



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
JANUARY 17, 2013  
CRATER PLANNING DISTRICT COMMISSION  
PETERSBURG, 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 December 14, 2012	<b>3 - 12</b>
3. Chairman's Report	
4. Treasurer's Report Financial Reports for December 2012	<b>13 - 19</b>

**STAFF AGENDA**

<b>ITEM NO.</b>	
5. 2013 Virginia General Assembly	<b>20 - 21</b>
6. Consideration of <b>Resolution 13-11</b> : Amending the Contract for eCycling Services with Creative Recycling Services	<b>22 - 23</b>
7. Consideration of <b>Resolution 13-12</b> : Amending the Contract for MSW Collection Services for Ashland, Hopewell and Petersburg with Allied Waste Services (Report and resolution will be provided prior to the meeting)	
8. Curbside Recycling Program	
9. Municipal Solid Waste (MSW) Program	
10. Operations and Program Statistics	
11. Technical Advisory Committee	



12. Public Information

13. Administrative  
Holidays

Upcoming Meetings

Executive Committee ..... February 4, 2013

Education Workshop (Henrico County Training Center)..... February 7, 2013

Board of Directors ..... February 15, 2013

**OLD/NEW BUSINESS**

**ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF DECEMBER 14, 2012**

Minutes of the December 14, 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  
DECEMBER 14, 2012  
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  
Mark Kukoski (M-Richmond), Immediate Past Chair  
John T. Bragg (M-Charles City)  
Robert L. Dunn (M-Chesterfield)  
Marcia R. Phillips (M-Chesterfield)  
Paul E. Drumwright (A-Goochland)  
Wayne Hazzard (M-Hanover)  
J. Allen Lane (M-Henrico)  
Marcia E. Kelley (M-Henrico)  
Jon Clary (A-Henrico)  
Phillip E. Elliott (M-Hopewell)  
James H. Burrell (M-New Kent)  
William Rigglesman (A-Petersburg)  
Christopher Rapp (A-Powhatan)  
James Jackson (M-Richmond)

**MEMBERS/ALTERNATES NOT PRESENT**

Leigh Dunn (M-Goochland), Secretary  
Robert C. Whiteman (M-Henrico), Director  
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)  
William E. Henley (A-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)  
Elliot Danburg (M-Powhatan)  
Bill Hamby, Jr. (M-Prince George)

**Non-Voting:**

**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**

Tim Lee, Tidewater Fibre Corporation  
Tad Phillips, Municipal Marketing Manger for  
Republic Services, Inc.  
Matt Terrell, General Manager for  
Republic Services, Inc.  
Harry Gregori, The East End Landfill  
Meade Spotts, President of Spotts Fain PC

With a quorum in attendance Chairman S. Chidsey (M-Hanover) called the meeting to order at 9:04 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 November 16, 2012**

Mrs. M. E. Kelley (M-Henrico) indicated a correction to the minutes of November 16, 2012. She asserted that the second sentence in the second paragraph on page 9 which reads, "*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.*" should read "... *a rebate back to member jurisdictions of \$150,000 in fiscal year 2010.*" A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond) and carried that the minutes of November 16, 2012 Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

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

Chairman Chidsey acknowledged the presence of and welcomed Authority contractors and guests and asked that they introduce themselves to the Board and CVWMA staff. Present during the meeting were Mr. Tim Lee, Tidewater Fibre Corporation; Mr. Tad Phillips, Municipal Marketing Manager for Republic Services, Inc.; Mr. Matt Terrell, General Manger for Republic Services, Inc.; Mr. Harry Gregori from the East End Landfill, and Mr. Meade Spotts, President of Spotts Fain P.C.

Chairman Chidsey thanked them for attending inviting them to stay for the Authority's annual holiday reception immediately following the meeting.

### **Item No. 4: 2013 Proposed Meeting Dates**

Mrs. K. Hynes, Executive Director directed the Board's attention to page 12 of the agenda package, which displayed the proposed meeting dates for the CVWMA Board of Directors for the 2013 calendar year. Mrs. Hynes noted that all are on the third Friday of the month, except January and December. The meeting is scheduled for Thursday, January 17 since Friday is a Virginia holiday. She also noted that the December meeting will be held one week earlier than normal.

Chairman Chidsey then opened the floor for a motion to approve the proposed meeting schedule for 2013. A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. M. Kukoski (M-Richmond) and carried that the proposed meeting dates for the CVWMA Board of Directors for the calendar year 2013 be approved as submitted.

## **STAFF AGENDA**

### **Item No. 5: Consideration of 2013-2014 Operating Budget**

Mrs. Hynes announced that at the November meeting, staff provided the Board with a copy of the *2013-2014 Proposed Operating Budget*. Mrs. Hynes informed the Board that those who were unable to

attend the meeting were mailed a copy of the proposed budget. She added that the Authority's Articles of Incorporation call for the adoption of the budget for the ensuing fiscal year by December 31<sup>st</sup>. Mrs. Hynes then provided highlights of the *2013-2014 Proposed Budget*.

Mrs. Hynes commented that the Authority has been challenged with adopting a budget months in advance of its member jurisdictions. She asserted that there is a significant amount of uncertainty with the federal "fiscal cliff" situation, and the impact that will have on state budgeting. Mrs. Hynes included that the general assembly decisions will too impact the state's budget, which all in turn will have an impact on local governments. She added that the Authority's *2013-2014 Operating Budget* was prepared with the utmost conservatism and that while continuing to provide the level of service member jurisdictions expect and need, the CVWMA is committed to continue to look for ways to streamline costs through efficiencies and at the same time look to enhance services to its members.

Continuing, Mrs. Hynes reported that overall, the budget is balanced at \$14,130,375, a decrease of 4.6 percent from the 2013 budget. Mrs. Hynes added that 93 percent of the Authority's total budget is program related and passed through to member jurisdictions based on the programs they participate in. While CVWMA's reserves total only 4.2 percent of the total budget, Mrs. Hynes noted that the reserve balance is 60 percent of the administrative budget.

Proceeding, Mrs. Hynes informed the Board that the budget continues the 48 cents per capita for operating assessments. She asserted that program revenue is reduced and although most programs are adjusted by CPI, a projected half million dollar savings will be realized from the recent procurement for hauling and disposal of MSW from convenience centers. She added that in addition, Colonial Heights has realized a savings that was not entirely budgeted for this current year by reducing the size of the trash cart provided to residents through the MSW program.

Continuing, Mrs. Hynes reported that drop off hauling has been reduced with the reduction in the number of collection sites in the counties of Henrico and Prince George. She asserted 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 agreements. Mrs. Hynes added that although recycling markets are volatile and have declined in recent months, they still remain strong. She went on to report that the Authority's renegotiation of the drop-off processing contract has provided more revenue back to localities. This is budgeted at a conservative estimate of \$100,000 in revenue and \$75,000 back to localities. Mrs. Hynes noted that through November, the Authority recorded nearly \$75,000 in revenue to date; more than half of the budget for the fiscal year. She asserted that the budget also includes \$10,000 in calendar sponsorship in the curbside program and net revenue from the sale of carts in the curbside program.

Moving on, Mrs. Hynes reported that Authority staff has reviewed each line item on the expense side. Directing the Board's attention to a PowerPoint presentation, she stated that allocation of expenses to Other Project Funds has been removed. Previously, expenses such as Part Time salaries, taxes, and office supplies were allocated to all funds based on revenue generated. Mrs. Hynes added that interest income was allocated to offset these expenses. Based on the insignificance of costs associated with each fund individually and the lack of interest income earned to offset those costs, the expenses were reallocated amongst the other funds, mostly general fund.

Mrs. Hynes reported that this budget provides for 8 full time and 5 part time positions and includes a 1 percent increase in salaries to help alleviate additional health insurance costs and payroll tax increases that are projected. Mrs. Hynes went on to report that the 1 percent increase is included in the current numbers, however staff will come back to the Board to reaffirm and/or make adjustments in May 2013

when more information on the state and local government budgets is received. Mrs. Hynes noted that no adjustments have been made to employee pay ranges.

Proceeding, Mrs. Hynes reported that most other administrative costs have remained consistent and 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. Mrs. Hynes went on to report that included in budget is an additional \$1,500 in conference staff development for local training for operations staff. She asserted that this is in response to the recently conducted survey. Mrs. Hynes commented that the aim is to provide more training to further monitor and assess the performance of Authority contractors and assist localities at their convenience centers. Also included are additional funds in the promotion and education area in addition to \$1,000 for promotion of eCycling events. Included in the Drop-off Fund for promotional efforts is \$1,000; a \$750 increase. Mrs. Hynes noted that promotion and education was increased by \$2,000 to include additional targeted efforts.

Continuing, 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. She included that the budget utilizes \$14,815 of the revenue generated in the Drop-off Fund to support general activities of the organization and to support the promotion of eCycling and other events.

Mr. M. D. Benka (M-Richmond) Vice-Chairman complimented Mrs. Hynes and Mrs. N. B. Downey, Director of Administration and Finance on putting together the 2013-2014 operating budget adding that Authority staff continues to do an exceptional job in financial reporting.

A motion was made by Mr. J. H. Burrell (M-New Kent) to adopt **Resolutions 13-03** through **13-09**, seconded by Mrs. M. R. Phillips (M-Chesterfield) and carried that **Resolution 13-03** through **13-09** be approved as submitted.

#### **Item No. 6: Consideration of Resolution 13-10: Awarding a Contract for Municipal Solid Waste Services for the City of Petersburg**

Mr. Harris directed the Board's attention to a copy of **Resolution 13-10** placed at each seat and provided an analysis of the proposals, and recommendations of the selection committee. Mr. Harris went on to report that CVWMA staff reviewed the proposals with the selection committee comprised of himself, Mr. J. Clary (A-Henrico), Mr. S. Hicks (M-Petersburg), Mr. W. Riggleman (A-Petersburg), and Mrs. K. Hynes and interviewed two of the three the offerors (Container First Services, and Waste Management). The recommendation of the selection committee is the execution of an agreement with Container First Services to provide Municipal Solid Waste and Curbside Recycling Collection Services. Mr. Harris noted that the term of the contract will be for an initial period of 6 ½ years beginning in the Old Town area on or about January 1, 2013 and ending June 30, 2019. The contract will also include a two-year followed by a three-year renewal option. Mr. Harris directing the Board's attention to the PowerPoint presentation went over a summary of some of the details to be included in the proposed contract.

**Resolution 13-10** would authorize the Executive Director to execute a contract for Petersburg Municipal Solid Waste and Curbside Recycling Collection Services with Container First Services. Mr. Harris noted that a Special Project Service Agreement will be developed between CVWMA and Petersburg for these services.

Mr. R. L. Dunn (M-Chesterfield) asked considering previous discussions regarding Petersburg, how this resolution improves issues concerning the city. Mr. Harris responded that the City is satisfied with the procurement process.

Mr. M. D. Benka (M-Richmond) Vice Chairman asked what the savings will be. Mr. Harris responded that if you just compared the base rate for MSW collection in the City excluding the Old Town area the new Contract will save the City over \$300,000 per year, not including adding the cost for recycling.

Chairman Chidsey then opened the floor for a motion to approve **Resolution 13-10**. A motion was made by Mr. M. D. Benka (M-Richmond) and Mr. R. L. Dunn (M-Chesterfield) and carried that **Resolution 13-10** be approved as submitted.

### **Item No. 7: Curbside Recycling Program**

Mr. B. Harris, Director of Operations, directed the Board's attention to a graph showing that curbside recycling collection totaled 3,282 tons for the month of November; an increase of 6.1 percent over the previous November with the same number of collection days. Mr. Harris went on to report that November is the third biggest month for collection behind December 2008 and December 2009. Fiscal year-to-date tonnage totaled 14,852 tons; an increase of 3.5 percent from the previous year through five months. Mr. Harris went on to report that the set-out rate was 36.9 percent for the month; down from 37.4 percent from November 2011. He added that missed collections were good with 181 misses for the month. Mr. Harris asserted that there was a big jump in pounds per set-out to 32.2 lbs.

Continuing, Mr. Harris reported on collections and tonnage following Hurricane Sandy. He asserted that collections included recovering the amount lost during the previous red week. Mr. Harris went on to report an update of information on 95-gallon cart sales asserting sales have increased in November and December. He added that this can be attributed to Chesterfield County's utility stuffer. Mr. Harris included that 245 carts were sold in the month of November compared to 115 in October. In Chesterfield County, 154 carts were sold; 62.9 percent of the November carts sold were sold to Chesterfield residents compared to 37.2 the first four months of the fiscal year. Additional purchases were made in the Counties of Hanover, Henrico, Goochland, and the City of Richmond.

Mr. J. Jackson (M-Richmond) asked if Tidewater Fibre Corporation (TFC) has been keeping track of the readings on the RFID tags in an effort to capture household data. Mr. Harris responded that TFC is collecting the data in Colonial Heights but that all their trucks are not equipped with RFID readers since there are only about 3,000 carts spread over the rest of the area.

Mr. Jackson then asked if Authority staff can provide the City of Richmond with collection data within the City of Richmond. Mr. Harris responded when we receive the data from Colonial Heights we will share it with everyone.

### ***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 114.5 tons versus 74.1 collected in November 2011. The set-out rate for November was 61.7 percent.

### ***Rerouting Postcards***

Mrs. N. W. Drumheller, Public Information Coordinator, directing the Board's attention to a PowerPoint presentation reported all households impacted by the rerouting to improve services were sent a postcard with information on their new collection day. She asserted that staff will send all curbside e-mail reminders in the Authority's database impacted by route changes an e-mail of the date change to enhance services.

### ***Ashland Changes***

Proceeding, Mrs. Drumheller reported that staff is working closely with Ashland representatives on upcoming enhancements to the town's curbside program. An educational and informational postcard was mailed out to Ashland residents letting them know of the change in their collection service from weekly to biweekly in addition to their receiving a new 96 gallon cart. Mrs. Drumheller went on to report that a press release was issued announcing the upcoming changes. She went on to report that information is also posted on the Authority's Website and social media sites. Mrs. Drumheller added that Authority staff is working with Tidewater Fibre Corporation (TFC) on including the 2013 collection schedule in bags that would be attached to new carts. Staff is also working along with Recycling Perks, with businesses in Ashland to promote the program and participate in the rewards program.

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

Mrs. Drumheller thanked Mr. Tim Lee who attended this meeting as a TFC representative for TFC Recycling and Recycling Perks sponsorship of the Authority's 2013 curbside collection schedule. Mrs. Drumheller went on to report that the project is on schedule and the drop date to the U.S. Post Office bulk mail December 27, 2012.

Finally, Mrs. Drumheller reported that the Authority's Web site is updated with information for the upcoming year along with a link to the new PDF calendar. This 2013 calendar sent to all curbside participating jurisdictions. In addition, she informed the Board that the Authority, WRIC TV 8, and John Bernier will begin a two week media promotion beginning January 7 through January 21, 2013.

Closing, Mrs. Drumheller informed the Board that the station will run a Facebook contest from January 7 through January 9 and that the CVWMA will sponsor the stations community calendar.

### **Item No. 8: Municipal Solid Waste (MSW) Program**

Mr. R. D. Thompson, Operations Technician, reported that Container First Services had 21 reported misses for the month of November and no penalties in Colonial Heights.

Continuing, Mr. Thompson reported that Allied Waste recorded a total of 116 misses and \$20 in penalties in the Town of Ashland, and the Cities of Hopewell and Petersburg. He asserted that 59 of those misses were recorded in Petersburg which equates to 1.2 tons of missed trash compared to 1,146 tons collected at a 99.9 percent collection rate for Allied Waste.

Concluding, Mr. Thompson reported that most localities are offering leaf collection service. He noted that Container First Services and Allied Waste will collect up to 30 bags of leaves left at the curb. Mr. Thompson included that in November he visited the Cities and Hopewell and Petersburg the day following their MSW collection and found no bagged leaves left behind by Allied Waste drivers. He added that as the Authority continues to monitor the performance of its service contractors, he will again visit of the localities this month after their scheduled collection.

#### **Item No. 9: Operations and Program Statistics**

Mr. Harris, directing the Board's attention to a copy of the November Program Statistics Report placed at each seat, reported that November was a good month for Drop-off. November tonnage in the Drop-off Program is up from the previous year by 2.8 percent. The revenue for mixed paper increased to \$15,400 for the month as the price rose \$10 per ton.

Chairman Chidsey asked Mr. Harris to touch briefly on tonnage collection at convenience centers. Mr. Harris responded that there has been a 10 percent decline in tonnage at convenience centers in part due to the continued economic slowdown and visible increase in recycling efforts.

#### **Item No. 10: Technical Advisory Committee (TAC) Report**

Mr. Harris presented the Technical Advisory Committee (TAC) report. Mr. Harris reported that the Technical Advisory Committee met on Thursday, November 6 at the CVWMA office. Discussions included much of the information reported on during this meeting including updates on Petersburg procurement, curbside program, commodity price trends, and the 2013 meeting schedule.

Concluding, Mr. Harris reported that the next meeting is scheduled for Thursday, January 3, 2012

#### **Item No. 11: Public Information**

##### ***Waste Reduction News and the Regional Waste Line***

Mrs. Drumheller directing the Board's attention to a PowerPoint presentation reported that the December electronic newsletter issue included articles on Green Holiday Tips and Christmas Tree Recycling, Christmas and New Year's Holidays and Collections, 2013 Collection Schedule, and Ashland Adds Enhancements to Curbside Program.

Continuing, Mrs. Drumheller directed the Board's attention to a copy of the winter 2013 edition of CVWMA's Regional Waste Line newsletter placed at each seat. She asserted that the newsletter contains some informative information and that Mrs. K. Hynes will forward an electronic copy of the issue to elected officials and locality staff of participating member jurisdiction.

##### ***CVWMA Website***

Mrs. Drumheller noted that Authority staff continues to provide information to media sources on collection services during the holidays. She added that visits to the Authority's Web site are over 15,000, with increases during Hurricane Sandy, Veterans Day, the sticky note on the November 11 edition of the *Richmond Times-Dispatch*, and Thanksgiving. Mrs. Drumheller included that collection schedule Web page received over 1,700 hits. She asserted that call volumes remain low and that the bulk of general calls to the hotlines during the month of November related to residential collection days.

### ***Christmas Tree Recycling***

Mrs. Drumheller reported information on Christmas tree recycling in Virginia. She asserted that there are a number of locations in central Virginia that will accept Christmas trees from area residents. The information is posted on the Authority's Web site and a press release will go out on December 21.

### ***New Years Ad***

Mrs. Drumheller directing the Board's attention to a PowerPoint presentation showing a sample of New Year's ads asserted that the ads will run in several local publications and online to encourage recycling as a New Year's resolution in 2013.

### **Item No. 12: Financial Reports for November 2012**

Mrs. N. Downey, Director of Administration and Finance, directed the Board's attention to pages 21-27 of the agenda package, which includes the Financial Reports for November 2012. 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 November 30, 2012. The CVWMA has a combined net income of about \$331,000 year-to-date.

Concluding, Mrs. Downey asserted that the Annual Financial Report for 2012 will be submitted to the GFOA this month for the Certificate of Achievement Award.

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond), and carried that the Financial Reports for November 2012 be approved, accepted, and filed as submitted.

### **Item No. 11: Administrative**

Mrs. Hynes reported that on Thursday, December 13 CVWMA hosted a *Pay As You Throw* meeting with representatives from the cities of Richmond and Hopewell and the Town of Ashland.

Representatives from EPA Region III and the DEQ provided a presentation and answered questions. Mrs. Hynes included that the Authority will be tracking the legislation to be introduced into the 2013 Virginia General Assembly and will keep members of the Board apprised of relevant legislation during the session. Mr. J. H. Burrell (M-New Kent) asked if there were any concerns about illegal tire dumping. Mrs. Hynes responded yes, illegal tire dumping is a concern, if funding is not available to the end user.

### ***Christmas Holiday***

Mrs. Hynes noted that in observance of the Christmas Holiday, the Central Virginia Waste Management Authority administrative offices would be closed all day December 24 and 25 as well as January 1. She noted that CVWMA collection services will be delayed one day and service will occur on Saturday, December 29 and January 2, for Curbside and MSW collections.

Mrs. Hynes thanked the Board for a good year and budget process and in keeping with tradition, she invited the Board, alternates and guests to stay for the annual CVWMA holiday reception immediately following the meeting.

With no further business to come before the Board, Chairman Chidsey opened the floor for a motion to adjourn the CVWMA Board of Directors' meeting at 9:43 a.m. The motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mrs. M. R. Phillips (M-Chesterfield), and carried that the December 14, 2012 Board of Directors' meeting be adjourned.



**CERTIFICATE**

I, Stephen E. Chidsey, Chairman of the CVWMA certify that the foregoing minutes are a true and correct copy of the minutes of the December 14, 2012, regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., January 17, 2013. Given under my hand and seal of the CVWMA this 17<sup>th</sup> day of January 2013.

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**Stephen E. Chidsey, Chairman**

**TREASURER'S REPORT**

*Financial Reports for December 2012*

The financial reports for December 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 \$244,000 for administration, operations and public information for the remainder of the fiscal year. The CVWMA continues to remain within total budget in all funds as of December 31, 2012.

Most of the cost for the 2013 curbside collection calendar has been recorded in the December financial reports. Additional cost from Mailing Services should be about \$5,800.00.

**Recommended Action:** Approval of the December 2012 Treasurer's Report of Finances.

Attachments.

**Central Virginia Waste Management Authority**  
**Summary Statement of Actual Revenues and Expenses By Fund**  
**July 2012 – December 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	\$ 533,513	\$ 286,612	\$ -	\$ 246,901
Curbside Project Fund	3,187,208	3,192,311	-	(5,103)
Drop-Off Project Fund	368,804	356,307	-	12,497
Municipal Solid Waste Fund	1,894,052	1,900,137	-	(6,085)
CFC/HCFC	8,992	9,033	-	(41)
Special Waste Collections	92,785	92,478	-	307
Waste Tire Fund	22,156	22,226	-	(70)
Appliance and Scrap Metal Hauling	66,686	67,200	-	(514)
Other Projects	17,885	17,885	-	-
Yard Waste Projects	274,638	275,281	-	(643)
Waste Transfer & Disposal	990,768	993,867	-	(3,099)
	<u>\$ 7,457,487</u>	<u>\$ 7,213,337</u>	<u>\$ -</u>	<u>\$ 244,150</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 – December 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	(18)	308	7,580	(7,272)	-95.9%
Sponsorships and Grants	-	-	-	-	0.0%
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<b>Total Revenues</b>	(18)	533,513	541,285	(7,772)	-1.4%
<b>Expenses:</b>					
Personnel services	30,117	179,534	361,150	181,616	50.3%
Fringe benefits	14,585	54,522	96,830	42,308	43.7%
Professional services	2,361	19,062	29,510	10,448	35.4%
Repairs and maintenance	177	1,294	2,700	1,406	52.1%
Advertising and promotions	675	1,291	1,250	(41)	-3.3%
Materials and supplies	915	3,679	5,375	1,696	31.6%
Other services and charges	1,197	6,199	14,260	8,061	56.5%
Leases	3,021	18,126	38,115	19,989	52.4%
Depreciation	394	2,905	6,125	3,220	52.6%
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenses</b>	53,442	286,612	555,315	268,703	48.4%
<b>Transfers In (Out)</b>	-	-	14,030	(14,030)	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Totals</b>	<u>\$ (53,460)</u>	<u>\$ 246,901</u>	<u>\$ -</u>	<u>\$ 246,901</u>	
<b>Capital Outlay:</b>					
Computer equipment	\$ -	\$ -	\$ 3,500	\$ 3,500	
Office equipment	-	-	-	\$ -	
Vehicular equipment	-	-	-	\$ -	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Capital Outlay</b>	\$ -	\$ -	\$ 3,500	\$ 3,500	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2012 – December 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	\$ 477,715	\$ 2,892,293	\$ 5,760,000	\$ (2,867,707)	-49.8%
Public Relations Assessment	15,787	96,322	189,000	(92,678)	-49.0%
Customer Service Assessment	16,550	100,156	198,000	(97,844)	-49.4%
96-gal Cart Revenue	36,038	87,515	93,600	(6,085)	-6.5%
Contract Admin Costs	-	-	500	(500)	-100.0%
Sponsorships and Grants	-	10,000	10,000	-	0.0%
Interest on Investments	122	922	8,460	(7,538)	-89.1%
	<u>546,212</u>	<u>3,187,208</u>	<u>6,259,560</u>	<u>(3,072,352)</u>	<u>-49.1%</u>
<b>Total Revenues</b>					
<b>Expenses:</b>					
Personnel services	14,636	87,952	176,005	88,053	50.0%
Fringe benefits	4,309	25,866	52,025	26,159	50.3%
Professional services	2,685	15,914	24,685	8,771	35.5%
Repairs and maintenance	817	2,566	2,160	(406)	-18.8%
Advertising and promotions	17,720	35,326	62,000	26,674	43.0%
Materials and supplies	387	2,362	3,575	1,213	33.9%
Other services and charges	37,910	44,523	63,175	18,652	29.5%
Leases	2,213	13,279	26,825	13,546	50.5%
Depreciation	301	1,851	5,375	3,524	65.6%
Contractual services	477,715	2,892,113	5,760,000	2,867,887	49.8%
96-gal Cart Expense	22,365	70,559	89,210	18,651	20.9%
	<u>581,058</u>	<u>3,192,311</u>	<u>6,265,035</u>	<u>3,072,724</u>	<u>49.0%</u>
<b>Total Expenses</b>					
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>5,475</u>	<u>(5,475)</u>	
<b>Totals</b>	<u>\$ (34,846)</u>	<u>\$ (5,103)</u>	<u>\$ -</u>	<u>\$ (5,103)</u>	
<b>Capital Outlay:</b>					
Computer equipment	\$ -	\$ -	\$ 6,000	\$ 6,000	
Office equipment	-	-	-	\$ -	
<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 – December 2012**

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**Drop Off Project Fund**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 48,633	\$ 291,933	\$ 650,000	\$ (358,067)	-55.1%
Materials Sales Rebate	16,943	76,830	135,000	(58,170)	-43.1%
Interest on Investments	6	41	600	(559)	-93.2%
	<u>65,582</u>	<u>368,804</u>	<u>785,600</u>	<u>(416,796)</u>	<u>-53.1%</u>
<i>Total Revenues</i>					
<i>Expenses:</i>					
Personnel services	509	3,072	6,115	3,043	49.8%
Fringe benefits	116	696	1,535	839	54.7%
Professional services	84	723	1,190	467	39.2%
Repairs and maintenance	8	49	115	66	57.4%
Advertising and promotions	-	858	250	(608)	-243.2%
Materials and supplies	14	89	80	(9)	-11.3%
Other services and charges	68	437	525	88	16.8%
Leases	107	640	980	340	34.7%
Contractual services	48,633	291,933	650,000	358,067	55.1%
Materials sales rebate	12,818	57,810	101,250	43,440	42.9%
	<u>62,357</u>	<u>356,307</u>	<u>762,040</u>	<u>405,733</u>	<u>53.2%</u>
<i>Total Expenses</i>					
<i>Transfers In (Out)</i>	<u>-</u>	<u>-</u>	<u>(23,560)</u>	<u>23,560</u>	
<i>Totals</i>	<u>\$ 3,225</u>	<u>\$ 12,497</u>	<u>\$ -</u>	<u>\$ 12,497</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2012 – December 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	\$ 302,797	\$ 1,878,749	\$ 3,900,000	\$ (2,021,251)	-51.8%
Customer Service Assessment	2,405	14,444	29,500	(15,056)	-51.0%
Contract Admin Costs	20	360	2,000	(1,640)	-82.0%
Interest on Investments	64	499	6,615	(6,116)	-92.5%
<b>Total Revenues</b>	<u>305,286</u>	<u>1,894,052</u>	<u>3,938,115</u>	<u>(2,044,063)</u>	<u>-51.9%</u>
<b>Expenses:</b>					
Personnel services	1,594	9,294	17,035	7,741	45.4%
Fringe benefits	477	2,842	5,075	2,233	44.0%
Professional services	452	4,315	6,565	2,250	34.3%
Repairs and maintenance	51	312	730	418	57.3%
Advertising and promotions	-	119	500	381	99.0%
Materials and supplies	135	524	885	361	40.8%
Other services and charges	239	1,755	3,255	1,500	46.1%
Leases	250	1,500	2,450	950	38.8%
Depreciation	122	727	1,620	893	55.1%
Contractual Services	302,797	1,878,749	3,900,000	2,021,251	51.8%
<b>Total Expenses</b>	<u>306,117</u>	<u>1,900,137</u>	<u>3,938,115</u>	<u>2,037,978</u>	<u>51.8%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (831)</u>	<u>\$ (6,085)</u>	<u>\$ -</u>	<u>\$ (6,085)</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 – December 2012**

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**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	\$ 221,308	\$ 1,353,733	\$ 2,855,000	\$ (1,501,267)	-52.6%
Materials Sales Rebate	16,507	119,933	425,000	(305,067)	-71.8%
Interest on Investments	29	244	4,005	(3,761)	-93.9%
	<u>237,844</u>	<u>1,473,910</u>	<u>3,284,005</u>	<u>(1,810,095)</u>	<u>-55.1%</u>
<b>Total Revenues</b>					
<b>Expenses:</b>					
Personnel services	39	249	490	241	49.2%
Fringe benefits	3	19	40	21	52.5%
Professional services	421	3,781	5,680	1,899	33.4%
Repairs and maintenance	43	265	620	355	57.3%
Materials and supplies	81	345	435	90	20.7%
Other services and charges	65	385	795	410	51.6%
Contractual services	221,307	1,353,727	3,180,000	1,826,273	57.4%
Materials sales rebate	16,507	119,200	100,000	(19,200)	-19.2%
	<u>238,466</u>	<u>1,477,971</u>	<u>3,288,060</u>	<u>1,810,089</u>	<u>55.1%</u>
<b>Total Expenses</b>					
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>4,055</u>	<u>(4,055)</u>	
<b>Totals</b>	<b><u>\$ (622)</u></b>	<b><u>\$ (4,061)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ (4,061)</u></b>	

**2013 VIRGINIA GENERAL ASSEMBLY**

The 2013 session convenes Wed. Jan 9 and ends February 23. The last day to file is Fri. Jan 18 and crossover day is February 6. To date 1,533 bills have been introduced. Bills of interest are included below and the staff will be discussing at the Board meeting.

**HB1323 Scrap Metal Processors; reports of purchases. (Rick Morris - Isle of Wight)** Requires each scrap metal processor to furnish to the chief law-enforcement officer of the locality in which it conducts business a report of its purchases of nonferrous scrap, metal articles, and proprietary articles, other than aluminum cans and interior household items. The reports are due on the next business day following the date of a purchase. Currently, scrap metal processors are required to submit such reports only if requested by a law-enforcement officer of the locality.

10/31/12: Referred to Commerce and Labor

**HB 1367 Littering; cigarettes, civil penalty. (Morrissey – Richmond/Henrico)** Includes cigarettes specifically in the category of things deemed litter for purposes of criminal punishment for improper disposal of trash. The bill also provides that in lieu of the imposition of the Class 1 misdemeanor criminal penalty, the court may order the defendant to perform community service in litter abatement activities. If the offense involves a cigarette or cigarettes, the court shall order the payment of a \$100 civil penalty payable to the Litter Control and Recycling Fund established in § 10.1-1422.01 in addition to the imposition of such community service.

12/6/12 Referred to Committee on Transportation

**HB1381/SB970 Plastic bag tax. (Morrissey – Richmond/Henrico) (Ebbins – Alexandria)** Imposes a tax of five cents (\$0.05) beginning on July 1, 2014, on plastic bags used by purchasers to carry tangible personal property purchased in grocery stores, convenience stores, or drug stores. Durable, reusable plastic bags and bags used for ice cream, meat, fish, poultry, leftover restaurant food, newspapers, dry cleaning, and prescription drugs are exempt from the tax. Retailers are allowed to retain one cent (\$0.01) of the five-cent (\$0.05) tax or two cents (\$0.02) if the retailer has a customer bag credit program. Failure to collect and remit the tax will result in fines of \$250, \$500, and \$1,000 for the first, second, and third and subsequent offenses, respectively. The revenues from the tax would be deposited into the Virginia Water Quality Improvement Fund.

12/12/12 Referred to Committee on Finance

**HB1447 Littering. (Hodges – Urbanna)** Provides increased specificity as to what constitutes littering, and provides an alternative penalty for persons who litter in quantities no greater than 0.7 cubic feet.

12/27/12 Referred to Committee on Transportation

**HB1481 Secondhand articles; scrap metal purchasers; penalty. (Merrick - Pittsylvania)** Provides that any person or business that purchases scrap metal in excess of \$20,000 during a 12-month period shall be subject to requirements regarding the purchase of nonferrous scrap, metal articles, and proprietary articles. The bill requires scrap metal purchasers to take and maintain for 30 days an image of any proprietary articles purchased. The bill also requires scrap metal purchasers to submit to the chief of police or other law-enforcement officer a report of all purchases made by the scrap metal purchaser of any nonferrous scrap, metal articles, and proprietary articles if so requested by the chief of police or other law-enforcement officer.

1/2/13 Referred to Committee on Commerce and Labor

**HB 1488 Local implementation of stormwater management program. (Rush – Christiansburg)** Delays the date that local governments will have to assume responsibility for administering the stormwater management program from July 1, 2014, to July 1, 2015.

1/2/13

Referred to ACNR

**HB 1548 Guidance documents for municipal separate storm sewer (MS4) permittees. (Knight -** Requests the Department of Conservation and Recreation and the Department of Environmental Quality to jointly prepare guidance documents to assist MS4 permittees in developing and implementing their Chesapeake Bay Total Maximum Daily Load (Bay TMDL) Action Plans. The guidance documents shall (i) identify methodologies to be used by MS4 permittees in calculating nutrient reductions and best management practices efficiencies as part of their Bay TMDL planning activities pursuant to MS4 permits and (ii) assist MS4 permittees in developing and implementing their Action Plans.

1/4/13

Referred to ACNR

**HB 1591 Plastic bags; use by retailers. (Onzlee Ware – Roanoke)** Bans the use of plastic carryout bags by retailers at the point of sale unless such bags are (i) durable plastic bags with handles, (ii) at least 2.25 mils thick, and (iii) specifically designed and manufactured for multiple reuse.

1/5/13

Referred to ACNR

**HB 1727 Water and waste authorities; rates. (Toscano – Charlottesville)** Clarifies the ability of a water or waste authority to fix rates for services that are furnished by a refuse collection and disposal system. The bill expands the list of rate-setting powers that require a public hearing by adding the rate-setting power found in subdivision 10 of § 15.2-5114, a power that includes the establishment of incentives for green roofs. The bill combines the two parallel processes found in current law for the setting of rates for sewage disposal and refuse collection, and it reduces the period for publication of notice of a rate-setting hearing from 60 days to 14 days. Finally, the bill provides that no rate established before January 1, 2013, shall be invalidated because of a failure to provide the required public notice. The bill also makes technical changes.

**HB 1823 Public procurement; posting by local public bodies of procurement opportunities. (Villanueva – Virginia Beach)** Requires local public bodies to post required procurement notices on the Department of General Services' central electronic procurement website and makes newspaper publication or posting on other appropriate websites optional. Currently, only state public bodies are required to post procurement notices on the Department of General Services' central electronic procurement website. The bill provides, however, that no local public body shall be required to post on the Department of General Services' central electronic procurement website if (i) the amount of such contract is not expected to exceed \$100,000 or (ii) the local public body has a website for the posting of such notices and provides the website address to the Department of General Services for posting on its central electronic procurement website. The bill also requires the Department of General Services to (a) provide an electronic data file of the using agency's business opportunities at no charge to any requesting newspaper or other print publication with circulation in Virginia using the comma-separated values (CSV) format and (b) send the data file automatically via electronic mail on a daily, weekly, or monthly basis as agreed to by the parties. The bill specifies the information to be included in the data file.

**HJ 628 Celebrating the life of Anne Folkes Miller. (Carr – Richmond)**

Staff will continue to monitor relevant legislation and communicate with the legislative committee and the Board on bills that could impact CVWMA and member jurisdictions.

**CONSIDERATION OF RESOLUTION 13-11: RENEWING THE CONTRACT FOR COLLECTING, TRANSPORTING AND PROCESSING USED ELECTRONIC EQUIPMENT**

A Contract was executed effective April 1, 2010 for Collecting, Transporting and Processing Used Electronic Equipment to include staging eCycling collection events and placing collection trailers at designated sites to collect used electronic equipment such as computers, printers and other associated equipment and recycling/reusing the collected materials. The initial term of the contract was for a period of three years and the contract included an additional three-year renewal option. The Contractor has indicated an interest in renewing the Contract

Creative has conducted forty (40) events and collected nearly 400,000 lbs of eWaste at these events during the term of the Contract in addition to nearly 1,600,000 lbs collected at convenience centers.

**Resolution 13-11** is presented for your consideration. It would authorize the Executive Director to execute a contract for the renewal Collecting, Transporting and Processing used Electronic Equipment with Creative Recycling Services, Inc. Special Project Agreements between CVWMA will also be renewed for the local participating jurisdictions.

**Recommended Action:** Approval of **Resolution 13-11**

Attachment

# RESOLUTION 13-11

A resolution authorizing the renewal of the contract for Collecting, Transporting, and Processing Used Electronics Equipment between the Central Virginia Waste Management Authority and Creative Recycling Services, Inc and the Special Project Service Agreements with participating local jurisdictions for a three (3) year period commencing on April 1, 2013.

## **THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:**

**WHEREAS**, the report included as Staff Agenda Item No. 6 of the January 2013 Board Agenda outlined the proposed renewal of Used Electronics Equipment Collecting, Transporting and Processing Services between the Central Virginia Waste Management Authority and Creative Recycling Services, Inc; and,

**WHEREAS**, the Executive Director is authorized, subject to General Counsel's review and approval, to execute a contract renewal for Used Electronics Equipment Collecting, Transporting and Processing Services between the Central Virginia Waste Management Authority and Creative Recycling Services, Inc; and,

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

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

Adopted this 17<sup>th</sup> day of January, 2013

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