



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
THURSDAY, JANUARY 14, 2010
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA

CALL TO ORDER

9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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STAFF AGENDA

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OLD/NEW BUSINESS

ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF DECEMBER 18, 2009

The minutes of the regular Board of Directors meeting held December 18, 2009 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachments

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

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia R. Phillips (M-Chesterfield), Chairman
Mark Kukoski (M-Richmond), Vice-Chairman
Matthew D. Benka (M-Richmond), Treasurer
Elliot Danburg (M-Powhatan), Secretary
Leigh Dunn (M-Goochland), Director
Marcia E. Kelley (M-Henrico), Immediate Past Chair
W. C. Lawing (M-Ashland)
William E. Henley (A-Colonial Heights)
Jack Miniclier (M-Charles City)
Robert L. Dunn (M-Chesterfield)
Robert C. Key (A-Chesterfield)
Steve Chidsey (M-Hanover)
Michael Flagg (A-Hanover)
Robert C. Whiteman (M-Henrico)
John Fountain (A-Hopewell)
James H. Burrell (M-New Kent)
William Rigglesman (A-Petersburg)
Bill Hamby, Jr. (A-Prince George)

Non-Voting:

Howard Heltman (A-Chesterfield)
Steve Yob (A-Henrico)
William I. Mawyer, Jr. (M-Henrico)

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
Stephanie Feaser, Public Information Assistant

MEMBERS/ALTERNATES NOT PRESENT

Josh Farrar (A-Ashland)
John T. Bragg (A-Charles City)
Charles E. Dane (A-Chesterfield)
Richard A. Anzolut, Jr. (M-Colonial Heights)
Paul E. Drumwright (A-Goochland)
Robert Setliff (M-Hanover)
Steve Herzog (A-Hanover)
Gentry Bell (M-Henrico)
Arthur D. Petrini (A-Henrico)
Phillip E. Elliott (M-Hopewell)
James Tacosa (A-New Kent)
Michael D. Briddell (M-Petersburg)
Christopher Rapp (A-Powhatan)
William G. Kuthy (M-Prince George)
Dexter White (M-Richmond)

Guest

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

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

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

Item No. 2: Minutes of the Regular Meeting of November 20, 2009

By motion of Mr. R. Dunn (M-Chesterfield), seconded by Mr. R. C. Whiteman (M-Henrico) and carried that the minutes of the November 20, 2009, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

Item No. 3: Chairman's Report

2010 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 2010 calendar year. Mrs. Hynes noted that all are on the third Friday of the month, except January. The meeting is scheduled for Thursday, January 14 since Friday is a holiday.

Chairman Phillips then opened the floor for a motion to approve the proposed meeting schedule for 2010. A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. R. L. Dunn (M-Chesterfield) and carried that the proposed meeting dates for the CVWMA Board of Directors for the calendar year 2010 be approved as submitted.

STAFF AGENDA

Item No. 4: Curbside Recycling Program

Mr. B. Harris, Director of Operations, reported that November curbside collections reversed the recent trend and increased from November 2008, due in part to having one extra collection day in November 09. Mr. Harris added that overall, collection tonnage was up 6.8 percent from November 2008. He went on to report that fiscal year-to-date, collections totaling 13,914 tons are 2.1 percent below the record setting pace of fiscal year 2009.

Concluding, Mr. Harris reported that Tidewater Fibre Corporation (TFC) continued with high level of service during the month of November as missed collections were only 286. Mr. Harris added that fiscal year-to-date through a five months period, there has been almost 1,000 less missed collections than for the same period during the previous year. There were no penalties assessed for late collections in November.

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

Mr. R. Thompson, Operations Technician, directed the Board members' attention to the Municipal Solid Waste (MSW) Program report which is included on page 13 of the agenda package. There being no questions from the Board, Mr. Thompson turned the floor over to Mr. Harris.

Item No. 6: Solid Waste Management Plan Amendment

Mr. Harris informed the Board that the CVWMA staff will hold a Public Hearing on Thursday, January 14, 2010 in conjunction with the Boards' regular meeting. He added that the Public Hearing will allow interested parties an opportunity to comment on the proposed amendment to the Solid Waste Management Plan (SWMP) for the Tri-Cities Disposal and Recycling Services (Old Petersburg) landfill expansion. Mr. Harris reported that the landfill is in the process of submitting a permit modification to the Department of Environmental Quality (DEQ) to increase capacity of existing cells D and E. Once the permit modification has been approved, a permit modification will be submitted to add additional cells and a transfer station. Mr. Harris asserted that the overall effect of the proposed capacity increase if approved as currently projected will extend the landfill life by approximately 20 years with the addition of 4 million cubic yards of new capacity.

Continuing, Mr. Harris reported that the DEQ has approved The East End Landfill's (TEEL) recent permit modification to increase daily and maximum waste intake tonnages. The permit modification will also increase the capacity of cells I, IIA & IIB. Mr. Harris asserted that the DEQ has in addition conditionally approved the TEEL's request to accept contaminated soil contingent on approval from Henrico County. Authority staff sent correspondence to TEEL explaining their request for a Plan amendment is not necessary at this time with the recent approval of their permit amendment by the DEQ and would only be required if Henrico amended TEEL's conditional use permit to accept contaminated soil. Concluding, Mr. Harris noted that if the County of Henrico approves the change to the conditional use permit, a Plan amendment will then be required.

Mr. R. L. Dunn (M-Chesterfield) asked when the County of Henrico will make a decision. Mr. Harris responded that the once the County receives the request from TEEL, County representatives will set a motion in plan for their decision. He added that TEEL and the DEQ are currently debating whether contaminated soil is included in the definition of construction demolition debris.

Item No. 7: Operations and Program Statistics

Mr. R. Thompson, Operations Technician, directed the Board members' attention to the Operations and Program Statistics report which is included on page 14 of the agenda package. There being no questions, Mr. Thompson turned the floor over to Mr. Harris.

eCycling

Mr. Harris reported that CVWMA received proposals from Creative Recycling Services, the Authority's current emergency eWaste contractor, and Synergy Recycling. He informed the Board that Authority staff formed a selection committee comprised of himself, Mr. S. Yob (A-Henrico), Mr. H. Heltman (A-Chesterfield), and Mr. D. Sutton, Supervisor of Building and Grounds for Prince George County who met with committee members and potential contractors on Tuesday, December 8. Mr. Harris informed the Board that the committee will decide on a contractor in the

upcoming weeks and present its recommendation to the Board at the January 14 Board of Directors' meeting.

Concluding, Mr. Harris reported that Authority staff has issued a RFP, available on the CVWMA Web site, on December 15 for the collection, transportation, and recycling of construction and demolition debris (CD&D). Mr. Harris informed the Board that the contract(s) resulting from the RFP will be for a three-year period commencing on May 1, 2010. Responses are due by 2:00 p.m., January 14, 2010.

Program Statistics

Mr. Harris reported that drop-off collections were up in November from the previous year marking the second time in the last eight months that 2009 monthly drop-off totals have been greater than the same month in 2008; a 61 percent increase. Mr. Harris asserted that November MSW tonnage at convenience centers have increased 8.1 percent from November 2008 totals.

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

Mr. Harris brought the Board's attention to the 2009 Technical Advisory Committee (TAC) report included on page 15 of the agenda package.

Item No. 9: Public Information

Mrs. N. Drumheller, Public Information Coordinator, directed the Board's attention to pages 15-17 of the agenda package where public information, outreach, Web site statistical information, and curbside recycling e-mail reminder subscriber information is included. Mrs. Drumheller informed the Board that the bi-weekly curbside recycling collection schedule will be mailed on December 31 to over 24,000 residential homes. She added that that weekly collection schedule will be mailed out on January 4, 2010 to almost 8,000 homes. CVWMA staff will continue its normal promotions for the collection schedules, which includes providing the information on the Authority's Web site. Mrs. Drumheller asserted that that Authority's Web site also includes Christmas tree recycling program information for its member jurisdictions. CVWMA staff will issue a press release and provide information on its Facebook, and Flickr internet sites.

Item No. 10: Financial Reports for November 2009

Mrs. N. Downey, Director of Administration and Finance, directed the Board's attention to pages 18-24 of the agenda package, which includes the Financial Reports for November 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 November 30, 2009. The CVWMA has a combined net income of about \$294,000 year-to-date.

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. R. C. Whiteman (M-Henrico), and carried that the Financial Reports for November 2009 be approved, accepted, and filed as submitted.

Item No. 11: Administrative

Welcome Mrs. Stephanie Feaser

Chairman Phillips introduced the Board to Mrs. Stephanie Feaser, CVWMA Part-time Public Information Assistant. Mrs. Feaser provides recycling education through events, school and community programs, newsletter, and the Authority's Web site.

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 26 and January 2, for Curbside and MSW collections.

Keeping with tradition, Mrs. Hynes invited the Board, alternates and guests to attend the annual CVWMA holiday reception immediately following the meeting.

Old Business

2010-2011 Operating Budget

Mrs. Hynes announced that at the November meeting, staff provided the Board with a copy of the *2010-2011 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 then provided highlights of the *2010-2011 Proposed Budget* noting a corrected copy of **Resolution 10-03**, which had been placed at each seat.

Mrs. Hynes commented that the CVWMA recognizes and are sympathetic to the challenges and uncertainty that its member jurisdictions are faced with in putting together their budgets for the upcoming fiscal year. Mrs. Hynes added that the Authority has been challenged with adopting a budget months in advance of its members. She asserted that the Authority staff was able to balance its budget with anticipated revenues and expenses of almost 14.9 million. This is an increase of .7 percent over the current years' budget.

Continuing, Mrs. Hynes reported that 95 percent of the Authority's total operating budget is program costs that are tied to Authority contracts with the private sector with the remainder in administrative costs. Mrs. Hynes asserted that the Authority realizes that localities may consider reducing services to residents as they prepare for worse case scenarios in the next budget year. She informed the Board that there has been no word of any localities proposing significant cuts or elimination of Authority programs; however the Authority will certainly continue to monitor the budget process over the next several months and the potential impact on the CVWMA.

Proceeding, Mrs. Hynes asserted that keeping all this in mind, the Authority's goals in the budget process were to continue to provide members with the level of service they expect for the programs they currently participate in; reduce administrative expenses, while also preserving its work force. Mrs. Hynes informed the Board that the budget continues the 48 cents per capita for operating assessments and the 2007 final population estimates from the Weldon Cooper Center were used in the calculation. She added that the Authority does rely on investment income to balance its budget, which has been reduced by 26 percent overall; 45 percent in the general fund.

Continuing, Mrs. Hynes reported that the public relations assessment in the Curbside Fund was kept at eight cents vs. adjusting by the CPI. Mrs. Hynes added that personnel costs are the largest part of the Authority's administrative budget. Costs were kept neutral despite the anticipated 15 percent increase in retirement costs and the projected 10-12 percent increase in health insurance. This was done by not providing wage increases, and employees paying "out of pocket" for health insurance expenses. Mrs. Hynes added that the Authority will no longer provide a "cash match" for employee participation in the deferred compensation program.

Proceeding, Mrs. Hynes reported that the remainder of the administrative budget overall was reduced by 10 percent. She asserted that over the past several weeks she has been contacted by representatives of member jurisdictions who have expressed their thoughts and concerns and offered to answer any questions from the Board.

Mr. Robert C. Key (A-Chesterfield) commented that Chesterfield County is one who has had some concerns with regards to the Authority's proposed operating budget. He asserted that the County is confident in the CVWMA staff and that the quality of service provided by the Authority has been tremendous; however, as Chesterfield prepares its budget, it is becoming certain that it and other localities will be faced with cuts, potentially in excess of 1 million dollars, which could include staff members. Mr. Key added that Chesterfield County officials ask that a hold be placed on the Authority's budget line item expenses or consider reducing its public relation assessment in the Curbside Project Fund by 2 or 4 cents. He asserted that it is felt by Chesterfield County officials that either of these choices would not have a significant impact on the Authority and its staff.

Mrs. Hynes responded that the public relations assessment if reduced by .04, half of the public relation assessment, would be about a \$120,000 reduction in the Authority's budget, which would limit the Authority to producing only the Curbside Collection schedules, retaining staff, and grassroots efforts that do not cost significantly. Mrs. Hynes included that reducing the public relation assessment could also impact publications and printing of a lot of the other things done by the Authority such as school publications, activity books, and alternate container stickers, which the Authority spends a fair amount on. She added that as localities are cutting back on bin deliveries and are encouraging their citizens to purchase alternate containers, the Authority sends out stickers in large quantities to residents. Mrs. Hynes noted that \$10,000 was spent alone on extra container stickers last year. She asserted that reducing the public relations assessment would eliminate much if not all of the broad based messaging such as television advertisements, radio, and print ads.

Mr. S. Chidsey (M-Hanover) asked what the difference in printing costs was for the calendars. Mrs. Hynes responded that by eliminating the magnetic strips from the calendar, a savings of \$18,000 to \$20,000 was realized. She added that the Authority has too received some sponsorship, which the Authority will continue to pursue in future years.

Mr. M. Flagg (A-Hanover) commented that Hanover County is too pleased with the level of service provided by the Authority adding that Hanover County is looking at five percent in reduction across its government. He included that due to other increases, cuts could be as high as eight percent, which he is hopeful does not affect the County's current human resources. Mr. Flagg added that County discussions included assessment reductions to be considered by the Authority. He proposed and asked the Board to consider a revenue neutral position on the operating assessment.

Mrs. Hynes reiterated that the operating assessments are now at 48 cent per capita. Population in the region increased 1.1 percent, resulting in \$5,370 additional revenue to the Authority. The calculation of the operating assessment is outlined in the CVWMA's Articles of Incorporation.

Mr. J. Miniclier (M-Charles City) commented on the previous years' challenges with keeping revenue inline with expenditures and that he has some concerns with changing the Authority's Articles to adjust the member assessments as a creative way to save on expenses.

Mrs. M. E. Kelley (M-Henrico) commented that there have been many discussions over the last several years about the public relations assessment and how money is being spent; a majority of which was through the County of Chesterfield. She asserted that Chesterfield County has brought up the matter of increased citizen participation in CVWMA's Curbside Recycling Program, and the CVWMA spent \$31,000 to have Princeton Data Source, LLC and Dr. Cliff Fox conduct a market study. Mrs. Kelley included that in looking at the public relation assessment, jurisdictions should cogitate what was accomplished through the Authority from the money spent. She added that one cannot okay the spending of funds to increase participation levels in Authority programs and making them cost efficient for the good of localities and citizens and then contemplate creative ways to cut the funding and the Authority's staff work, which includes promotional advertising. Mrs. Kelley included that in addition to having increased participation levels in the programs, current participants must continue to view recycling as essential or there will be a significant loss in dedicated recyclers.

Mr. Robert C. Key (A-Chesterfield) commented that although he has not read Dr. Fox's complete report, the information he's received showed that radio and television were the least effective measures used to promote Authority programs. Mrs. Kelley responded affirmatively; however certain methods used to promote Authority programs should not be eliminated without consideration of where funds will be allocated in terms of redesigning how to communicate the message of recycling to citizens and how Authority staff determines how that message will be communicated.

Mr. Key responded that from what he's seen, the most effective measures used to communicate the message of recycling was done through the Authority's involvement in events held by member jurisdictions such as the Environmental and Food fairs. Mrs. Kelley responded affirmatively; however if Authority staff were not participating at their proven "over and above" levels by spending a fair amount of time at such events and providing promotional materials, would the response level during the events have been the same? She asked if the Board decided to reallocate funding, would participating member jurisdictions be willing to conduct the "person-to-person" community activities without the reliance of Authority staff and absorb event costs that bring their citizens into contact with the locality.

Mr. M. D. Benka (M-Richmond) asked Mrs. Hynes what would be the difference between a four and two cent decrease and eliminating measures proven none effective in promoting the Curbside Program. Mrs. Hynes responded that a number of things performed by the Authority on a regular basis would not be possible if the public relations assessment were cut by four cents including providing promotional materials and brochures at public events and schools.

Mr. J. H. Burrell asked what efforts has the Authority made to address global warming concerns. Mrs. Hynes responded that the Authority's efforts to promote recycling have not included addressing global warming overall; however, the Authority does provide material which explains the benefits of recycling and diverting materials from landfills to reduce emissions. Mr. Burrell then asked if there was any efforts to show what is being thrown in the landfills is energy required in reducing green house gases. Mrs. Hynes responded affirmatively.

Mr. R. L. Dunn (M-Chesterfield) commented that during the Authority's previous Curbside Education Advisory Committee meeting, discussions included increasing participation in the curbside program; the Authority's partnering with Richmond's new baseball team, and advertising expenses. Mr. Dunn asserted that if the public relations assessment were reduced, moving forward with these initiatives would be impossible and that the Counties would incur the additional expenses for promoting their recycling events. He included that Mrs. Hynes has cut expenses in the Authority's budget line items by as much as ten percent, and that reducing the PR assessment by two cents may be feasible; however, a reduction of four (4) cents would affect the Authority's ability to promote the Curbside Recycling Program.

Mrs. L. Dunn (M-Goochland), Director commented that she's met with Goochland's County Administrator who is in support of a two cents reduction in the PR assessment proposed by Chesterfield County. She included that Goochland County officials are too in support of Hanover County's request to keep the forty-eight cents per capita neutral for the upcoming fiscal year's operating assessment. Ms. Dunn asked if it would be possible to view the Authority's Articles of Incorporation and the Weldon Cooper Center's numbers to see if the prison population within jurisdictions could be excluded since they do not partake in any of the services. Mrs. Hynes responded that the Authority's Articles are not specific to exceptions or exclusions of certain segments of the population. A change to the calculation of the population would require an amendment to the Articles of Incorporation.

Mr. M. Benka (M-Richmond) commented that Authority staff has done an exceptional job in putting together the budget, which includes eliminating increased staff wages and their incurring out of pocket health expenses. He asserted that with all these things considered, a reduction of four cents in the PR assessment is asking too much.

Ms. Dunn asked if there was a cost associated with the previous commercials promoting the Authority's Curbside Program shown on Channel 12. Mrs. Hynes responded that WRIC-TV 8 Richmond developed the commercials as part of a promotion the Authority was doing at that time so there was no additional development costs. There is a cost to run advertisements. Mrs. Hynes added that through its partnerships with television and radio stations, the Authority has received news stories, interviews, and has become a recommended resource for recycling news topics.

Chairman Phillips commented that the Authority has worked very hard since its inception and that the advertising budget is miniscule in comparison to what other businesses pay for advertising. She added that having worked in the field of public relations, it would be virtually impossible for the Authority to receive services from some of the larger agencies due to its budget. Chairman Phillips asserted that Mrs. Drumheller has done an admirable job and that putting together a 30 second advertisement does not have as much impact as a three minute interview, which the Authority has been able to capitalize on. She asserted that as Mr. Benka and Mr. Dunn have mentioned, a two cents reduction may be feasible.

Mr. M. Kukoski (M-Richmond) commented that in taking many things into consideration and the understanding that timing is difficult, he too is in support of Mr. Dunn's and Mr. Benka's proposal of a two cents decrease in the PR assessment. He added that in analyzing Chesterfield County's recommendation of a four cents reduction would be drastic. Mr. Kukoski further asserted that the time that would be spent to get the Authority's Articles of Incorporation changed to amend population information and meeting with municipalities would mean a gratuitous amount of time and effort. He added that he can certainly understand the solidarity of the Counties and Cities trying to balance their budget; however a proposal of a 4 cent reduction in the Authority's PR assessment would not be feasible.

A motion was made by Mr. R. L. Dunn (M-Chesterfield) to adopt **Resolutions 10-03** through **10-11** with one revision that the public relations assessments in the Curbside Project Fund Budget be reduced by 2 cents. The motion was seconded by Mr. R. C. Key (A-Chesterfield) and approved unanimously.

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 9:55 a.m. The motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. R. C. Whiteman (M-Henrico), and carried that the December 18, 2009 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Marcia R. Phillips, Chairman of the CVWMA certify that the foregoing minutes are a true and correct copy of the minutes of the December 18, 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., January 14, 2010. Given under my hand and seal of the CVWMA this 14th day of January 2010.

Marcia R. Phillips, Chairman

TREASURER'S REPORT

Financial Reports for December 2009

The financial reports for December 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 \$185,000 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, 2009.

All costs for the 2010 curbside collection calendar, which include design, postage, printing and mailing, have been recorded in the December financial reports.

Recommended Action: Approval of the December 2009 Treasurer's Report of Finances

Attachments.

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

Summary - All Funds

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>Transfers In (Out)</u>	<u>Totals</u>
General Operating Fund	\$ 504,353	\$ 271,453	\$ -	\$ 232,900
Curbside Project Fund	2,836,192	2,856,395	-	(20,203)
Drop-Off Project Fund	314,255	316,792	-	(2,537)
Municipal Solid Waste Fund	1,843,990	1,860,001	-	(16,011)
CFC/HCFC	14,676	14,785	-	(109)
Special Waste Collections	78,013	80,217	-	(2,204)
Waste Tire Fund	24,929	25,079	-	(150)
Appliance and Scrap Metal Hauling	78,659	78,690	-	(31)
Yard Waste Projects	217,408	218,389	-	(981)
Waste Transfer & Disposal	<u>1,176,187</u>	<u>1,181,866</u>	<u>-</u>	<u>(5,679)</u>
<i>Totals</i>	<u>\$ 7,088,662</u>	<u>\$ 6,903,667</u>	<u>\$ -</u>	<u>\$ 184,995</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	-	-	2,000	\$ 2,000
<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 2009 – December 2009

General Operating Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 503,312	\$ 503,320	\$ (8)	0.0%
Interest on Investments	323	1,041	20,000	(18,959)	-94.8%
Miscellaneous/Other	-	-	1,000	(1,000)	-100.0%
Total Revenues	<u>323</u>	<u>504,353</u>	<u>524,320</u>	<u>(19,967)</u>	<u>-3.8%</u>
Expenses:					
Personnel services	27,671	164,948	325,250	160,302	49.3%
Fringe benefits	7,393	42,691	88,050	45,359	51.5%
Professional services	1,676	22,710	24,500	1,790	7.3%
Repairs and maintenance	396	1,146	2,830	1,684	59.5%
Advertising and promotions	89	343	5,500	5,157	93.8%
Materials and supplies	303	1,736	6,900	5,164	74.8%
Other services and charges	970	7,062	19,050	11,988	62.9%
Leases	3,563	20,813	36,825	16,012	43.5%
Depreciation	1,614	10,004	22,200	12,196	54.9%
Total Expenses	<u>43,675</u>	<u>271,453</u>	<u>531,105</u>	<u>259,652</u>	<u>48.9%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (43,352)</u>	<u>\$ 232,900</u>	<u>\$ (6,785)</u>	<u>\$ 239,685</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	-	-	-	\$ -	
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 2009 – December 2009

Curbside Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 438,577	\$ 2,615,367	\$ 5,460,000	\$ (2,844,633)	-52.1%
Public Relations Assessment	19,876	119,075	245,000	(125,925)	-51.4%
Customer Service Assessment	14,922	89,333	195,000	(105,667)	-54.2%
Contract Admin Costs	-	10	500	(490)	-98.0%
Grants and Sponsorships	-	10,000	-	10,000	0.0%
Interest on Investments	981	2,407	42,000	(39,593)	-94.3%
	<u>474,356</u>	<u>2,836,192</u>	<u>5,942,500</u>	<u>(3,106,308)</u>	<u>-52.3%</u>
Total Revenues					
Expenses:					
Personnel services	14,365	84,840	170,705	85,865	50.3%
Fringe benefits	4,694	28,069	55,200	27,131	49.2%
Professional services	1,443	15,205	16,210	1,005	6.2%
Repairs and maintenance	233	742	1,770	1,028	58.1%
Advertising and promotions	26,178	36,716	129,500	92,784	71.6%
Materials and supplies	295	1,456	4,205	2,749	65.4%
Other services and charges	47,873	55,450	65,685	10,235	15.6%
Leases	2,326	15,794	28,500	12,706	44.6%
Depreciation	460	2,756	10,000	7,244	72.4%
Contractual services	438,577	2,615,367	5,461,000	2,845,633	52.1%
	<u>536,444</u>	<u>2,856,395</u>	<u>5,942,775</u>	<u>3,086,380</u>	<u>51.9%</u>
Total Expenses					
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (62,088)</u>	<u>\$ (20,203)</u>	<u>\$ (275)</u>	<u>\$ (19,928)</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ 5,000	\$ 5,000	
Office equipment	-	-	1,000	\$ 1,000	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	

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

Drop Off Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 49,786	\$ 303,984	\$ 585,000	\$ (281,016)	-48.0%
Materials Sales Rebate	1,910	10,168	35,000	(24,832)	-70.9%
Interest on Investments	<u>31</u>	<u>103</u>	<u>3,000</u>	<u>(2,897)</u>	<u>-96.6%</u>
Total Revenues	<u>51,727</u>	<u>314,255</u>	<u>623,000</u>	<u>(308,745)</u>	<u>-49.6%</u>
Expenses:					
Personnel services	503	2,985	5,895	2,910	49.4%
Fringe benefits	144	859	1,480	621	42.0%
Professional services	78	932	1,760	828	47.0%
Repairs and maintenance	17	40	100	60	60.0%
Advertising and promotions	4	14	2,225	2,211	99.4%
Materials and supplies	12	92	145	53	36.6%
Other services and charges	67	450	860	410	47.7%
Leases	107	730	1,025	295	28.8%
Contractual services	49,786	303,984	585,000	281,016	48.0%
Materials sales rebate	<u>1,432</u>	<u>6,706</u>	<u>26,250</u>	<u>19,544</u>	<u>74.5%</u>
Total Expenses	<u>52,150</u>	<u>316,792</u>	<u>624,740</u>	<u>307,948</u>	<u>49.3%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (423)</u>	<u>\$ (2,537)</u>	<u>\$ (1,740)</u>	<u>\$ (797)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2009 – December 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	\$ 313,793	\$ 1,828,211	\$ 3,670,000	\$ (1,841,789)	-50.2%
Customer Service Assessment	2,227	13,398	28,500	(15,102)	-53.0%
Contract Admin Costs	60	780	3,000	(2,220)	-74.0%
Interest on Investments	838	1,601	31,000	(29,399)	-94.8%
Total Revenues	<u>316,918</u>	<u>1,843,990</u>	<u>3,732,500</u>	<u>(1,888,510)</u>	<u>-50.6%</u>
Expenses:					
Personnel services	2,445	14,552	29,185	14,633	50.1%
Fringe benefits	673	4,024	7,920	3,896	49.2%
Professional services	444	5,915	6,840	925	13.5%
Repairs and maintenance	110	261	660	399	60.5%
Advertising and promotions	30	87	3,000	2,913	97.1%
Materials and supplies	63	393	1,290	897	69.5%
Other services and charges	403	2,717	5,255	2,538	48.3%
Leases	378	2,570	4,450	1,880	42.2%
Depreciation	212	1,271	3,400	2,129	62.6%
Contractual Services	313,793	1,828,211	3,670,000	1,841,789	50.2%
Total Expenses	<u>318,551</u>	<u>1,860,001</u>	<u>3,732,000</u>	<u>1,871,999</u>	<u>50.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,633)</u>	<u>\$ (16,011)</u>	<u>\$ 500</u>	<u>\$ (16,511)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500	
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 2009 – December 2009

Other Special Projects

	Month to Date	Year to Date	Total	Variance	% Budget
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>		<u>Remaining</u>
Revenues:					
Project Service Fees	\$ 266,641	\$ 1,476,187	\$ 3,825,000	\$ (2,348,813)	-61.4%
Materials Sales Rebate	6,383	112,859	117,000	(4,141)	-3.5%
Interest on Investments	<u>304</u>	<u>827</u>	<u>15,700</u>	<u>(14,873)</u>	<u>-94.7%</u>
Total Revenues	<u>273,328</u>	<u>1,589,873</u>	<u>3,957,700</u>	<u>(2,367,827)</u>	<u>-59.8%</u>
Expenses:					
Personnel services	300	1,950	3,900	1,950	50.0%
Fringe benefits	23	149	325	176	54.2%
Professional services	350	5,341	5,800	459	7.9%
Repairs and maintenance	113	269	675	406	60.1%
Advertising and promotions	-	721	2,500	1,779	71.2%
Materials and supplies	29	212	960	748	77.9%
Other services and charges	77	462	1,075	613	57.0%
Contractual services	266,639	1,477,179	3,825,000	2,347,821	61.4%
Materials sales rebate	<u>7,123</u>	<u>112,744</u>	<u>117,000</u>	<u>4,256</u>	<u>3.6%</u>
Total Expenses	<u>274,654</u>	<u>1,599,027</u>	<u>3,957,235</u>	<u>2,358,208</u>	<u>59.6%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (1,326)</u>	<u>\$ (9,154)</u>	<u>\$ 465</u>	<u>\$ (9,619)</u>	

PUBLIC HEARING

Amendment to the Central Virginia Solid Waste Management Plan

The public will have the opportunity to comment on the Tri-Cities Disposal and Recycling Services (Old Petersburg Landfill) Solid Waste Management Plan Amendment at the meeting. The Plan is being amended to include the planned expansion of the landfill. The expansion will ultimately add an additional 4 million cubic yard of capacity, extend the landfill life approximately 20 years, increase daily intake to 1,000 tons and add a transfer station to the site. Representatives of Tri-Cities Disposal and Recycling Services will be present to answer questions about the proposed expansions.

CONSIDERATION OF RESOLUTION 10-12: AWARDING THE CONTRACT FOR COLLECTING, TRANSPORTING AND PROCESSING USED ELECTRONIC EQUIPMENT

A Request for Proposals (RFP) was issued October 23, 2009 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 proposals were opened and read November 20, 2009 at 2:00 p.m. CVWMA staff reviewed the proposals with an advisory committee comprised of representatives from several member localities. The recommendation of the selection committee is the execution of an agreement with Creative Recycling Services, Inc for collecting and recycling eWaste. The term of the contract will be for an initial period of three years beginning on or about April 1, 2010 and ending March 31, 2013. The contract will also include an additional three-year renewal option. Synergy Recycling, LLC, also responded to the RFP.

Creative Recycling Services is the company that was selected as an emergency Contractor for a six month period when the Contract between CVWMA and Supreme Asset Management and Recovery was terminated in September 2009.

Creative will provide 53' trailers at convenience centers for the same fee as they received under the terms of the emergency Contract, \$1,500. Additionally, Creative will conduct eWaste recycling events for a \$400 fee. Creative will charge \$7 for each TV and \$3 for each monitor collected. This is a change from previous Contracts when the fee for both was \$5. In addition Creative will reimburse CVMWA \$3 for each CPU collected at the events. Creative will continue to accept 'anything with a plug. Their list of unacceptable items is also similar and includes fluorescent bulbs, smoke detectors, radioactive items and bio-hazardous items.

Resolution 10-12 is presented for consideration and will authorize the Executive Director to execute a contract for Collecting, Transporting and Processing used Electronic Equipment with Creative Recycling Services, Inc. Special Project Agreements would be developed between CVWMA and the local participating jurisdictions interested in these services.

Recommended Action: Approval of **Resolution 10-12**

Attachment

RESOLUTION 10-12

A resolution authorizing awarding a 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, 2010.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 6 of the January 2010 Board Agenda outlined the proposed 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 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 Agreements between the Central Virginia Waste Management Authority and member localities as requested; and

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

Adopted this 14th day of January 2010

Attest: _____
Marcia R. Phillips, Chairman

**STAFF AGENDA
ITEM NO. 7**

2010 VIRGINIA GENERAL ASSEMBLY

The 2010 session of the Virginia General Assembly convenes Wednesday, January 13 and will end March 13. Crossover day is February 17. The CVWMA has and will continue to monitor relevant legislation and bills of interest to CVWMA and member jurisdictions. As legislation continues to be introduced, Staff will provide an update at the January 14 Board meeting.

**STAFF AGENDA
ITEM NO. 8**

CURBSIDE RECYCLING PROGRAM

The CVWMA Curbside Program experienced some obstacles during the month of December with issues concerning the holiday slides and the Christmas week weather, which proved to be a challenge for Tidewater Fibre (TFC). There were reported instances of company trucks being stuck on unplowed neighborhood roads and needed tow services early in the week. Despite these challenges, drivers were able to service most streets and eventually the remaining serviceable areas with set-out collections.

The missed collection driver experienced some setbacks with the holiday schedule and collecting from residents, who after having missed their regular scheduled pick up, brought their recyclables to the curb for collection after seeing the driver. This resulted in the driver being overwhelmed and as a result, TFC sent out their regular collection truck to handle the additional pick ups. Tonnage figures will be presented at the January 14 Board of Directors' meeting.

Bin requests were down to 754 for the month; however requests have picked up as a result of the calendar mailing with almost 84 bins requested in the last two days of the year.

TFC's performance relative to missed collections was good considering the conditions as the December total of 348 was well below the December 2008 total. Fiscal year-to-date there have been 1,875 missed collections compared to 2,865 for the same six-month period last year. There were no penalties assessed to TFC for late collections in December.

MUNICIPAL SOLID WASTE (MSW) PROGRAM

The month of December overall was a good month for Republic Services with 147 misses and \$40 in penalties. However, the last week of the month, the week after Christmas, was a very challenging week. The Wednesday after Christmas in Colonial Heights was a very heavy trash collection day. Every truck working in the City packed out three times and some routes had to be completed early Thursday morning after the landfill closed.

The same collection problems encountered on Wednesday in Colonial Heights were experienced the following Thursday and Saturday collection days in Petersburg. The old Petersburg landfill, now operated by Tri-Cities Disposal, closed at noon on Thursday December 31 and at noon again on Saturday January 2. Republic was unable to complete their Thursday and Saturday routes during the New Years slide week and had to work into Sunday to finish.

OPERATIONS AND PROGRAM STATISTICS

The first week after the Christmas holiday was also a very busy week for the drop-off program. By Monday, most containers were completely full. The CVWMA Call Center received several calls from the public and staff at fire stations and other sites who reported overflow around the containers. Additional pulls during the week after Christmas were added by some localities to keep up with the high traffic. The week after the New Years holiday started off strong as well.

Program Statistics

Program Statistics for December 2009 will be presented at the January 14, 2010 Board meeting.

2009 Recycling Rate Report

Authority staff is in the process of preparing a letter to be submitted to regional recycling processors requesting recycling information for the 2009 report. The letter will be mailed at the end of January.

TECHNICAL ADVISORY COMMITTEE (TAC) REPORT

A report on the January 7 Technical Advisory Committee meeting will be presented at the January 14 Board of Directors' meeting.

PUBLIC INFORMATION

2010 Curbside Recycling Collection Schedule and Email Reminder

The 2010 Curbside Schedule has been printed and mailed. CVWMA Call Center staff is taking calls for bin requests. An error was reported on the calendar in the month of May. The red and blue weeks are noted correctly; however, the shading colors are incorrect. CVWMA staff has made corrections to the color shading error for the month of May, which has been posted on the Authority's Web site. The CVWMA will also be correcting calendars for future mailings and will issue numerous press releases prior to and during May. In addition, messages will be sent through the Authority's e-mail reminders to almost 8,500 subscribers.

The free curbside email reminder has been updated and the new format with 2010 information will start being sent out to email subscribers the week of January 4, 2010.

Waste Reduction News

The January electronic newsletter included articles on 2010 Curbside Recycling; Christmas Tree Recycling; Environmental New Year's Resolutions, and a reminder to visit CVWMA on FaceBook, YouTube and Flickr for program information.

Media Opportunities

CVWMA staff participated in several media interviews this month. Henrico County TV-17 did a short video on curbside recycling on Dec. 17th; WTVR CBS Channel 6 aired a short interview on Christmas Tree Recycling on December 27, 2009, and WRIC ABC Channel 8 did a short segment on curbside recycling that aired New Years Day.

Local papers in many of our member jurisdictions provided information on locality specific locations for Christmas Tree Recycling.

CVWMA staff placed print ads promoting curbside recycling and the new 2010 Curbside Collection Schedule in the Richmond Free Press, Community Weekly (Chesterfield Zones), Community Weekly (Henrico Zones), Henrico Citizen, Hanover Herald-Progress, Mechanicsville Local, Goochland Gazette, Goochland Courier, Colonial Voice, and North of the James.

Educational Video

CVWMA staff worked with a local videographer to develop three educational videos to provide public awareness and education. Topics for the videos include curbside and drop-off recycling programs; accepted and not accepted recyclables; and new products that recyclables can be made into.

Outreach

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

Meetings

- Executive Roundtable
- Chesterfield County Curbside Advisory Committee
- Keep Virginia Beautiful Board of Directors
- SWANA Board Meeting
- Media Interviews- Henrico County TV-17, WTVR Channel 6

Presentation & Publication Requests

Group	Number	Locality	Request	Type	Publications
Innsbrook Go Green Team	12	Henrico	Presentation	Business	Publications and pencils
Martin Luther King ES	12	Richmond	Educational Materials	School	Activity Books & pencils
JTCC, Marshall Center	40	Chesterfield	Educational Materials	School	Publications, pencils & Podcast
Salem Church ES	125	Chesterfield	Presentations (3)	School	Activity Books & stickers
Powhatan Anti-Litter Committee	12	Powhatan	Presentation	Civic	Publications
Partnerships for the Future	100	Richmond	Educational Materials	Civic	Publications and give-a-ways
Chalkley ES	92	Chesterfield	Educational Materials	School	Activity Books and pencils
Chesterfield Waste & Recovery Conv. Centers	130	Chesterfield	Educational Materials	Government	Curbside brochures
Kelley Ramsey	1	Chesterfield	Educational Materials	Citizen	Publications
Charles City ES	500	Charles City	Presentations (10)	School	Pencils, rulers and lanyards
Henrico County Government Centers	400	Henrico	Educational Materials	Government	Extra Container Stickers
Henrico County TV-17	1	Henrico	Media Interview	Government	Curbside Program information
WTVR Channel 6	1	Various	Media Interview	Media	Christmas Tree Recycling info

Presentation & Publication Requests Continued

City Manager's Office	75	Col. Heights	Educational Materials	Government	Curbside Brochures & Magnets
Town of Ashland Public Works Department	75	Ashland	Educational Materials	Government	Curbside Brochures & Magnets
Richmond City Hall Lobby Display	200	Richmond	Educational Materials	Government	Extra Container Stickers
Total, FY 09-10	10,727				

Web Site Statistics

	Visitors	Visits	Visit Length	Emails
December 2009	4,284	6,367	4 min 0 sec	310
Total, FY 09-10	24,599	39,182	--	2,241

Top Web Pages Viewed

Homepage (4,426 visits) /cvwma.com
 Recycling Programs (1,434 visits)/recycling_programs.wbp.
 Curbside (1,369 visits)/recycling_programs/curbside_recycling.wbp
 Electronics (1,012 visits)/recycling_programs/electronics.wbp

Curbside Recycling Email Reminder Subscribers

	Total Subscribed	Added	Removed
December 2009	8,271	141	5
Total, FY 08-09	8,412	6,033	597

** Event Recycling*

Group	Date	Number of Containers	Locality
*There were no requests this month for containers.			

ADMINISTRATIVE

Holiday

The CVWMA Administrative office will be closed on Friday, January 15, 2010, in observance of the Lee-Jackson Holiday and on Monday, January 18, 2010, in recognition of the Martin Luther King holiday. Recycling and Municipal Solid Waste Services are not affected by the holidays and the CVWMA Call Center will be staffed on each of the above mentioned days.

Upcoming Meetings

The following is a listing of upcoming CVWMA meetings:

Technical Advisory Committee	February 4, 2009	9:00 a.m.
Curbside Education Advisory Committee	February 4, 2010	10:00 a.m.
Executive Committee	February 8, 2009	2:00 p.m.
Board of Directors (Richmond)	February 19, 2009	9:00 a.m.