND	Election of FY 2010-11 Officers
JULY 16, 2010	PETERSBURG (Cancelled)	Summer Meeting Canceled
AUGUST 20, 2010	RICHMOND	Annual Meeting, Installation of FY 2010-11 Officers
SEPTEMBER 17, 2010	RICHMOND	
OCTOBER 15, 2010	PETERSBURG	
NOVEMBER 19, 2010	RICHMOND	
DECEMBER 17, 2010	RICHMOND	Consideration of FY 2011-12 Budget

* Note this meeting is on Thursday.

CURBSIDE RECYCLING PROGRAM

During November, curbside collections reversed the recent trend as collections of 2,938 tons reflected an increase of 6.8 percent from November 2008. Part of the increase was due to having one extra collection day in November 2009. Fiscal year-to-date, collections now total 13,914 tons, just 2.1percent below the record setting pace of fiscal year 2009.

Set-outs remained consistent at 36.5 percent in November but the tonnage increase was due to the seasonal increase in pounds per setout which were up to 29.6 pounds.

Bin requests in November were 879, nearly the same as the 868 in November 2008 however, through the first 5 months the total is 4,689 versus last years' total of 6,088 for the same five month period.

The month proved to be another good month for Tidewater Fibre Corporation (TFC) for service as missed collections in November totaled 286. Fiscal year-to-date through five months there have been 1,527 missed collections compared to 2,430 for the same period in the previous year. There were no penalties assessed for late collections in November.

MUNICIPAL SOLID WASTE (MSW) PROGRAM

Republic Services' overall performance in November remained consistent with 134 missed collections and \$60 in penalties.

In an effort to improve cart delivery service, a more efficient delivery schedule that gives each locality a specific day for cart deliveries was established. Due to the increase number of leaf collection calls, we have reiterated our leaf collection policy to Republic Services.

SOLID WASTE MANAGEMENT PLAN AMENDMENT

The January Board meeting will be advertized and an opportunity for interested parties to comment on the proposed amendment to the SWMP for the Tri-Cities Disposal and Recycling Services (Old Petersburg Landfill) expansion. The landfill is in the process of submitting a permit modification to the DEQ to increase capacity of cells D & E by constructing mechanically stabilized walls (MSE). Once that permit modification is approved and work begins a permit modification will be submitted to add additional cells with the same technology and to add a transfer station. The overall effect of the proposed capacity increase if approved will extend the landfill life by approximately 20 years with the addition of 4 million cubic yards of new capacity.

The DEQ has approved The East End Landfill's (TEEL) recent permit modification for increased daily tonnage and increased capacity for cells I, IIA & IIB. In addition the DEQ conditionally approved the TEEL request to accept contaminated soil if they get approval from Henrico County. If Henrico approves TEEL's request to accept the contaminated soil, a Plan amendment will be required. If not it will not be necessary to go through the major amendment process for the landfill until TEEL submits a permit amendment to add additional cells.

OPERATIONS AND PROGRAM STATISTICS

eCycling

CVWMA received two Proposals for RFP 10-45, eWaste recycling. They were from Creative Recycling and Synergy Recycling, both based in North Carolina with no local facilities. The selection committee (Steve Yob, Howard Heltman, David Sutton and Bernie Harris) met with proposed contractors on Tuesday December 8. Staff will present a recommendation to award a Contract at the January Board of Directors Meeting.

Program Statistics

On Monday November 30, the drop-off recycling containers were removed from Fire Station # 8 located in the County of Henrico. The County has officially ended the drop-off recycling at Fire Station # 8 and has relocated the paper and comix container to Fire Station # 9. The dual container at Fire Station #9 was relocated to the Goochland Central Convenience center.

November program statistics will be presented at the December 18 Board of Directors' meeting.

TECHNICAL ADVISORY COMMITTEE (TAC) REPORT

In lieu of a December Technical Advisory Committee meeting a trip was taken to the Covanta waste-to-energy facility in Fairfax. The facility generates energy in the form of electricity which is sold to Dominion Power from burning Municipal Solid Waste (MSW). The facility which began operations in January 1990 processes approximately 1,000,000 tons of MSW per year. It generates more than 80 megawatts of energy which accounts for 23 percent of Fairfax County's needs. In addition approximately 25,000 tons of ferrous scrap and 1,000 tons of non-ferrous scrap are recovered and recycled after the burning process. The landfilled MSW (ash) is reduced to 10 percent of its original volume from the process.

**STAFF AGENDA
ITEM NO. 9**

PUBLIC INFORMATION

CVWMA Recycles Day Results

Fifteen local recyclers won prizes from the Central Virginia Waste Management Authority (CVWMA) in celebration of America Recycles Day 2009, a national awareness campaign that generates renewed interest and commitment to recycling. This year CVWMA honored the national day with our annual pledge contest held in partnership with 3 local networks as well as numerous airings of our Trash Talkers commercial; a tour of the recycling facility; four electronic collections; and several presentations to local schools and groups.

Recycled-content prizes included bird feeders from recycled milk jugs and tote bags from recycled water bottles.

Waste Reduction News

The December electronic newsletter included articles on being 'green' for the Holiday's, tree recycling tips, holiday delays to Curbside and Trash collection, and the new design and availability of the 2010 Curbside Recycling Schedule.

Ways to Green Your Holidays Resources and Christmas Tree Recycling

CVWMA staff created educational resources to encourage the reduction of holiday waste generated from Thanksgiving through New Years. The resources are available online on CVWMA's Web site, on the CVWMA Facebook page as well as on Capital One's Intranet for employees, and Innsbrook Foundation's webpage for all of their businesses and property managers.

Christmas Tree Recycling information for each locality is posted on the CVWMA Web site.

2010 Curbside Recycling Collection Schedule

The 2010 Curbside Schedule has been printed. The bi-weekly version will be mailed December 31, 2009 to approximately 242,000 eligible homes in Chesterfield, Goochland, Hanover, Henrico, and Richmond. The weekly version will be mailed January 8, 2010 to almost 8,000 homes in Ashland and Colonial Heights.

CVWMA is working with WRIC ABC 8 and John Bernier on several ads to promote the 2010 collection schedule and to encourage recycling. Ads will run the weeks of January 2 through January 16, 2010.

Outreach

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

Meetings

- Executive Roundtable
- Chesterfield County Curbside Advisory Committee
- Keep Virginia Beautiful Board of Directors
- MRF Tour

Presentation & Publication Requests

Group	Number	Locality	Request	Type	Publications
Greenwood ES	460	Henrico	Educational Materials	School	Activity Books and pencils
WRIC ABC 8	1	Various	Media Interview	Media	Publications and give-a-ways
Science Museum of VA/Bag Lunch Series	30	Richmond	Presentation	Business	Publications, magnets, & pencils
JB Watkins ES	180	Chesterfield	Presentation (2)	School	Activity Books & stickers
Glen Allen Home School	4	Henrico	Educational Materials	School	Journey Kit & Activity
Sierra Club	41	Richmond	Presentation	Civic	Extra Container stickers, pencils, & publications
MRF Tour	5	various	MRF tour	Business	Publications and give-a-ways
Girl Scout Troop 137	10	Henrico	Presentation	Scouts	MRF Kit, Activity Books and pencils
Innsbrook- Holiday & Me Event	37	Henrico	Booth/ Presentation	Business	Publications and give-a-ways
Capital One	41	Goochland	Presentation	School	MRF Kit, Activity Books and pencils

Presentation & Publication Requests (Continued)

Kelley Hope	30	Goochland	Presentation	Church	Publications and give-a-ways
Pam Cooper	350	Chesterfield	Educational Materials	Government	Activity Books
Market Umbrella Holiday Market	50	Richmond	Educational Materials	Business	Publications
Cub Scout Pack 845 Wolf Den	9	Richmond	Educational Materials	Scouts	MRF Kit, Activity Books and pencils
Total, FY 09-10	8,951				

Website Statistics

	Visitors	Visits	Visit Length	E-mails
November 2009	4,333	6,885	4 min ,0 sec	406
Total, FY 09-10	20,315	32,815	--	1,931

Top Pages

Homepage (4,003 visits) /cvwma.com
 Recycling Programs (1,667 visits)/recycling_programs.wbp.
 Electronics (1,319 visits)/recycling_programs/electronics.wbp
 Curbside (1,307 visits)/recycling_programs/curbside_recycling.wbp

Curbside Recycling Email Reminder Subscribers

	Total Subscribed	Added	Removed
November 2009	8,082	189	5
Total, FY 09-10	8,271	5,892	592

Event Recycling

Group	Date	Number of Containers	Locality
SunTrust Richmond Marathon	11/14 / 2009	20	Richmond

FINANCIAL REPORTS FOR NOVEMBER 2009

The Financial Reports for November 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 \$294,000 for administration, operations and public information for the remainder of the fiscal year.

Recommended Action:

Approval of November 2009 Financial Reports

Attachments.

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July – November 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	\$ 504,030	\$ 227,778	\$ -	\$ 276,252
Curbside Project Fund	2,361,836	2,319,951	-	41,885
Drop-Off Project Fund	262,528	264,642	-	(2,114)
Municipal Solid Waste Fund	1,527,072	1,541,450	-	(14,378)
CFC/HCFC	13,404	13,504	-	(100)
Special Waste Collections	64,996	67,038	-	(2,042)
Waste Tire Fund	19,561	19,704	-	(143)
Appliance and Scrap Metal Hauling	78,614	77,933	-	681
Yard Waste Projects	152,196	153,087	-	(891)
Waste Transfer & Disposal	<u>987,774</u>	<u>993,106</u>	<u>-</u>	<u>(5,332)</u>
<i>Totals</i>	<u>\$ 5,972,011</u>	<u>\$ 5,678,193</u>	<u>\$ -</u>	<u>\$ 293,818</u>

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

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

General Operating 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:					
Annual Gov't Assessments	\$ -	\$ 503,312	\$ 503,320	\$ (8)	0.0%
Material Sales Rebate	-	-	-	-	0.0%
Grants and Sponsorships	-	-	-	-	0.0%
Interest on Investments	217	718	20,000	(19,282)	-96.4%
Miscellaneous/Other	-	-	1,000	(1,000)	-100.0%
	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>(1,000)</u>	<u>-100.0%</u>
Total Revenues	<u>217</u>	<u>504,030</u>	<u>524,320</u>	<u>(20,290)</u>	<u>-3.9%</u>
Expenses:					
Personnel services	26,652	137,277	325,250	187,973	57.8%
Fringe benefits	4,519	35,298	88,050	52,752	59.9%
Professional services	3,916	21,034	24,500	3,466	14.1%
Repairs and maintenance	202	750	2,830	2,080	73.5%
Advertising and promotions	-	254	5,500	5,246	95.4%
Materials and supplies	118	1,433	6,900	5,467	79.2%
Other services and charges	830	6,092	19,050	12,958	68.0%
Leases	5,382	17,250	36,825	19,575	53.2%
Depreciation	1,612	8,390	22,200	13,810	62.2%
	<u>1,612</u>	<u>8,390</u>	<u>22,200</u>	<u>13,810</u>	<u>62.2%</u>
Total Expenses	<u>43,231</u>	<u>227,778</u>	<u>531,105</u>	<u>303,327</u>	<u>57.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (43,014)</u>	<u>\$ 276,252</u>	<u>\$ (6,785)</u>	<u>\$ 283,037</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ 4,100	\$ 7,500	\$ 3,400	
Office equipment	-	-	1,000	\$ 1,000	
Vehicular equipment	-	-	-	\$ -	
	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>	
Total Capital Outlay	<u>\$ -</u>	<u>\$ 4,100</u>	<u>\$ 8,500</u>	<u>\$ 4,400</u>	

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

Curbside 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	\$ 437,708	\$ 2,176,790	\$ 5,460,000	\$ (3,283,210)	-60.1%
Public Relations Assessment	19,864	99,199	245,000	(145,801)	-59.5%
Customer Service Assessment	14,910	74,411	195,000	(120,589)	-61.8%
Contract Admin Costs	-	10	500	(490)	-98.0%
Grants and Sponsorships	10,000	10,000	-	10,000	0.0%
Interest on Investments	466	1,426	42,000	(40,574)	-96.6%
	<u>482,948</u>	<u>2,361,836</u>	<u>5,942,500</u>	<u>(3,580,664)</u>	<u>-60.3%</u>
Total Revenues					
Expenses:					
Personnel services	13,588	70,475	170,705	100,230	58.7%
Fringe benefits	2,409	23,375	55,200	31,825	57.7%
Professional services	3,379	13,762	16,210	2,448	15.1%
Repairs and maintenance	61	509	1,770	1,261	71.2%
Advertising and promotions	5,374	10,538	129,500	118,962	91.9%
Materials and supplies	248	1,161	4,205	3,044	72.4%
Other services and charges	1,311	7,577	65,685	58,108	88.5%
Leases	4,424	13,468	28,500	15,032	52.7%
Depreciation	458	2,296	10,000	7,704	77.0%
Contractual services	437,708	2,176,790	5,461,000	3,284,210	60.1%
	<u>468,960</u>	<u>2,319,951</u>	<u>5,942,775</u>	<u>3,622,824</u>	<u>61.0%</u>
Total Expenses					
Transfers In (Out)					
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals					
	<u>\$ 13,988</u>	<u>\$ 41,885</u>	<u>\$ (275)</u>	<u>\$ 42,160</u>	
Capital Outlay:					
	Month to Date	Year to Date	Budget	Variance	
Computer equipment	\$ -	\$ -	\$ 5,000	\$ 5,000	
Office equipment	-	-	1,000	\$ 1,000	
	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>6,000</u>	
Total Capital Outlay					

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

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>
<i>Revenues:</i>					
Project Service Fees	\$ 51,349	\$ 254,198	\$ 585,000	\$ (330,802)	-56.5%
Materials Sales Rebate	1,496	8,258	35,000	(26,742)	-76.4%
Interest on Investments	22	72	3,000	(2,928)	-97.6%
	<u>52,867</u>	<u>262,528</u>	<u>623,000</u>	<u>(360,472)</u>	<u>-57.9%</u>
<i>Total Revenues</i>					
<i>Expenses:</i>					
Personnel services	460	2,482	5,895	3,413	57.9%
Fringe benefits	89	715	1,480	765	51.7%
Professional services	95	854	1,760	906	51.5%
Repairs and maintenance	6	23	100	77	77.0%
Advertising and promotions	-	10	2,225	2,215	99.6%
Materials and supplies	55	80	145	65	44.8%
Other services and charges	82	383	860	477	55.5%
Leases	205	623	1,025	402	39.2%
Contractual services	51,349	254,198	585,000	330,802	56.5%
Materials sales rebate	1,130	5,274	26,250	20,976	79.9%
	<u>53,471</u>	<u>264,642</u>	<u>624,740</u>	<u>360,098</u>	<u>57.6%</u>
<i>Total Expenses</i>					
<i>Transfers In (Out)</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<i>Totals</i>	<u>\$ (604)</u>	<u>\$ (2,114)</u>	<u>\$ (1,740)</u>	<u>\$ (374)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – November 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	\$ 312,455	\$ 1,514,418	\$ 3,670,000	\$ (2,155,582)	-58.7%
Customer Service Assessment	2,226	11,171	28,500	(17,329)	-60.8%
Contract Admin Costs	10	720	3,000	(2,280)	-76.0%
Interest on Investments	<u>237</u>	<u>763</u>	<u>31,000</u>	<u>(30,237)</u>	<u>-97.5%</u>
Total Revenues	<u>314,928</u>	<u>1,527,072</u>	<u>3,732,500</u>	<u>(2,205,428)</u>	<u>-59.1%</u>
Expenses:					
Personnel services	2,309	12,107	29,185	17,078	58.5%
Fringe benefits	408	3,351	7,920	4,569	57.7%
Professional services	621	5,471	6,840	1,369	20.0%
Repairs and maintenance	42	151	660	509	77.1%
Advertising and promotions	-	57	3,000	2,943	98.1%
Materials and supplies	13	330	1,290	960	74.4%
Other services and charges	497	2,314	5,255	2,941	56.0%
Leases	720	2,192	4,450	2,258	50.7%
Depreciation	212	1,059	3,400	2,341	68.9%
Contractual Services	<u>312,455</u>	<u>1,514,418</u>	<u>3,670,000</u>	<u>2,155,582</u>	<u>58.7%</u>
Total Expenses	<u>317,277</u>	<u>1,541,450</u>	<u>3,732,000</u>	<u>2,190,550</u>	<u>58.7%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (2,349)</u>	<u>\$ (14,378)</u>	<u>\$ 500</u>	<u>\$ (14,878)</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500	
Office equipment	\$ -	\$ -	\$ -	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July – November 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>
<i>Revenues:</i>					
Project Service Fees	\$ 197,337	\$ 1,209,546	\$ 3,825,000	\$ (2,615,454)	-68.4%
Materials Sales Rebate	28,738	106,476	117,000	(10,524)	-9.0%
Interest on Investments	138	523	15,700	(15,177)	-96.7%
	<u>226,213</u>	<u>1,316,545</u>	<u>3,957,700</u>	<u>(2,641,155)</u>	<u>-66.7%</u>
<i>Total Revenues</i>					
<i>Expenses:</i>					
Personnel services	300	1,650	3,900	2,250	57.7%
Fringe benefits	23	126	325	199	61.2%
Professional services	639	4,991	5,800	809	13.9%
Repairs and maintenance	43	156	675	519	76.9%
Advertising and promotions	185	721	2,500	1,779	71.2%
Materials and supplies	13	183	960	777	80.9%
Other services and charges	78	385	1,075	690	64.2%
Contractual services	197,238	1,210,540	3,825,000	2,614,460	68.4%
Materials sales rebate	27,997	105,621	117,000	11,379	9.7%
	<u>226,516</u>	<u>1,324,373</u>	<u>3,957,235</u>	<u>2,632,862</u>	<u>66.5%</u>
<i>Total Expenses</i>					
<i>Transfers In (Out)</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<i>Totals</i>	<u>\$ (303)</u>	<u>\$ (7,828)</u>	<u>\$ 465</u>	<u>\$ (8,293)</u>	

RESOLUTION 10-03

A resolution adopting the General Operating Fund Budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010, 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, 2009, and ending June 30, 2010, 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 2009-2010 approved Budget.
2. That the General Operating Fund Budget includes anticipated revenues and expenses of \$524,320 and \$536,565, respectively. This budget utilizes \$12,245 of Net Assets. 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 \$8,500, 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 2009, and shall constitute the General Operating Fund Budget for the fiscal year commencing on that date.

Adopted this 18th day of December, 2009

Attest:

Marcia R. Phillips, Chairman

RESOLUTION 10-04

A resolution adopting the Curbside Project Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, 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, 2010, and ending June 30, 2011, 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 2010-11 approved Budget.
2. That the Curbside Project Fund Budget includes anticipated revenues and expenses of \$5,871,500.
3. That the Curbside Project Fund Budget reflects the acquisition of Capital Outlay in the amount of \$1,000, 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 Curbside Project 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 2010, and shall constitute the Curbside Project Fund Budget for the fiscal year commencing on that date.

Adopted this 18th day of December, 2009

Attest:

Marcia R. Phillips, Chairman

RESOLUTION 10-05

A resolution adopting the Drop-Off Project Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, 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, 2010, and ending June 30, 2011, 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 2010-11 approved Budget.
2. That the Drop-Off Project Fund Budget includes anticipated revenues and expenses of \$620,965.
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 2010, and shall constitute the Drop-Off Project Fund Budget for the fiscal year commencing on that date.

Adopted this 18th day of December, 2009

Attest:

Marcia R. Phillips, Chairman

RESOLUTION 10-06

A resolution adopting the Municipal Solid Waste Project Fund Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, 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, 2010, and ending June 30, 2011, 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 2010-11 approved Budget.
2. That the Municipal Solid Waste Project Fund Budget includes anticipated revenues and expenses of \$3,948,290.
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 2010, and shall constitute the Municipal Solid Waste Project Fund Budget for the fiscal year commencing on that date.

Adopted this 18th day of December, 2009

Attest:

Marcia R. Phillips, Chairman

RESOLUTION 10-07

A resolution adopting the Special Project Funds Budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011, 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, 2010, and ending June 30, 2011, 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 2010-11 approved Budget.
2. That the Special Project Funds Budget includes anticipated revenues and expenses of \$3,928,905.
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 2010, and shall constitute the Special Project Funds Budget for the fiscal year commencing on that date.

Adopted this 18th day of December, 2009

Attest:

Marcia R. Phillips, Chairman

RESOLUTION 10-08

A resolution adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2010, and ending June 30, 2011.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2010, and ending June 30, 2011, 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 2010-11 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
4. That the Pay and Classification Plan reflects a 0 % salary increase for all employees, and
5. That Section 10; Appendix A of the Authority's Personnel Policies, Benefits and Procedures Manual includes the pay scale and grading system for 2010-2011, and
6. That this resolution shall be in full force and effect on and after the first day of July 2010, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

Adopted this 18th day of December, 2009

Attest:

Marcia R. Phillips, Chairman

RESOLUTION 10-09

A resolution revising section 4.01 of the Personnel Policies, Benefits and Procedures Manual whereby this revision has been presented to the Board for consideration as part of the 2010-2011 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Personnel Policies, Benefits and Procedures Manual shall be effective January 1, 2010.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the *Personnel Policies, Benefits and Procedure Manual* is to define and describe CVWMA personnel policies, benefits and procedures, and
2. That these policies, benefits and procedures will assist CVWMA staff in implementing the overall objectives of the CVWMA and promote the orderly development of regional recycling and solid waste management programs, and
3. That Section 4.01 be revised to provide employees the option to be compensated for unused sick time up to 5 days per year as follows:

Accumulated sick leave, which is unused, will carry forward indefinitely, unless the employee is qualified and elects to receive a payout of sick leave as defined below:

If an employee does not take any sick leave during the calendar year, the employee will be eligible to be compensated for 5 days of sick leave at their rate of pay at the time of payout. Payout will occur at the end of the calendar year, at which time the annual accrual of 15 days will be eliminated from any carry forward balance. If an employee only uses one sick day, or a portion thereof, the employee will be eligible to be compensated for 3 days of sick leave at their rate of pay at the time of payout, eliminating 9 days of sick accrual from the accumulated balance. If an employee uses two sick days, or a portion there of more than one, the employee will be eligible to be compensated for 1 day of sick leave at their rate of pay at the time of payout, eliminating 3 days of sick accrual from their accumulated balance. If an employee uses more than 2 days of sick during the year, the employee is not eligible to receive a payout. The employee may elect to not receive a payout at the end of the calendar year and if the employee so chooses, sick leave will be accrued and carried over as defined above. Once the initial election is made, the employee can not request a payout at a later date. Employee must be employed with CVWMA on January 1 of the then calendar year to be eligible for any sick leave payout that year.

4. That Section 4.01 of *Personnel Policies, Benefits and Procedures Manual* defined as part of the 2010-2011 Operating Budget are updated effective January 1, 2010 and shall replace previous policies, benefits and procedures previously adopted by the CVWMA.

Adopted this 18th day of December, 2009

Attest:

Marcia R. Phillips, Chairman

RESOLUTION 10-10

A resolution revising section 4.06 of the Personnel Policies, Benefits and Procedures Manual whereby this revision has been presented to the Board for consideration as part of the 2010-2011 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Personnel Policies, Benefits and Procedures Manual shall be effective July 1, 2010.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the *Personnel Policies, Benefits and Procedure Manual* is to define and describe CVWMA personnel policies, benefits and procedures, and
2. That these policies, benefits and procedures will assist CVWMA staff in implementing the overall objectives of the CVWMA and promote the orderly development of regional recycling and solid waste management programs, and
3. That Section 4.06 be revised to provide for a maximum payment of \$450 per month toward individual premiums for Health Insurance, replacing the previous \$466 maximum payment, and
4. That Section 4.06 of *Personnel Policies, Benefits and Procedures Manual* defined as part of the 2010-2011 Operating Budget are updated effective July 1, 2010 and shall replace previous policies, benefits and procedures previously adopted by the CVWMA.

Adopted this 18th day of December, 2009

Attest:

Marcia R. Phillips, Chairman

RESOLUTION 10-11

A resolution revising section 6.3 of the Central Virginia Waste Management Authority Internal Revenue Code Section 125 Cafeteria Plan (“Flexible Spending Plan”), whereby this revision has been presented to the Board for consideration as part of the 2010-2011 Proposed Operating Budget. The revision to the Central Virginia Waste Management Authority Internal Revenue Code Section 125 Cafeteria Plan shall be effective July 1, 2010.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Flexible Spending Plan enables employees to apply a portion of his or her compensation on a pre-tax basis toward health insurance premiums, medical expenses and dependent care assistance, and
2. That the Flexible Spending Plan was adopted by the Central Virginia Waste Management Authority Board of Directors on March 18, 2005, and
3. That Section 6.3 be revised to provide for a \$3,000 limit on the amount that may be allocated to a participant’s medical expense reimbursement account in or on account of any full benefits year, replacing the previous \$2,000 limit allocated, and
4. That Section 6.3 of the Central Virginia Waste Management Authority Internal Revenue Code Section 125 Cafeteria Plan defined as part of the 2010-2011 Operating Budget is updated effective July 1, 2010 and shall replace any previous Flexible Spending Plan adopted by the CVWMA.

Adopted this 18th day of December, 2009

Attest:

Marcia R. Phillips, Chairman