



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
THURSDAY, JANUARY 15, 2009
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

CALL TO ORDER

9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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OLD/NEW BUSINESS

ADJOURNMENT



MINUTES OF THE REGULAR MEETING OF DECEMBER 12, 2008

The minutes of the regular Board of Directors meeting held December 12, 2008 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 12, 2008
MINUTES
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia R. Phillips (M-Chesterfield), Chairman
Gentry Bell (M-Henrico), Vice-Chairman
William G. Kuthy (M-Prince George), Treasurer
Elliot Danburg (M-Powhatan), Secretary
Mark Kukoski (M-Richmond), Director
Josh Farrar (A-Ashland)
John Brag (A-Charles City)
William H. Howell (M-Chesterfield)
Robert L. Dunn (M-Chesterfield)
William E. Henley (A-Colonial Heights)
Richard D. Harvey, Sr. (M-Goochland)
Steve Chidsey (M-Hanover)
J. Michael Flagg (A-Hanover)
William I. Mawyer, Jr. (A-Henrico)
John Fountain (A-Hopewell)
James H. Burrell (M-New Kent)
William Rigglesman (A-Petersburg)
Matthew D. Benka (M-Richmond)

Non Voting:

William E. Johnson (A-Chesterfield)
Howard Heltman (A-Chesterfield)
Charles E. Dane (A-Chesterfield)
Steve J. Yob (A-Henrico)

Staff:

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

MEMBERS/ALTERNATES NOT PRESENT

Marcia E. Kelley (M-Henrico), Immediate Past Chair
Jack Miniclier (M-Charles City)
Richard A. Anzolut, Jr. (M-Colonial Heights)
Paul E. Drumwright (A-Goochland)
Robert Setliff (M-Hanover)
Steve Herzog (A-Hanover)
Robert C. Whiteman (M-Henrico)
Arthur D. Petrini (A-Henrico)
Phillip E. Elliott (M-Hopewell)
James Tacosa (A-New Kent)
Michael D. Briddell (M-Petersburg)
Christopher Rapp (A-Powhatan)
Bill Hamby, Jr. (A-Prince George)
Dexter White (M-Richmond)

Guest

Mrs. Ellen Howell

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 Kelley closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of December 12, 2008

By motion of Mr. R. Dunn (M-Chesterfield), seconded by Mr. E. Danburg (M-Powhatan), Secretary and carried that the minutes of the December 12, 2008, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

Item No. 3: Chairman's Report

Continuing, Chairman Phillips welcomed members to the December 12 Board of Directors' meeting and acknowledged Mr. Josh Farrar (A-Ashland), recently appointed alternate for the Town of Ashland.

Resolution of Appreciation for Mr. William H. Howell

Chairman Phillips presented Mr. William H. Howell with a **Resolution of Appreciation** for his service as CVWMA Board member. Chairman Phillips commented that Mr. Howell and Mr. R. Dunn (M-Chesterfield), both charter members of the CVWMA Board, have been very stable representatives for Chesterfield County since the inception of the Authority. She stated that she first met Mr. Howell shortly after her being nominated to serve on the CVWMA Board when he contacted her to schedule a meeting. She went on to comment that she found their meeting useful and informative, and that it offered an opportunity to understand more deeply the work of the Authority. Chairman Phillips added that since then she and Mr. Howell have maintained a wonderful business relationship and that it has been a pleasure to work with him over the past several years. She went on to comment that Mr. Howell has been an outstanding representative for Chesterfield County and that the County's general services staff have admired him. Concluding, Chairman Phillips added that Mr. Howell, who has been an invaluable member of the CVWMA Board, is moving on and wished him well.

Continuing, Chairman Phillips presented the Resolution of Appreciation for Mr. William H. Howell for his service as CVWMA Board member. Chairman Phillips then asked Mrs. Kimberly Hynes, CVWMA Executive Director, to read the resolution. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. J. H. Burrell (M-New Kent), and carried that the **Resolution of Appreciation** for Mr. William H. Howell be approved as presented.

Mrs. Hynes commented that Mr. Howell has been a stable force and that Chesterfield is proud to have had him representing them. She added that Mr. Howell has brought to the table many years of experience and knowledge and that she is personally grateful for his help and support during her tenure. Mrs. Hynes wished Mr. Howell and his family well and asked that he keep in touch adding that he will certainly be missed.

Mr. Howell commented that the eighteen years he has served on the Authority's Board and his association with Chesterfield County has been an enjoyable experience. He added that the Authority is composed of a combination of government and business representatives who established a platform of valuable communication for a common cause. Mr. Howell went on to comment that the Authority has been a very efficient operation and is a prime example, in the Richmond Metropolitan area, of a regional governmental operation doing an exceptional job. Concluding, Mr. Howell expressed thanks to the CVWMA Board and Authority staff for their support and recognition.

Mr. C. Dane (A-Chesterfield) read a letter from Mr. J.L. Stegmaier, Chesterfield County Administrator who was unable to attend. The letter expressed appreciation for Mr. Howell's service to Chesterfield County and his dedication to the CVWMA Board. Mr. Dane commented that Chesterfield County is fortunate to have three wonderful representatives on the Authority's Board. He added that each member has been very active through the years and that Mr. Howell, who was one of the original members and the director of general services for Chesterfield, played a large part in the formation of the Authority. Mr. Dane included that the employees of Chesterfield County have appreciated Mr. Howell's mentorship and the voice of reason he has always represented. Mr. Dane introduced the Board to Mr. William E. Johnson, Deputy County Administrator for Chesterfield. Mr. Johnson (A-Chesterfield) will be succeeding Mr. Howell in January 2009.

2009 Proposed Meeting Dates

Chairman Phillips directed the Board's attention to page 15 of the agenda package, which displayed the proposed meeting dates for the CVWMA Board of Directors for the 2009 calendar year. Mrs. Hynes noted that all are on the third Friday of the month, except January. The meeting is scheduled for Thursday, January 15 since Friday is a holiday.

Chairman Phillips then opened the floor for a motion to approve the proposed meeting schedule for 2009. A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. E. Danburg (M-Powhatan), Secretary and carried that the proposed meeting dates for the CVWMA Board of Directors for the calendar year 2009 be approved as submitted.

Item No. 4: Bylaws Review Committee

Consideration of Resolution 09-13: Revising the Central Virginia Waste Management Authority Articles of Incorporation and Bylaws

Mrs. Hynes reported that the CVWMA's 13 member jurisdictions have held public hearings and approved the amendments to the Authority's Articles of Incorporation. Mrs. Hynes went on to report all 13 jurisdictions have ratified the document and revisions as directed by the Board.

Mrs. Hynes directed the Board's attention to page 16 of the agenda package, which displays a copy of **Resolution 09-13** revising the Central Virginia Waste Management Authority Articles of Incorporation and Bylaws and filing the First Amended Articles of Incorporation with the State Corporation Commission.

Chairman Phillips then opened the floor for a motion to approve **Resolution 09-13**. A motion was made by Mr. W. H. Howell (M-Chesterfield), seconded by Mr. R. Dunn (M-Chesterfield), and carried that **Resolution 09-13** be approved as submitted.

Item No. 5: Joint Executive Committee and Technical Advisory Committee (TAC) Report

Mrs. Hynes reported that the CVWMA's Executive and Technical Advisory Committees met jointly to discuss the Authority's accumulated funds. Mrs. Hynes directed the Board's attention to page 19 of the agenda package, which provides a synopsis of the meeting.

Continuing, Mrs. Hynes reported that the CVWMA has a policy in place to retain at least 10 percent of its total operating budget. She included that accumulated earnings increases above the 10 percent; earnings would be distributed back to the member jurisdictions. Mrs. Hynes went on to report that the 10 percent level has not been reached. Discussions during the meeting included revising that policy to include retaining a minimum of 5 percent of the total operating budget. Mrs. Hynes noted that the 5 percent is deemed reasonable since the potential liability and need for contingencies of the Authority and the risk associated are minimal since all of the Authority's operations are contracted out.

Proceeding, Mrs. Hynes reported that the accumulated earnings is \$953,000 as of June 30, 2008. Mrs. Hynes went on to report that at a previous meeting, the Executive Committee recommended giving a portion of the funds back to localities. The two committees have agreed that \$150,000 would be an adequate amount to aid localities in planning and putting together their upcoming year's operating budget. Mrs. Hynes went on to report that this would leave about \$800,000 for the Authority to retain for any future liabilities or operational needs. Mrs. Hynes noted that it was felt that the Authority would need to revise the policy currently in place before recommending distribution of excess funds. She informed the Board that a policy would be presented at a future meeting of the Board for consideration and appropriation of the \$150,000 distributed back to localities.

STAFF AGENDA

Item No. 5: Curbside Recycling Program

Mr. B. Harris, Director of Operations, reported that curbside collections totaled 2,753 tons for the month of November; a decrease of 5.4 percent from November 2007. He added that year-to-date; collections are at 14,209 tons through the first five months of the fiscal year, an increase of 3.6 percent from the same period during the previous year.

Continuing, Mr. Harris reported that paper prices have now fallen below the threshold level resulting in no revenue share for curbside collected mixed paper for the month of November. Missed collections during the month of November were down to 426 from 490 in October. No penalties were assessed for late collections.

Concluding, Mr. Harris reported that bin requests totaled 867. Requests during the month of November were less than 1,000 for the first time since June 2008. Mr. Harris included that for the first 5 months of the fiscal year, bin requests are up 43 percent from the same period during the previous year.

Mr. S. Yob (A-Henrico) asked if Caraustar Industries, Inc. Richmond Paperboard mill closing would have an impact on the recycling rate report. Mr. Harris responded that the mill closing might not have any impact on the current years' report but might in future years since they are a large player in the OCC market.

Mr. S. Chidsey (A-Hanover) asked for an update on how Tidewater Fibre Corporation (TFC) is handling the downturn in the market. Mr. Harris responded that TFC has rented warehouse space for storing some of their paper products. Mr. Harris added that the company feels confident that they will ride out the current economy storm.

STAFF AGENDA

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

Mr. R. Thompson, Operations Technician, reported that Allied Waste continued to improve collection performance. There were only 80 reported missed collections during the month of November. Mr. Thompson went on to report that over the last 5.5 years, there were only 2 months where MSW missed collections were less than 100 for the month. Penalties assessed for the month were \$100 for two missed collections not collected in accordance with contract terms.

Concluding, Mr. Thompson reported that the CVWMA staff assisted representatives of the City of Colonial Heights with affixing bulk collection stickers on the tops of residential trash carts. The task was completed over three collection days, November 19, 26 and December 3.

Item No. 7: Operations and Program Statistics

Drop-Off Program

Mr. Thompson reported that with the success of previous eCycling events at Ukrop's Crossridge and John Rolfe locations, the County of Henrico has scheduled eCycling events on January 24, 2009 at the same locations. Mr. Thompson went on to report that on March 7, 2009, the City of Richmond would hold an eCycling event at the Diamond. The County of Powhatan will hold its Annual Tire Amnesty Day event on the same day.

Concluding, Mr. Thompson reported that an Earth Day Spring eCycling event has been scheduled for April 25, 2009 in the City of Hopewell.

Program Statistics

Mr. Harris directed the Board's attention to a copy of program statistics placed at each seat. He reported that the month of November was a strong month in the Drop-Off Program. He added that MSW tonnage at the ten convenience centers operating under Authority contracts is down 20 percent from amounts collected in the previous year. Fiscal year-to-date, collections are down 14 percent. Mr. Harris went on to report that the drop in recycling markets have affected revenue. He noted that the total revenue for the month is about \$4,500. In the previous year, over \$40,000 per month was averaged in revenue.

Concluding, Mr. Harris reported that Allied Waste Services, Inc. and Republic Services, Inc., the No. 2 and 3 waste haulers in the country, announced Friday, December 5, 2008, that they have completed their merger to create one of the nations leading waste and environmental services providers. Mr. Harris went on to report that the companies have no plans on re-branding at this time. Allied Waste will continue operating in this region as Allied Waste and the transitioning of BFI trucks to Allied Waste will continue. Mr. Harris informed the Board that Allied Waste staff, Mr. Jim Zieche, District Manager, and Mr. Chip Gingles, General Manager, will be replaced and that the company plans to

combine its Virginia, Washington DC, and Maryland operations. Allied Waste representatives have assured the Authority that the merger will not affect the remaining staff locally.

Mr. J. H. Burrell (M-New Kent) asked for clarification of figures shown for used oil and oil filters under the Safe Garage Program. Mr. Harris responded that it takes time to fill fifty-five gallon drums with oil filters; therefore, oil filter collections are sporadic from month to month, which makes them inconsistent with used oil collections.

Item No. 9: Public Information

Mrs. N. Drumheller, Public Information Coordinator, reported that the CVWMA is working with Mr. John Bernier of WRIC-TV8 and K95 for promotion of the 2009 curbside recycling schedule. Mrs. Drumheller went on to report that during the last week of December 2008 and first week of January 2009, the station will air commercials on curbside collection and the CVWMA curbside collection calendar schedule. A segment will also run on New Years' day. Mrs. Drumheller presented a showing of the taped television commercials that will run on WRIC-TV8.

Concluding, Mrs. Drumheller reported that a recycling trivia contest would also run January 5 through 9 during the station's 6:00 a.m. to 7:00 a.m. news segments. The contest will award prizes for questions answered correctly by callers.

Outreach

Mrs. Drumheller indicated that on pages 21-23 of the agenda package, the Board would find outreach, Web site statistical information, and curbside recycling e-mail reminder subscriber information. Mrs. Drumheller reported that CVWMA's new Web site host, SiteVision, provided her with an update of information for the Authority's Web statistics. The information, received following the mailing of the December agenda reported that visitor total to the CVWMA Web site for the month of November was 4,032; total visits were 7,451.

Mr. J. Fountain (A-Hopewell) asked if the Authority has considered advertising on large urban radio stations in an effort to reach to a much wider audience. Mrs. Drumheller responded that the Authority has used a variety of media to reach the public and potential customers, including urban radio stations.

Item No. 10: Financial Reports for November 2008

Mrs. N. Downey, Director of Administration and Finance, directed the Board's attention to pages 24-30 of the agenda package, which displays the financial reports for November 2008. Mrs. Downey reported that financial activities are consistent with previous months. The CVWMA continues to remain within total budget in all funds as of November 30, 2008. The CVWMA has a combined net income of about \$312,000 year-to-date.

A motion was made by Mr. R. Dunn (M-Chesterfield) seconded by Mr. E. Danburg (M-Powhatan), Secretary and carried that the Financial Reports for November 2008 be approved, accepted, and filed as submitted.

Item No. 11: Administrative

Mrs. Hynes noted that in observance of the Christmas Holiday, the Central Virginia Waste Management Authority administrative offices would be closing at noon, Wednesday, December 24 in conjunction with Thursday, December 25 and Friday, December 26. Mrs. Hynes noted that curbside recycling and residential solid waste collection would not be affected by the holiday schedule. The CVWMA Customer Service Center will be staffed on all service days during the holiday period.

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

2009-2010 Operating Budget

Mrs. Hynes announced that at the November meeting, staff provided the Board with a copy of the *2009-2010 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 a synopsis of the *2009-2010 Proposed Budget*.

Mrs. Hynes reported that the total budget as proposed is \$14.8 million. This is an increase of 6.5 percent over the 2008-09 Operating Budget. Mrs. Hynes went on to report that the increase is largely due to a 7.5 percent increase in program costs, predominantly in the Curbside Program with the new contract, effective July 1, 2009. Mrs. Hynes added that the CVWMA has adjusted revenues from interest and market revenue downward to what Authority staff feels is a more realistic level given the current and projected economic climate.

Continuing, Mrs. Hynes reported that the budget does propose using more than \$16,000 in accumulated earnings. The proposed budget includes an average 3 percent increase in the salary line item. Mrs. Hynes reminded the Board its approval to implement a pay and classification plan based on the study conducted by Springsted, Inc. The implementation was to be conducted over a two-year period and to continue with benchmarking positions going forward so that the Authority is not placed in a continuous "lagging" situation. Mrs. Hynes went on to report that the first year of implementation was to ensure that all employees with at least 5 years of service were compensated within their grade or at very least the minimum. The salary for employees falling below their range and having less than five years of service was adjusted by 50 percent of what it took to get to their minimum salary range. The salary ranges in the previous year were adjusted by 2 percent and the minimum increase for employees was 3 percent.

Moving on, Mrs. Hynes reported that the goal for 2010 was to ensure that all employees are at the very least compensated at the minimum of their range and to reduce compression by moving employees away from the minimum based on longevity and performance. Mrs. Hynes went on to report that the 2009-10 budget includes a 3 percent average increase in the salary line item. This includes a 1.5 percent wage adjustment, which means ranges would be adjusted by 1.5 percent versus the 2 percent included last year. The wage adjustment is basically another term for cost of living increase. Mrs. Hynes added that the additional 1.5 percent would be used to reduce compression and move employees through their position range based on the pay plan, longevity, and performance factors.

Continuing, Mrs. Hynes commented that Authority staff put the new operating budget together prudently and tried to recognize the economic situation coupled with the deficiency in compensation over the years. She informed the Board that a question was raised during the November Board of Directors' meeting about the average 3 percent increase and the proposed budget as it pertains to

salaries. She added that she has spoken with members of the Board and county administrators, and finance and budget directors who are facing some difficult decisions, particularly as it pertains to salaries and maintaining current government services and staff. Mrs. Hynes included that a lot hinges on the state's budget and localities finalizing their budgets. The inclination is that several member jurisdictions do not foresee wage (merit or cost of living) increases for its employees in the upcoming fiscal year.

Proceeding, Mrs. Hynes commented that the Authority is challenged with putting a budget into place that predicts activity in 12 to 18 months. She reminded the Board that the CVWMA Bylaws provide for the adoption of the Annual Operating Budget no later than December 31 for the ensuing fiscal period.

Closing, Mrs. Hynes commented that Authority staff has been prudent and fiscally responsible over the years and added that the significant surplus previously discussed in a prime example. She went on to comment that the Board's decision to adopt the Authority's 2009-2010 budget is based on those same fiscal values with careful consideration of the current and future economic situation in member localities and the state.

Mr. W. Mawyer, Jr. (A-Henrico) asked if the 1.5 percent increases would be given to Authority staff members who, in the previous year, received an increase. Mrs. Hynes responded affirmatively. Mr. Mawyer then asked if employees would receive an additional increase beyond that. Mrs. Hynes responded affirmatively, depending on their years of service.

Mr. S. Chidsey (M-Hanover) asked that within the contents of the budget, is there also performance opportunities. Mrs. Hynes responded affirmatively, particularly in the benchmarking component or the implementation of the plan. There is a performance component where longevity as well as past and current performance are taken into consideration.

Mr. C. Dane (A-Chesterfield) commented that he appreciates the fact that Authority staff is so well managed. However, given the fiscal stress faced by Chesterfield County and other localities looking at the option of cutting programs and trying to avoid furloughs, it is apparent throughout the region that localities will be unable to offer its employees a salary increase. Mr. Dane went on to comment that the primary focus for localities is to avoid reductions that forces layoffs. He added that he understands the compression issue and incentives for job performance. However, given the current state of the economy, it is difficult for a locality member to pass a budget, which would give a salary increase to employees of a group that they are a member of when salary increases are uncertain for employees of the member's respective jurisdiction.

Mr. Dane went on to comment that he personally has some concern and heartburn with the Authority giving its employees salary adjustments. He included that the Authority is viewed positively throughout the region for its cooperativeness and is a model of how jurisdictions should work together as Mr. Howell had noted earlier during the meeting. Mr. Dane added that deciding on whether or not to adopt this budget is a big test for the Authority and its member jurisdictions and questioned if the Authority should reconsider giving its employees a salary adjustment.

Mr. J. M. Flagg (A-Hanover) asked if any thought or strategies on how the Authority and its member jurisdictions can work together on leveling CVWMA's operating assessments. Mrs. Hynes commented that the Authority has maintained its operating assessment at 48 cents per capita for more than 10 years. She added that it only grows with the locality's population. Mrs. Hynes went

on to add that there has been no thought to adjusting the calculation of the assessment. Mrs. Hynes added that staff would consider alternative options and what other regional organizations are doing.

Mr. Dane asked what the dollar amount of the increase in the new fiscal year budget is for salaries. Mrs. Hynes responded that the 3 percent on the salary line item totals \$15,000 not including retirement and payroll taxes.

Mr. M. Benka (M-Richmond) commented that the Authority has a tremendously good staff and member localities should recognize that. He supports the Authority's 2009-2010 proposed operating budget.

Mrs. Hynes informed the Board that in speaking with personnel in several localities she has received various comments on the issue. Although \$15,000 is minuscule compared to the amount of money in shortfalls several localities are faced with and that she sees the salary issue as being more a matter of perception.

Mr. Dane agreeing with Mrs. Hynes statement commented that nonetheless, he still finds it difficult to approve the Authority's budget as presented considering the economic adversity facing Chesterfield County.

Chairman Phillips commented that she has concerns with the localities perception. She reminded the Board of its approval to accept a compensation and classification plan using the recommendations of Compensation, Classification and Benefits Study conducted by Springsted Inc., as a basis for developing a pay and classification plan for the Authority. Chairman Phillips added that this process would be implemented over a two-year period to ease the financial stress to the Authority. She added that she has very serious discomfort with the perception of going back on her word and the Board renegeing on what it had previously approved.

Mr. Dane asked in considering Chairman Phillips comments, if the Board could come to some middle ground on the decision in an effort to understand with compassion what member jurisdictions are experiencing.

Mr. J. Fountain (A-Hopewell) commented that he was in favor of doing the proposed salary adjustments for Authority staff in one year and although he did not receive much support, the Board did come to a decision to which is should remain committed too.

Mr. R. Dunn (M-Chesterfield) commented that the salary and performance level of Authority employees in the same or similar position of those employed by member jurisdictions is not equal; however, the Board now has concerns about perception and the Authority giving its employees a wage adjustment. He added that the Board should consider the past perception of the Authority's staff performance and the exceptional job they have been doing. Mr. Dunn went on to comment that the Board should consider approving the 1.5 percent increase for Authority staff on the scale the Board previously approved and based on the state of the economy, revisit in January of next year implementing an additional 1.5 percent cost of living increase, which would require a Board vote.

Mr. S. Chidsey (M-Hanover) suggested revisiting the issue in May 2009, when more information is available.

Mr. G. Bell (M-Henrico) commented that there has been a lot of talk about perception. He added that the Authority is looking at dividing \$150,000 and disbursing that equally between its 13 member jurisdictions. He asked could not the perception being positive be the same. He included does this mean that the Authority should not return the \$150,000 if the Board decides not to agree with the proposed salary increases. Mr. Bell went on to comment that perceptions to him are “fickle” and that if the Board is prepared to take and defend distributing \$16,000 in salary increases for Authority staff from a surplus of almost 1 million dollars, then individuals within the counties and cities would understand how the Authority’s Board came to its conclusion and would accept it.

Mr. Dane commented that Mr. Bell’s statement might be true; however, a county official who has to deny their personnel a salary increase or consider staff cutbacks and layoffs may not be in agreement.

Mr. W. Mawyer, Jr. (A-Henrico) asked if Mrs. Hynes could review the assessments to the counties once more and clarify whether the assessments for counties increase by program volume. Mrs. Hynes responded that the operating assessment is based on population. She added that it was originally 50 cents per capita at the start of the Authority, and has since been lowered to 48 cents per capita and has been maintained at 48 cents for the last 12 years. The assessment is calculated annually based on the population in each member jurisdiction.

Mr. Mawyer asked if the significant increase in project service fees is due to the new contract for the Curbside Recycling Program. He in addition asked if the increase is translated to the localities. Mrs. Hynes responded affirmatively. She added that the per capita assessment is the Authority’s operating assessment. Localities choose which programs to participate in, and program costs are passed on directly to the localities.

Mr. J. Burrell (M-New Kent) asked if an employee falls within their salary range, would they receive an increase under the 1.5 percent implementation of the plan. Mrs. Hynes responded that there would be some in that scenario that would not receive an increase.

Mrs. Hynes commented that she feels strongly that the Authority’s budget is one that the Board should be in consensus on. Mrs. Hynes asked if Mr. Dunn’s proposal of getting the Authority through the pay plan with the 1.5 percent increase and revisiting the 1.5 percent wage adjustment in the spring is one that everyone could live with.

Mr. R. Dunn (M-Chesterfield) motioned and Mr. J. Burrell (M-New Kent) seconded to approve **Resolutions 09-07 through 09-12**, with the exception of the 1.5 percent wage adjustment increase in the salaries and wages line item reducing the average salary increase to 1.5 percent to continue implementation of the pay and classification plan adopted in November 2007, with the remaining 1.5 percent wage and merit adjustment to be considered by the Board in May 2009. The motion carried with 14 in favor (Farrar (A), Bragg (A), Dunn, Howell, Phillips, Flagg (A), Chidsey, Bell , Mawyer (A), Fountain (A), Burrell, Riggleman (A), Danburg, and Kuthy), three dissenting (Kukoski, Benka and Harvey) and one abstention (Henley (A)).

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 10:00 a.m. The motion was made by Mr. J. Burrell (M-New Kent), seconded by Mr. R. Dunn (M-Chesterfield), and carried that the December 12, 2008 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 12, 2008, 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 15, 2009. Given under my hand and seal of the CVWMA this 15th day of January 2009.

Marcia R. Phillips, Chairman

TREASURER'S REPORT

Financial Reports for December 2008

The Financial Reports for December 2008 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 \$238,000 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, 2008.

The cost of the postage and design for the distribution of the 2009 curbside collection calendars has been recorded in the December financial reports. The cost for the printing and mail house cost of the calendar is not included, but is estimated to be about \$40,000. This will be included in the financial reports for January 2009.

Recommended Action: Approval of the December 2008 Treasurer's Report of Finances

Attachments.

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July 2008 – December 2008

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	\$ 509,679	\$ 287,864	\$ -	\$ 221,815
Curbside Project Fund	2,592,481	2,567,120	-	25,361
Drop-Off Project Fund	307,488	307,477	-	11
Municipal Solid Waste Fund	1,765,788	1,772,757	-	(6,969)
CFC/HCFC	15,367	15,473	-	(106)
Special Waste Collections	61,506	61,413	-	93
Waste Tire Fund	23,506	23,531	-	(25)
Appliance and Scrap Metal Hauling	297,448	295,055	-	2,393
Yard Waste Projects	311,885	312,944	-	(1,059)
Waste Transfer & Disposal	1,244,450	1,247,878	-	(3,428)
	<u>1,244,450</u>	<u>1,247,878</u>	<u>-</u>	<u>(3,428)</u>
<i>Totals</i>	<u>\$ 7,129,598</u>	<u>\$ 6,891,512</u>	<u>\$ -</u>	<u>\$ 238,086</u>

<i>Capital Outlay:</i>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ -	\$ 18,000	\$ 18,000
Office equipment	-	24,731	28,000	\$ 3,269
<i>Total Capital Outlay</i>	<u>\$ -</u>	<u>\$ 24,731</u>	<u>\$ 46,000</u>	<u>\$ 21,269</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2008 – December 2008

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	\$ -	\$ 497,060	\$ 497,070	\$ (10)	0.0%
Material Sales Rebate	-	9	-	9	0.0%
Grants and Sponsorships	4,618	7,290	-	7,290	0.0%
Interest on Investments	652	5,320	35,000	(29,680)	-84.8%
Miscellaneous/Other	-	-	1,000	(1,000)	-100.0%
	<u>5,270</u>	<u>509,679</u>	<u>533,070</u>	<u>(23,391)</u>	<u>-4.4%</u>
Total Revenues					
Expenses:					
Personnel services	28,389	168,012	322,740	154,728	47.9%
Fringe benefits	6,978	42,202	78,460	36,258	46.2%
Professional services	3,109	25,427	24,800	(627)	-2.5%
Repairs and maintenance	78	705	2,175	1,470	67.6%
Advertising and promotions	854	5,191	6,250	1,059	16.9%
Materials and supplies	184	3,833	7,350	3,517	47.9%
Other services and charges	986	11,319	25,295	13,976	55.3%
Leases	5,879	20,937	41,000	20,063	48.9%
Depreciation	1,569	10,238	25,000	14,762	59.0%
	<u>48,026</u>	<u>287,864</u>	<u>533,070</u>	<u>245,206</u>	<u>46.0%</u>
Total Expenses					
Transfers In (Out)	-	-	-	-	
	<u>-\$ (42,756)</u>	<u>\$ 221,815</u>	<u>\$ -</u>	<u>\$ 221,815</u>	
Totals					
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%
Office equipment	-	5,362	7,000	\$ 1,638	23.4%
Vehicular equipment	-	-	-	\$ -	0.0%
	<u>-\$ -</u>	<u>\$ 5,362</u>	<u>\$ 17,000</u>	<u>\$ 11,638</u>	<u>76.6%</u>
Total Capital Outlay					

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2008 – December 2008

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	\$ 383,783	\$ 2,302,800	\$ 4,550,000	\$ (2,247,200)	-49.4%
Public Relations Assessment	21,188	126,629	253,600	(126,971)	-50.1%
Customer Service Assessment	17,278	103,158	205,870	(102,712)	-49.9%
Contract Admin Costs	-	100	500	(400)	-80.0%
Materials Sales Rebate	-	49,254	15,000	34,254	228.4%
Interest on Investments	1,617	10,540	40,000	(29,460)	-73.7%
	<u>423,866</u>	<u>2,592,481</u>	<u>5,064,970</u>	<u>(2,472,489)</u>	<u>-48.8%</u>
Total Revenues					
Expenses:					
Personnel services	11,491	75,791	173,375	97,584	56.3%
Fringe benefits	3,893	25,496	48,550	23,054	47.5%
Professional services	430	14,137	50,790	36,653	72.2%
Repairs and maintenance	30	289	1,265	976	77.2%
Advertising and promotions	4,013	32,604	142,500	109,896	77.1%
Materials and supplies	227	1,773	4,210	2,437	57.9%
Other services and charges	46,131	57,086	74,930	17,844	23.8%
Leases	4,325	15,415	28,900	13,485	46.7%
Depreciation	766	4,789	11,200	6,411	57.2%
Contractual services	383,783	2,302,800	4,553,000	2,250,200	49.4%
Materials sales rebate	-	36,940	11,250	(25,690)	-228.4%
	<u>455,089</u>	<u>2,567,120</u>	<u>5,099,970</u>	<u>2,532,850</u>	<u>49.7%</u>
Total Expenses					
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (31,223)</u>	<u>\$ 25,361</u>	<u>\$ (35,000)</u>	<u>\$ 60,361</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ -	\$ 6,500	\$ 6,500	100.0%
Office equipment	-	12,105	13,500	\$ 1,395	10.3%
Total Capital Outlay	<u>\$ -</u>	<u>\$ 12,105</u>	<u>\$ 20,000</u>	<u>\$ 7,895</u>	<u>89.7%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2008 – December 2008

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	\$ 46,257	\$ 287,232	\$ 500,000	\$ (212,768)	-42.6%
Materials Sales Rebate	1,566	19,657	65,000	(45,343)	-69.8%
Interest on Investments	<u>77</u>	<u>599</u>	<u>5,500</u>	<u>(4,901)</u>	<u>-89.1%</u>
Total Revenues	<u>47,900</u>	<u>307,488</u>	<u>570,500</u>	<u>(263,012)</u>	<u>-46.1%</u>
Expenses:					
Personnel services	496	2,967	5,920	2,953	49.9%
Fringe benefits	103	653	1,310	657	50.2%
Professional services	47	620	2,445	1,825	74.6%
Repairs and maintenance	3	22	50	28	56.0%
Advertising and promotions	10	2,585	8,000	5,415	67.7%
Materials and supplies	7	74	300	226	75.3%
Other services and charges	69	503	1,870	1,367	73.1%
Leases	202	726	1,855	1,129	60.9%
Contractual services	46,256	287,231	500,000	212,769	42.6%
Materials sales rebate	<u>1,093</u>	<u>12,096</u>	<u>48,750</u>	<u>36,654</u>	<u>75.2%</u>
Total Expenses	<u>48,286</u>	<u>307,477</u>	<u>570,500</u>	<u>263,023</u>	<u>46.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (386)</u>	<u>\$ 11</u>	<u>\$ -</u>	<u>\$ 11</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2008 – December 2008

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	\$ 291,709	\$ 1,744,967	\$ 3,565,000	\$ (1,820,033)	-51.1%
Customer Service Assessment	2,244	13,467	27,000	(13,533)	-50.1%
Contract Admin Costs	100	870	1,000	(130)	-13.0%
Interest on Investments	<u>777</u>	<u>6,485</u>	<u>25,000</u>	<u>(18,515)</u>	<u>-74.1%</u>
Total Revenues	<u>294,830</u>	<u>1,765,789</u>	<u>3,618,000</u>	<u>(1,852,211)</u>	<u>-51.2%</u>
Expenses:					
Personnel services	2,048	12,237	24,775	12,538	50.6%
Fringe benefits	543	3,450	6,225	2,775	44.6%
Professional services	274	4,070	6,420	2,350	36.6%
Repairs and maintenance	21	156	460	304	66.1%
Advertising and promotions	27	2,629	1,500	(1,129)	-75.3%
Materials and supplies	85	741	1,335	594	44.5%
Other services and charges	255	1,802	4,800	2,998	62.5%
Leases	504	1,798	3,385	1,587	46.9%
Depreciation	212	908	4,100	3,192	77.9%
Contractual Services	<u>291,709</u>	<u>1,744,967</u>	<u>3,565,000</u>	<u>1,820,033</u>	<u>51.1%</u>
Total Expenses	<u>295,678</u>	<u>1,772,758</u>	<u>3,618,000</u>	<u>1,845,242</u>	<u>51.0%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (848)</u>	<u>\$ (6,969)</u>	<u>\$ -</u>	<u>\$ (6,969)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500	100.0%
Office equipment	\$ -	\$ 7,264	\$ 7,500	\$ 236	3.1%
Total Capital Outlay	<u>\$ -</u>	<u>\$ 7,264</u>	<u>\$ 9,000</u>	<u>\$ 1,736</u>	<u>96.9%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
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Other Special Projects

	Month to Date <u>Actual</u>	Year to Date <u>Actual</u>	Total <u>Budget</u>	<u>Variance</u>	% Budget <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 202,010	\$ 1,645,960	\$ 3,960,000	\$ (2,314,040)	-58.4%
Materials Sales Rebate	42,047	303,830	119,000	184,830	155.3%
Interest on Investments	<u>623</u>	<u>4,372</u>	<u>16,750</u>	<u>(12,378)</u>	<u>-73.9%</u>
Total Revenues	<u>244,680</u>	<u>1,954,162</u>	<u>4,095,750</u>	<u>(2,141,588)</u>	<u>-52.3%</u>
Expenses:					
Personnel services	300	1,950	3,900	1,950	50.0%
Fringe benefits	23	149	300	151	50.3%
Professional services	299	4,563	6,400	1,837	28.7%
Repairs and maintenance	24	176	525	349	66.5%
Advertising and promotions	-	612	5,500	4,888	88.9%
Materials and supplies	59	593	1,115	522	46.8%
Other services and charges	95	570	1,205	635	52.7%
Contractual services	202,011	1,645,955	4,076,720	2,430,765	59.6%
Materials sales rebate	<u>40,347</u>	<u>301,726</u>	<u>-</u>	<u>(301,726)</u>	<u>0.0%</u>
Total Expenses	<u>243,158</u>	<u>1,956,294</u>	<u>4,095,665</u>	<u>2,139,371</u>	<u>52.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 1,522</u>	<u>\$ (2,132)</u>	<u>\$ 85</u>	<u>\$ (2,217)</u>	

2009 VIRGINIA GENERAL ASSEMBLY

The 2009 session of the Virginia General Assembly convenes Wednesday, January 14 and will end February 28. Crossover day is February 11. The CVWMA staff has been researching bills of interest to the CVWMA and member jurisdictions. As legislation continues to be introduced, staff will provide an update at the January 15 Board of Directors' meeting.

HB 1698 Scrap metal processors, prohibits sale/purchase of certain metal that seller knows is copper, etc. Patron: Lohr (Harrisonburg) Prohibits the sale to or purchase of any scrap metal that the seller or scrap metal processor knows is copper, aluminum, brass, lead, or other nonferrous metal of any kind, including catalytic converters or any materials derived from a catalytic converter, steel railroad track and track material, metal beverage containers with a capacity of more than two liters that are marketed as returnable, or other specific categories of scrap metal, unless the person attempting to sell the scrap metal provides documentation establishing or acknowledging that the seller is the owner of the scrap metal or is an employee, agent, or other person authorized to sell the scrap metal on behalf of the owner. The measure authorizes law-enforcement officers during the regular business hours of a scrap metal processor to inspect, without a warrant or subpoena, any scrap metal in the possession of a scrap metal processor, any records required to be maintained by a scrap metal processor, or both. Each seller of scrap metal is required to provide his driver's license number to the scrap metal processor in connection with each sale of nonferrous scrap, metal articles, and proprietary articles. Sales where the seller is unable or refuses to provide the required identification and information are prohibited. Scrap metal processors are required to keep a record of the total price paid for items purchased and the price paid per unit of measurement for the items. The penalty for any violation of the chapter is increased to a Class 1 misdemeanor; currently, negligent violations are subject to a civil penalty not to exceed \$7,500 while knowing violations are a Class 1 misdemeanor.

SB 873 Plastic Bags; use by retailers: Patron: Ticer (Alexandria) 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.

SB 930 Virginia Waste Management Plan. Patron: Ticer (Alexandria) Requires the Department of Environmental Quality to prepare a statewide waste management plan that includes: (i) measurable waste reduction goals and minimum recycling rates on a per capita basis over a 20-year period with interim goals set at five-year intervals; (ii) procedures by which waste reduction goals and minimum recycling rates may be examined periodically to reflect changing circumstances such as new technologies; (iii) prioritized strategies to achieve waste reduction goals and minimum recycling rates; (iv) mechanisms to evaluate the efficiency and success of such strategies that have been adopted; and (v) recommendations for legislative changes needed to implement the waste reduction goals and minimum recycling rates set forth in the plan. The plan will be developed in consultation with affected stakeholders and submitted to the General Assembly no later than January 1, 2010.

CURBSIDE RECYCLING PROGRAM

Curbside collections totals for December were not available in time to be included in the report but will be presented at the Board meeting.

Missed collections in December, 435, were up some from December 2007 (345) but were about the same as November (426) with two additional collection days. No penalties were assessed for late collections.

Bin requests were slightly above average for most of the month but surged with the last three days following the calendar mailing. For the month, total bin requests were 1,332 with 647 coming in the last three days of the month following the mailing.

MUNICIPAL SOLID WASTE (MSW) PROGRAM

Allied Waste collection performance in December continued the recent level of good performance. Missed collections were up some from November but were still relatively low with only 109 during December. This is two less than last December. Penalties assessed for collections outside Contract parameters totaled \$140 for December.

To date, the transition from Allied Waste to Republic has not had any impact on the service level.

OPERATIONS AND PROGRAM STATISTICS

The Department of Environmental Quality (DEQ) has posted the guidelines and forms for the calendar year 2008 recycling rate report on their Web site. The formula and guidelines used to calculate this year's report are the same as the previous year. Letters requesting information for the recycling rate report will go out mid January, with a mid February deadline. The deadline for staff to submit the recycling rate report to the DEQ is April 30, 2009. The recycling rate for calendar year 2007 was 50.3 percent.

eCycling Events

The County of Henrico has events scheduled for January 24, 2009 at the John Rolfe Ukrops and at the Crossridge Ukrops.

Program Statistics

Program Statistics for December 2008 will be presented at the January 15, 2009 Board meeting.

TECHNICAL ADVISORY COMMITTEE (TAC) REPORT

A report on the January 8, 2009 Technical Advisory Committee meeting will be presented at the January 15, 2009 Board of Directors' meeting.

PUBLIC INFORMATION

2009 Curbside Recycling Collection Schedule

The bi-weekly version of the 2009 Curbside Recycling Schedule was mailed Friday, December 26. The weekly version was mailed Friday, January 2. The Authority's Call Center began receiving calls from citizens on December 27 with many requesting bins and inquiring about participating in the program. Authority Call Center representatives answered 4,602 inbound calls for the month, 2,617 pertaining to curbside. In December 2007, Call Center representatives answered 2,795 inbound calls with 1,899 of the calls pertaining to curbside.

Bin requests for the month total 1332, compared to 483 in December 2007. The highest number of requests on a single day was 294 on December 30.

The commercial created by ABC Channel 8 has aired numerous times during peak periods the last week of December and the first week in January. The trivia contest will take place the week of January 5-9, 2009. K-95 radio is running the CVWMA jingle and other recycling themed spots.

In addition, ads to encourage recycling as a New Year's resolution will run the first of week of January in local papers of our jurisdictions that offer curbside.

Christmas Tree Recycling

CVWMA listed sites for Christmas tree recycling on our Web site during the week before the holiday. A press release listing all localities and tree recycling information was faxed and e-mailed to the media. Channel 6 interviewed CVWMA staff on the 5:30 pm news on December 26 as well as posting the information on their Web site. NBC 12 did a segment and posted the information. The *Richmond Times-Dispatch* ran a short story in the Metro Section of the December 28 publication. RTD reporter interviewed staff of several of our localities as well as CVWMA staff.

School Recycling Pilot Program

Twenty-six schools are currently participating in CVWMA's School Recycling Pilot Program. The program has collected a total of 93.5 tons of paper as of December 2008.

Outreach

CVWMA staff attended meetings; participated in outreach opportunities or provided information and resources to the following individuals and groups in December 2008.

Meetings

- Media – Channel 8 and Channel 6
- Keep America Beautiful Conference
- Keep Virginia Beautiful Webinar
- Virginia Council for Litter Prevention and Recycling Tele-Meeting
- VCU Art School and Lakeside Farmers Market
- Richmond Regional Planning District Commission

Presentation & Publication Requests

Group	Number	Locality	Request	Type	Publications
Daisy Scouts	18	Richmond	Presentation	Civic	Activity Books Stickers
Salem Church ES	100	Chesterfield	Presentation	School	Activity Books Stickers
Keep America Beautiful Conference	300	National	Presentation		Educational Outreach Resources
VCU Grad Student	1	Richmond	Educational Materials	University	Publications
Girl Scout Troop 205	24	Chesterfield	Educational Materials	Civic	Extra Container stickers and posters
Woolridge ES	60	Chesterfield	Presentation	School	Activity Books Stickers
Byrd Middle School	20	Henrico	Educational Materials	School	Extra Container Stickers
WRIC ABC Channel 8	1	regional	Interview	Media	
WTVR CBS Channel 6	1	regional	Interview	Media	
Trinity UM Church	25	Henrico	Educational Materials	Church	Extra Container Stickers and posters
Richmond Times-Dispatch	1	regional	Interview	Media	
Richmond Regional Planning District	30	regional	Presentation		Publications
Total, FY 08-09	14,071				

Waste Reduction News

The December monthly e- newsletter highlighted Bin Contest winners, e-Cycling stats and holiday information.

Website Statistics

	Visitors	Visits	Visit Length	Emails
December 2008	4,127	6,699	4 min 5sec	548
Total, FY 08-09	26,474	43, 245	--	2,827

Top Pages

Homepage (4,658 visits) /cvwma.com

Recycling Programs (1,768 visits)/recycling_programs.wbp.

Curbside Recycling (1,658 visits) /recycling_programs/curbside_recycling.wbp

E-mails

Customer service representatives and public information staff received and responded to 450 e-mails through the customerservice@cvwma.com address and 98 e-mails via info@cvwma.com in December.

Curbside Recycling E-mail Reminder Subscribers

	Total Subscribed	Added	Removed
December 2008	No report	No report	4
Total, FY 08-09	4,745	1,450	426

ADMINISTRATIVE

Holiday

The CVWMA Administrative office will be closed on Friday, January 16, 2009, in observance of the Lee-Jackson Holiday and on Monday, January 19, 2008, 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:

Executive Committee	February 9, 2009	2:00 pm
Technical Advisory Committee	February 5, 2009	9:00 am
Board of Directors (Richmond)	February 20, 2009	9:00 am