



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA**

JUNE 20, 2008

**2104 W. LABURNUM AVENUE
RICHMOND, 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 MAY 16, 2008

The minutes of the regular Board of Directors meeting held May 16, 2008 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING
MAY 16, 2008
MINUTES
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Marcia R. Phillips (M-Chesterfield), Vice-Chair
Elliot Danburg (M-Powhatan), Secretary
Mark Kukoski (M-Richmond), Director
Robert L. Dunn (M-Chesterfield), Immediate Past Chair
Donnie Tolley (M-Ashland)
John T. Bragg (A-Charles City)
William H. Howell (M-Chesterfield)
Richard D. Harvey, Sr. (M-Goochland)
Steve Chidsey (M-Hanover)
Gentry Bell (M-Henrico)
John Fountain (A-Hopewell)
James H. Burrell (M-New Kent)

MEMBERS/ALTERNATES NOT PRESENT

Marcia E. Kelley (M-Henrico), Chair
William G. Kuthy (M-Prince George), Treasurer
Michael A. Davis (A-Ashland)
Jack Miniclier (M-Charles City)
William E. Johnson, III (A-Chesterfield)
Charles Dane (A-Chesterfield)
William E. Henley (A-Colonial Heights)
Richard A. Anzolut, Jr. (M-Colonial Heights)
Paul E. Drumwright (A-Goochland)
Robert Setliff (M-Hanover)
Michael Flagg (A-Hanover)
Steve Herzog (A-Hanover)
Robert Whiteman (M-Henrico)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Phillip E. Elliott (M-Hopewell)
James Tacosa (A-New Kent)
Michael D. Briddell (M-Petersburg)
William Riggelman (A-Petersburg)
Christopher Rapp (A-Powhatan)
Matthew D. Benka (M-Richmond)

Non Voting:

Barry E. Matthews (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 Assistant
Valerie Pegues-Johnson, Administrative Assistant

Guest

With a quorum in attendance, Vice-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

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

Item No. 2: Minutes of the Regular Meeting of April 18, 2008

A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. R. L. Dunn (M-Chesterfield), Immediate Past Chair, and carried that the minutes of the April 18, 2008 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Appointment of Committee Chairs

Vice-Chairman Phillips reported that Mr. Barry Matthews (A-Chesterfield) has volunteered to take on the role of Technical Advisory Committee (TAC) Chairman. Mr. Matthews currently chairs the Curbside Education Committee. Mr. Steve Yob (A-Henrico) has in turn volunteered to take over as Curbside Education Committee Chair. These changes will take effect on July 1, 2008.

Item No. 4: Nominating Committee Report

Mr. R. L. Dunn (M-Chesterfield) Immediate Past Chair presented the slate of officers for the ensuing fiscal year. It is consensus recommendation of himself, Mr. Richard D. Harvey, Sr. (M-Goochland) and Mr. Donnie Tolley (M-Ashland) that the nominations are as follows: Chairman, Mrs. M. R. Phillips (M-Chesterfield); Vice-Chairman, Mr. G. Bell (M-Henrico); Secretary, Mr. E. Danburg (M-Powhatan); Treasurer, Mr. W. G. Kuthy (M-Prince George); and Director, Mr. M. Kukoski (M-Richmond) and Immediate Past Chair, Mrs. M. E. Kelley (M-Henrico).

Mr. Dunn noted that the election would be held at the June 20, 2008, Board of Directors' meeting, at which time, any Board member may make additional nominations.

STAFF AGENDA

Item No. 5: Consideration of Resolution 08-12: Appropriating Grant Funds Awarded by the Environmental Protection Agency for a Pilot School Recycling Program

Mrs. K. A. Hynes, Executive Director reported that the CVWMA was awarded a \$10,080 grant from the US Environmental Protection Agency (EPA) for the purpose of conducting a 2-year pilot study on the amount of materials that can be recycled from schools in surrounding areas. Mrs. Hynes went on to report that public and private kindergarten through twelfth-grade schools located within the curbside service areas were eligible to participate. She added that thirteen area schools are currently participating in the program and that each school is required to pay a portion (\$15/month) of the monthly costs.

Continuing, Mrs. Hynes reported that the grant defrays the cost of classroom recycling bins, scales to weigh the material, and the difference in monthly service cost and the schools' portion. Mrs. Hynes went on to report that through the competitive procurement process, the CVWMA has selected SP Recycling as the service provider. Participating schools are required to report the weight of recyclable material each month; to date more than 23 tons have been collected. Mrs. Hynes added that the grant covers the 2007-2008 and the 2008-2009 school years.

Mrs. Hynes directed the Board's attention to page 17 of the agenda package that displays **Resolution 08-12**, which will authorize CVWMA staff to amend the General Operating Fund for the fiscal year beginning July 1, 2007 and ending June 30, 2008, so as to appropriate \$7,850 in grant funds awarded by the Environmental Protection Agency for a two year study of the amount of material that can be recycled in the area.

Mr. M. Kukoski (M-Richmond) asked who would evaluate whether or not the Pilot School Recycling Program is viable. Mrs. Hynes responded that the Authority would evaluate the results of the study and that CVWMA staff would report back to the EPA. She added that CVWMA staff would utilize information obtained from the study to inform school divisions within the service area how much of their waste materials can be recycled.

Vice-Chairman Phillips then opened the floor for a motion to approve **Resolution 08-12: Appropriating Grant Funds Awarded by the Environmental Protection Agency for a Pilot School Recycling Program**.

A motion was made by Mr. R. L. Dunn (M-Chesterfield) Immediate Past Chair, seconded by Mr. W. H. Howell (M-Chesterfield), and carried that **Resolution 08-12** be approved as submitted.

Item No. 6: Consideration of Resolution 08-13: Amending the 2007-2008 General Operating Fund Budget

Mrs. N. B. Downey, Director of Administration and Finance reported that the CVWMA staff has reviewed revenues and expenses by line item and made some projections through the end of the fiscal year. Each line item was then compared to budget and necessary transfers in excess of \$1,000 in the 2008 Operating Budget have been identified. Mrs. Downey went on to report that all transfers are between line items and are within total budget in the General Operating Fund. She added that there are no transfers in excess of \$1,000 necessary in the Curbside, Drop-off, MSW and other special project funds.

Continuing, Mrs. Downey reported that in the General Operating Fund, two transfers are requested in the Regular Salaries & Wages line item and in Leasehold Improvements under Capital Outlay.

Regular Salaries & Wages

Mrs. Downey went on to report that a transfer of \$8,700 is requested in the Regular Salaries & Wages line item in the General Operating Fund Budget. CVWMA's Executive Director's increase in salary was not included in the budget. In addition, the amount budgeted for the Director of Administration and Finance was not enough to cover the salary required to fill that position.

Capital Outlay/Leasehold Improvements

Continuing, Mrs. Downey reported that \$2,605 is requested in the Leasehold Improvements line item from Computer Equipment in Capital Outlay. These funds were used to build an additional closet for storage as we moved our storage off-site earlier in the fiscal year and converted previous storage space into office space.

Closing, Mrs. Downey reported that administrative transfers will be made to cover any other unanticipated shortfalls in certain other line items, under the authority granted to the Executive Director and subject to review of the CVWMA Audit Committee and the auditors.

Mrs. Downey directed the Board's attention to page 19 of the agenda package that displays **Resolution 08-13**, which amends the CVWMA General Operating Fund Budget for the fiscal year beginning July 1, 2007, and ending on June 30, 2008, to transfer funds sufficient for the remainder of the fiscal year.

A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. R. L. Dunn (M-Chesterfield) Immediate Past Chair, and carried that **Resolution 08-13** be approved as submitted.

Item No. 7: Curbside Recycling Program

Mr. B. Harris, Director of Operations reported that 3,014 tons were collected in the curbside program in April, a 19.9% increase from April 2007. Mr. Harris went on to report that while the increase is partially attributable to April 2008 having one additional collection day and rainy weather conditions, much of it is attributed to program growth. The April total represents the second time this fiscal year and the third time ever that collections exceeded 3,000 tons in a month. Mr. Harris noted that the fiscal year to date collection total is now 28,160 tons, up 5.2% from the same 10 months last year.

Continuing, Mr. Harris reported that missed collections increased to 340 compared to 181 in April 2007 and 282 in March. No penalties were assessed for collections outside contract parameters in April.

Concluding, Mr. Harris reported that the paper price used to calculate curbside revenue share remained unchanged, \$9.40/ton and resulted in revenue of \$20,713 for the fiber portion of the curbside tonnage.

Item No. 8: Curbside Education Advisory Committee Report

Mr. B. Matthews (A-Chesterfield), Chairman of the Curbside Education Advisory Committee reported that the committee met on Thursday, May 1, 2008. He informed the Board that Authority staff updated committee members on the Authority's recent promotional and outreach efforts and its Call Center's experience with increased requests for curbside recycling bins.

Continuing, Mr. Matthews reported that meeting discussions included the curbside market study recently approved by the Board. Mr. Matthews then reported that Authority staff updated the committee on information provided by Dr. J. Clifford Fox, Assistant Director for VCU's Center of Environmental Studies. Authority staff provided information on how to approach the market study. Committee members were also informed that if given the opportunity, VCU's Center of Environmental Studies would conduct most of the study through telephone surveys and focus groups.

Mrs. M. E. Kelley (M-Henrico), Chair had expressed some concern and cautioned the committee to ensure that the market study be specific and directed towards outlined objectives for developing a marketing strategy.

In addition, meeting discussions included promotional goals with the Ad Agency for the 2008-2009 fiscal year and Royal Productions invitation to have the Authority participate in the Get Green Expo. The expo is scheduled for April 25th through 26th of 2009 and will take place at the Richmond Convention Center. The purpose of this two-day event is to educate, inform, and inspire consumers about ways to make the environment, homes and lives safer, healthier, and happier places in which to live.

Mr. Steve Chidsey (M-Hanover) presented the committee with suggestions of providing offerings such as contests and neighborhood events in an effort to encourage more citizens to participate in the curbside recycling program.

Lastly, discussions included Curbside Education Advisory Committee Chairmanship. Mr. Steve Yob has volunteered to take on the role of Chairman for the 2008-09 fiscal year.

Item No. 9: Municipal Solid Waste (MSW) Program

Mr. Harris reported that Allied Waste's collection performance was a noticeable improvement in April after struggling with increased levels of missed collections and delayed misses during the two months following the rerouting schedule in the Cities of Colonial Heights, Hopewell, and Petersburg. Mr. Harris went on to report that the 181 missed collections reported in April were a significant improvement from the over 300 misses in each of the previous two months. Missed collections for the month of April were close to the 163 total in April 2007 however, far from the pre-rerouting level of 105 per month from July 2007 through Jan 2008. Mr. Harris added that to date, improved performance has continued. Penalties assessed for the month of April were \$200 for collections outside contract parameters.

Mrs. K. A. Hynes reminded the Board of Allied Waste's petition for fuel recovery increase mentioned during the previous month's Board meeting. Mrs. Hynes informed the Board that on April 28th representatives of the participating localities along with CVWMA staff met to discuss Allied's request. She went on to report that the Authority's current contract with Allied Waste includes an annual escalator using the consumer price index (CPI), with a 5% maximum. Mrs. Hynes noted that although fuel is a large portion of the CPI, it has not reached the 5% level.

Concluding, Mrs. Hynes reported that Allied Waste had the opportunity during the procurement and negotiation process to include a fuel recovery fee in the contract. Mrs. Hynes informed the Board that Allied Waste decided, at the last minute, to exclude the language from the contract. She went on to report that other factors were discussed however, the CVWMA ultimately denied Allied's request. Mrs. Hynes noted that Allied Waste has six years remaining on the contract and that any of the CVWMA's contractors could petition the Authority for increases in costs as a result of changes in laws and regulations of ordinances.

Item No. 10: Operations and Program Statistics

Spring Recycling Events Recap

Mr. Harris reported that a series of ten eWaste events for 2008 recently concluded. Mr. Harris informed the Board that totals for each event are not yet available; however, an estimated 1,200 participants brought a combined total of over 120,000 lbs of eWaste materials to the events. The Chesterfield Towne Center event collected 30,600 pounds while the event held at the Short Pump Ukrop's collected 25,960 pounds. Mr. Harris noted that these two events were the largest in terms of participants and collected eWaste tonnage of all events held during the previous month.

Continuing, Mr. Harris reported that since November 2004, thirty-six eCycling events have been held in nine member jurisdictions throughout the region and just over 400,000 pounds of eWaste has been collected. He added that a total of 135,000 pounds of eWaste has been collected fiscal year-to-date at the Prince George and Hanover convenience centers.

Mr. Harris reported that in conjunction with the eCycling events, several localities held other collection events. Goochland County filled two trailers with tires at their April 26th tire amnesty event diverting participants to its local convenience center where another 200 tires were collected. Mr. Harris went on to report that the County of New Kent collected 5 tons of tires at its April 5th event. Prince George County filled two trailers with tires at its May 3rd event diverting participants to its local convenience center where tires were collected in two additional trailers.

Concluding, Mr. Harris reported that Hanover County's event included household hazardous waste and document shredding. Chesterfield County also included document shredding at its event.

Mrs. N. Drumheller, Public Information Coordinator, reported that CVWMA staff participated in radio and television interviews in addition to several print advertisements to increase awareness of the importance of recycling electronics and to promote the events. Mrs. Drumheller went on to report that CVWMA staff will be featured on Henrico County Cable TV Channel 17 during the Memorial Day week. The segment will be aired every other hour each day during that week.

Continuing, Mrs. Drumheller reported that she and Mr. S. Yob (A-Henrico) participated in a television interview regarding eCycling conducted by *Virginia This Morning*, Channel 6, which will air on Saturday, May 21st at 9:00 a.m. Mrs. Drumheller directed the Board's attention to an article featured in the *Richmond Times-Dispatch* regarding recycling and scheduled eCycling events.

Concluding, Mrs. Drumheller informed the Board that CVWMA staff will send out a press release with information on total participant count and collected eWaste materials once final numbers are received from the contractor.

Program Statistics

Mr. R. Thompson, Operations Technician, reported that April was a record month for the co-mix portion of the Drop-off Program with almost 200 tons collected. Mr. Thompson went on to report that through the first ten months of the fiscal year, co-mix totals have exceeded the previous fiscal year total.

Continuing, Mr. Thompson reported that monthly average co-mix tonnage during fiscal year 2008 has been 177 tons per month; prior to the current year, the highest total co-mix tonnage in a single

month was 160 tons. The drop-off tonnage year-to-date, 5,018 tons, through the first ten months of the fiscal year is a 12.2% increase from the previous fiscal year-to-date total.

Proceeding, Mr. Thompson reported that it is expected the Drop-off Program will exceed the previous year's total tonnage of 5,394 tons by the end of May 2008. He added that in addition to the significantly increased tonnages, the program cost of \$71 per ton is approximately \$23 per ton less for the same ten-month period during the previous year.

Continuing, Mr. Thompson reported that April is the first month the Authority has been under the new contract with Simsmetal. Mr. Thompson noted that the metal and appliance program has generated over \$40,000 in revenue. Mr. Thompson directed the Board's attention to a copy April's program statistics placed at each seat. He noted that total program revenue from all CVWMA programs in the month of April exceeded \$70,000.

Concluding, Mr. Thompson reported that Container First delivered another co-mix container to the Chesterfield Northern Convenience center on May 9th.

Item No. 11: Technical Advisory Committee Report

Mr. S. E. Chidsey (M-Hanover), Technical Advisory Committee (TAC) Chairman, reported that the TAC met on Thursday, May 1, 2008. Mr. Chidsey informed the Board that much of the discussions included details of the 2007 Recycling Rate Report submitted to the Department of Environmental Quality (DEQ). Mr. Chidsey went on to report that CVWMA staff discussed possible alternatives to the per capita method of calculating Municipal Solid Waste (MSW) generated in the region that CVWMA has always used. The DEQ has requested CVWMA look at other methods since recent revisions in regulations did not include the per capita method. Mr. Chidsey informed the Board that CVWMA staff requested a waiver to continue to utilize the per capita method for the 2007 report and will work with the DEQ to determine the best methodology for next years report. He added that a letter from the CVWMA Board in support of the current methodology used by CVWMA staff to determine figures might be necessary to submit to the DEQ.

Continuing, Mr. Chidsey reported that discussions included issues of performance with Supreme. Noted performance issues included weather, service vehicle arriving late at scheduled events (trucks generally dispatched from New Jersey); new local crewmembers hired because of the company's turnover; and New Jersey's crew members who were not well instructed on how to perform essential job functions.

Mr. Harris informed the Board that CVWMA staff met with representatives for Supreme on Wednesday, May 14th to discuss these issues. Mr. Harris reported that representatives of the company informed staff that Supreme is working on improving its Virginia based operations by purchasing or building additional offices and hiring additional staff members. The company expects these changes to take place by the end of the summer and feels it would be in a better position to meet expectations and avoid noted issues in the future. Mr. Harris noted that the company is also looking into purchasing an additional roll off truck rather than dispatching one from its New Jersey based operations when needed.

Continuing, Mr. Chidsey reported that CVWMA staff updated committee members on citizen responses received from questions asked about recycling events. One of the questions asked citizens how they heard about the event; the most popular response (by nearly 30% of the respondents) was the *Richmond Times-Dispatch*. Mr. Chidsey went on to report that staff provided the committee a recap of Hanover County's April 19th event. The event included collection of Household Hazardous

Waste (HHW), prescription drugs, paper shredding, and eCycling. Mr. Chidsey added that the event proved to be very successful.

Mr. Chidsey reported that discussions included recycling Compact Fluorescent Lights (CFLs) at collection sites such as convenience centers or customer service centers. It was noted that several companies including Supreme have developed programs similar to the Rechargeable Battery Recycling Corporation's (RBRC) rechargeable battery program where boxes with prepaid shipping labels can be purchased. Concerns were raised regarding the potential problems with shipping CFLs.

Continuing discussions included information on the East End Landfill (CDD Recycling) tour scheduled for June 5th in lieu of the June TAC meeting. It was also noted that the metal price will be up as much as \$100 per ton for May, possibly above \$300/ton and the market looks strong through June.

Closing, Mr. Harris reiterated information mentioned by Mr. Chidsey during his report on the scheduled June 5th East End Landfill tour. CVWMA staff was directed to set up a tour in lieu of the June TAC meeting. The tour will give participants the opportunity to observe the landfill's CDD Recycling operations located on Darbytown Road in Richmond. Mr. Harris directed the Board's attention to the rear of the room where a sign up sheet had been placed and invited members of the Board to attend. He added that if members could not reach an immediate decision to attend, they could contact himself, Mrs. K. Hynes, or Mr. R. Thompson prior to the scheduled tour date.

Mr. W. H. Howell (M-Chesterfield) asked why the DEQ eliminated the per capita method. Mr. Harris responded that when revisions were made to the solid waste regulations, the per capita method of calculating Municipal Solid Waste (MSW) generated in the region was not included in the revisions. He added that when he spoke with Mr. Steve Coe, Recycling and Litter Prevention Program Manager for DEQ, Mr. Coe informed him that excluding the information from the revisions might have been an oversight. Mr. Harris went on to state that Mr. Coe commented that since the information had not been included in recent revisions to the solid waste regulations, DEQ felt that any amendments would require special approval. Mr. Harris added that the CVWMA requested a waiver to continue to utilize the per capita method for the 2007 report and will work with the DEQ to determine the best methodology for next years report.

Mr. Howell asked if CVWMA staff has made any contact with other jurisdictions from around the state. Mr. Harris responded that several jurisdictions, particularly in northern Virginia are able to provide decent figures on Municipal Solid Waste generated in their locality or region. He is unsure on how many areas use the per capita method.

Item No. 12: Public Information

Curbside Recycling Program

Mrs. N. Drumheller, Public Information Coordinator, reported that ads were placed in 16 local papers within six localities that offer curbside recycling to its residents. In addition, two ads ran in the Sunday, Metro section of the *Richmond Times-Dispatch*. Mrs. Drumheller directed the Board's attention to the front of the room where a copy of the advertisement was displayed.

Upcoming Events

Continuing, Mrs. Drumheller reported that CVWMA ran an animated online curbside ad on the community news section of inRich.com, the Richmond Times-Dispatch website. The ad includes a picture of recyclable items falling into a recycling bin. Mrs. Drumheller went on to report that the Authority's call center has received favorable responses in regards to the ad. She added that running the ad for a month on the website is less than running the ad in the *Richmond Times-Dispatch*.

Outreach

Proceeding Mrs. Drumheller reported that there has been a significant increase in bin requests. She added that of the 993 bins requested, 499 were requests made by citizens of Henrico County. She added that the public information department will be participating in several local events during May including Channel 6 – Virginia This Morning TV show, the Virginia Recycling Association (VRA) Conference and Autism Walk. Mrs. Drumheller went on to report that the month of April was a busy month for outreach. CVWMA staff participated in 42 outreach opportunities that provided information and resources for an estimated 4,000 people. She added that copies of the Authority's Regional Waste Line newsletter would be mailed out to members of the Board who were unable to attend the meeting in addition to individuals listed on the newsletter mailing list during the week of May 23rd.

Closing, Mrs. Drumheller directed the Board's attention to pages 26-29 of the agenda package for additional program statistics and information.

Item No. 13: Financial Reports for April 2008

Mrs. N. Downey, Director of Administration and Finance, directed the Board's attention to pages 31-36 of the agenda package, which display the Financial Reports for April 2008. Mrs. Downey informed the Board that financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30, 2008. The CVWMA has a combined net income of over \$163,000 year-to-date.

A motion was made by Mr. R. L. Dunn (M-Chesterfield), seconded by Mr. W. H. Howell (M-Chesterfield), and carried that the Financial Reports for April 2008 be approved as submitted.

Item No. 14: Administrative

Virginia Recycling Association Conference

Mrs. Hynes reported that she and Mrs. Drumheller would be participating in the Virginia Recycling Association Conference in Virginia Beach on May 20th and 21st. She added that she would be participating in the Regional Recycling Roundtable discussion and Mrs. Drumheller will be presenting in one of the break out sessions on education and outreach.

New Telephone System

Mrs. Hynes reported that the CVWMA has released a Request for Proposal (RFP) for a telephone/voice mail system to replace its current system. Mrs. Hynes went on to report that the cost for upgrading the system, which is 10-years old and antiquated, has been included in the 2009 fiscal year budget. The RFP was sent to over 16 local vendors in the area on May 12th, with a return deadline of June 11th. Mrs. Hynes added that the RFP is advertised in the *Richmond Times-Dispatch* and on the

Authority's website. She noted that interested parties could contact her for further information. The contract award recommendation will be presented to the Board at the June 20th meeting.

JLARC Update

Mrs. Hynes reported that CVWMA staff continues to work with the Joint Legislative and Audit Review Committee (JLARC) and has assisted them on their study of waste minimization, reuse and recycling in Virginia. Mrs. Hynes reminded the Board of the Committee's request to tour the Material Recovery Facility (MRF), mentioned at the December 14, 2007 Board meeting. On November 29th CVWMA staff visited the facility spending a couple of hours with the group touring the MRF and providing the group with a presentation of the CVWMA. Mrs. Hynes noted that JLARC's report is due to be released in September 2008.

2008 Folk Festival

Continuing, Mrs. Hynes reported that CVWMA staff met with representatives of Tidewater Fibre Corporation (TFC) and Venture Richmond. Venture Richmond is sponsoring the Richmond Folk Festival and would like to provide recycling at the event. Mrs. Hynes noted that in past years the event has drawn more than 150,000 citizens over the three-day weekend.

Electronic Mailings

Mrs. Hynes informed the Board that in an effort to reduce postage expense and paper consumption, receipt of the monthly Board packet is available through electronic means. She informed the Board that CVWMA staff would provide an electronic copy of the agenda packet to any member interested in receiving this information through email and that the sign-up sheet could be found in the front of the room.

Mr. E. Danburg (M-Powhatan), Secretary asked if hard copies of the agenda packet would be available at Board meetings. Mrs. Hynes responded affirmatively.

Mr. S. Yob (A-Henrico) asked that electronic mailing of information be extended to all documents he receives from the Authority. Mrs. Hynes responded affirmatively.

Holiday Schedule

Mrs. Hynes announced that the CVWMA Administrative offices will be closed on Monday, May 26th in observance of *Memorial Day*. She noted that collection for the curbside recycling and the municipal solid waste collection services will be delayed one day through Saturday, May 31st. The CVWMA Call Center will be working through Saturday to provide customer service to residents.

Upcoming Meetings

Mrs. Hynes noted that the following meetings are scheduled for the upcoming month:

TAC Trip to the East End Landfill (CDD Recycling)	June 5, 2008	9:00 a.m.
Executive Committee	June 9, 2008	9:00 a.m.
Board of Directors (Richmond)	June 20, 2008	9:00 a.m.

Old/New Business

Vice-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, Vice-Chairman Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:40 a.m. The motion was made by Mr. R. D. Harvey, Sr. (M-Goochland), seconded by Mr. J. Fountain (A-Hopewell), and carried that the May 16, 2008 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Marcia R. Phillips, Vice-Chairman of CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the May 16, 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., June 20, 2008. Given under my hand and seal of the CVWMA this 20th day of June 2008.

Marcia R. Phillips, Vice-Chairman

NOMINATING COMMITTEE REPORT

Election of Officers for 2008-09

The Nominating Committee presented a slate of officers at the Friday, May 16, 2008, Board meeting for the ensuing fiscal year. The following members have been nominated to serve as officers of the Central Virginia Waste Management Authority for fiscal year 2008-09 by recommendation of Mr. R. L. Dunn (M- Chesterfield), Mr. R. Harvey (M-Goochland), and Mr. D. Tolley (M-Ashland):

Chair	Mrs. Marcia R. Phillips (M-Chesterfield)
Vice-Chair	Mr. Gentry Bell (M-Henrico)
Treasurer	Mr. William G. Kuthy (M-Prince George)
Secretary	Mr. Elliot Danburg (M-Powhatan)
Director	Mr. Mark Kukoski (M-Richmond)
Immediate Past Chair	Mrs. Marcia E. Kelley (M-Henrico)

The elections will be held at the Friday, June 20, 2008, Board of Directors meeting, at which time, any Board member may make additional nominations.

The terms of the elected officers will begin July 1, 2008, with the installation process scheduled for the first regular meeting in the new fiscal year.

BYLAWS REVIEW COMMITTEE REPORT

Consideration of Transmitting Concurrent Resolution

The CVWMA ByLaws Review Committee was formed last year to review and evaluate the CVWMA Articles of Incorporation (Articles) and ByLaws. Their review was completed and recommendations for revisions were brought to the Board in June 2007. The Virginia Water and Waste Authorities Act requires that revisions to the CVWMA Articles of Incorporation be ratified by the governing bodies of each of the thirteen member jurisdictions. Many Board members, the CVWMA Chairman and Staff have spent the last several months meeting with the Chief Administrative Officers of each member locality discussing and gaining feedback on the proposed revisions to the Articles. No opposition has been expressed by any localities.

Recommended revisions to the Articles and ByLaws have not changed since last year and a summary of the proposed revisions are included in the attached memo to the Board. Copies of the revised Articles will be available at the Board meeting and through the CVWMA offices.

The next step is to transmit a letter to the member jurisdictions, along with a concurrent resolution for each of them to approve subsequent to a public hearing. The CVWMA will also hold a public hearing in August or September. A public notice in the newspaper is required at least 30 days in advance and the date of the notice will open a public comment period which will be open until the public hearing date. The CVWMA will offer to advertise public hearing dates in the newspaper for localities and will post public hearing dates on our website.

The CVWMA has drafted and legal counsel has reviewed, a concurrent resolution (attached) for consideration by locality City/Town Councils and Boards of Supervisors. Once the resolution has been adopted by all thirteen members, the revised Articles will be filed with the State Corporation Commission. The CVWMA is recommending approval of transmitting the attached resolution along with the revised Articles, summary of revisions and letter outlining the process to member localities for their consideration.

Recommended Action: Approval of transmitting attached resolution, revised Articles, summary of revisions and letter outlining the process to member localities for consideration.

Attachments: Summary of revisions to Articles and Bylaws
Concurrent Resolution to transmit to member localities

ByLaws Review Committee Members:

Marcia Kelley
Marcia Phillips
Bob Dunn
Steve Yob
Kim Hynes

CVWMA MEMORANDUM

TO: CVWMA BOARD OF DIRECTORS
FROM: BYLAWS REVIEW COMMITTEE
SUBJECT: DRAFT OF BYLAWS AND ARTICLES OF INCORPORATION
DATE: 06/15/07

Please find attached a draft of the ByLaws and Articles of Incorporation for your review. Below is a summary of proposed revisions recommended by the ByLaws Review Committee.

Principal Office. Updated address to 2100 W. Laburnum Avenue, Suite 105.

Virginia Code Section: Revised Virginia Code Section to include the corrected Act and Code Section under which the Authority was formed: Virginia Water and Waste Authorities Act; Chapter 51 of Title 15.2.

Board Membership: Added language to the ByLaws consistent with the Articles of Incorporation reaffirming that each Board member be a resident of the locality they are representing.

Alternate Members to the Board: In an effort to encourage localities to appoint alternate members to the Board, it is proposed to change the language to read that each locality 'shall' in place of 'may' appoint an alternate for each member.

Regular Meetings: Continue with meetings on the third Friday of each month at 9:00am.

Annual Meeting: Language was revised to read that the '*first regular meeting of the fiscal year shall be the annual meeting of the Authority.*' The current ByLaws designate July as the annual meeting.

Number of Board members: In an effort to keep the membership and makeup of the Board in tact, it is proposed to adjust the population basis used for determining the number of Board members from each member locality.

0-75,0001 member
75,000-150,0002 members
150,000+3 members

Duties of Officers/Executive Director: The descriptions regarding disbursements of authority funds/assets has been updated to current practices.

ByLaws Review Committee Members:

Marcia E. Kelley
Marcia R. Phillips
Robert L. Dunn
Steve Yob
Kim Hynes

**RESOLUTION – REVISING CENTRAL VIRGINIA WASTE MANAGEMENT
AUTHORITY ARTICLES OF INCORPORATION**

WHEREAS, the Central Virginia Waste Management Authority was created in 1990 pursuant to the Virginia Water and Waste Authorities Act (Chapter 51, Title 15.2 of the Code of Virginia (1950), as amended) (hereinafter the “Act”) to facilitate improved waste management practices to protect the health, safety and welfare of citizens of the central Virginia region, and

WHEREAS, the Central Virginia Waste Management Authority was formed pursuant to the requirements of the Act by thirteen localities in the central Virginia region including the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, the Town of Ashland and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Prince George, which still comprise the Authority, and

WHEREAS, the Central Virginia Waste Management Authority developed, in accordance with the Commonwealth’s Solid Waste Management Plan requirements a comprehensive and integrated solid waste management plan that at a minimum considers and addresses all components of the waste management hierarchy (source reduction, reuse, recycling, resource recovery, incineration and landfilling) for the twenty year period 2004-2024 on behalf of all thirteen member localities; and

WHEREAS, the Central Virginia Waste Management Authority, as the solid waste planning unit for the thirteen member localities, gathers the data necessary from recycling processors in the region and reports the annual recycling rate to the Virginia Department of Environmental Quality, and

WHEREAS, the central Virginia region’s recycling rate (50.3% in 2007) has consistently exceeded the Commonwealth’s requirements imposed on each locality to recycle 25 percent of the solid waste generated in each locality, and

WHEREAS, the Central Virginia Waste Management Authority, since inception in 1990, has successfully developed recycling and solid waste programs through cost effective and efficient contracts with the private sector to benefit the recycling and solid waste needs of its members, and

WHEREAS, the original Articles of Incorporation of the Authority were adopted and approved by the governing bodies of each member locality and were then filed and approved by State Corporation Commission on December 20, 1990, and

WHEREAS, the Board of Directors of the Central Virginia Waste Management Authority has reviewed and approved updating and revising the existing Articles of Incorporation to include: 1) updating the Virginia Code Section under which the Authority was formed; 2) updating current address, current practices, and other administrative information regarding the Authority; 3) strengthening the language encouraging localities to appoint alternate members to the Board to ensure full and proper representation at all times; and 4) adjusting the population basis used for determining the number of Board members from each member locality to reflect the changes in population since inception in an effort to keep the membership and makeup of the Board in tact, and

WHEREAS, the Virginia Water and Waste Authorities Act requires that any revisions to the existing Articles of Incorporation be ratified and approved by the governing bodies of all thirteen member localities prior to filing with the State Corporation Commission, and

WHEREAS, the Central Virginia Waste Management Authority respectfully requests approval of the first revision to the Authority's Articles of Incorporation outlined above and authorization to file the amended Articles of Incorporation with the State Corporation Commission in accordance with the Virginia Water and Waste Authorities Act.

NOW THEREFORE BE IT RESOLVED, that the governing body of member jurisdiction approves the attached First Amended Articles of Incorporation of the Central Virginia Waste Management Authority, in accordance with the Virginia Water and Waste Authorities Act, and

BE IT FURTHER RESOLVED, that this resolution shall take effect from the date of its adoption, and

BE IT FURTHER RESOLVED, that the governing body of member jurisdiction authorizes and directs the Chief Administrative Officer to execute all necessary documents to implement this resolution subject to approval as to form by the member jurisdiction attorney.

CONSIDERATION OF RESOLUTION 08-14: AMENDING THE CONTRACT FOR COLLECTING, TRANSPORTING AND PROCESSING USED ELECTRONIC EQUIPMENT

The Collecting, Transporting and Processing Used Electronic Equipment contract between the Central Virginia Waste Management Authority (CVWMA) and Supreme Computer and Electronic Recycling, Inc. and its Virginia subsidiary, Advanced Technologies, Inc. was executed for the five-year period beginning April 1, 2007.

Since the execution of the contract, the contractor has conducted twenty eCycling events for CVWMA. In addition to conducting events to collect eWaste, the contract provided for the contractor to provide 20' ground level containers for ongoing collection of eWaste at sites such as convenience centers as identified by participating member jurisdictions. To date, the Counties of Hanover and Prince George have utilized this aspect of the contract and have collected approximately 157,000 pounds of eWaste year-to-date at their convenience centers. The contractor and several participating member jurisdictions wish to amend the contract to provide an option to utilize 45', 48' or 53' over the road trailers at ongoing collection sites.

Additionally, the contract provides for the collection of Compact Fluorescent Light Bulbs (CFL) by the contractor at events held at their facility. Contract amendments will include an additional option for the collection of CFLs. This will be for the contractor to provide collection boxes for CFLs to be used at staffed sites. The boxes hold approximately 105 CFLs and include a plastic liner bag to seal the CFLs in and a pre-paid shipping label to ship the CFLs to Supreme Computer and Electronic Recycling, Inc. for processing.

Resolution 08-14 will authorize the Executive Director to execute an addendum to the contract for Collecting, Transporting and Processing Used Electronic Equipment with Supreme Computer & Electronic Recycling, Inc and its Virginia subsidiary, Advanced Technologies Inc. Special Project Service Agreements would be developed between CVWMA and the member jurisdictions interested in these services.

Recommended Action: Approval of **Resolution 08-14**

Attachment

RESOLUTION 08-14

A resolution authorizing an amendment to the contract for Collection, Transportation, and Processing of Used Electronics Equipment between the Central Virginia Waste Management Authority and Supreme Computer & Electronic Recycling, Inc and its Virginia subsidiary, Advanced Technologies Inc. and the Special Project Service Agreements with participating local jurisdictions to include additional methods of collecting eWaste and Compact Fluorescent Light Bulbs.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 6 of the June 2008 Board Agenda identified the mutual interest between the Central Virginia Waste Management Authority and Supreme Computer & Electronic Recycling, Inc. and its Virginia subsidiary, Advanced Technologies Inc. to amend the Used Electronics Equipment Collecting, Transporting and Processing Services to include over-the-road trailers for the collection of eWaste and provide boxes for the collection of Compact Fluorescent Light Bulbs ; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute and addendum to the contract for Used Electronics Equipment Collecting, Transporting and Processing Services between the Central Virginia Waste Management Authority and Supreme Computer & Electronic Recycling, Inc and its Virginia subsidiary, Advanced Technologies Inc; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the 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 20th day of June 2008

Attest: _____
Marcia E. Kelley, Chairman

CONSIDERATION OF RESOLUTION 08-15: AMENDING THE TRANSFER AND DISPOSAL SERVICE CONTRACT BETWEEN CVWMA, WASTE MANAGEMENT OF VIRGINIA, INC., AND THE COUNTY OF NEW KENT

The Solid Waste Transfer and Disposal Service contract and service agreement between the Central Virginia Waste Management Authority (CVWMA), Waste Management of Virginia, Inc. (formerly Chambers Waste Systems of Virginia, Inc.) and the County of New Kent was executed for the period beginning July 1, 1994 and ending June 30, 2003. A contract extension through June 30, 2013 along with an amendment to the service fees were agreed upon effective January 1, 2003. A second contract addendum was executed in February 2003 for the contractor to provide turnkey installation and servicing of a compactor at the County's Route 618 Convenience Center.

The County of New Kent has identified the need for an additional compactor at the Route 618 Convenience Center to better meet the needs of County residents. The Route 618 Convenience Center is the largest of the four New Kent Convenience Centers in terms of MSW tonnage collected. Nearly 50% of the MSW tonnage collected at the four convenience centers is received at the Route 618 site, an average of 275 tons per month. Waste Management has indicated a willingness to install and service a second Marathon 450 compactor at the site. Currently during busy periods, primarily weekends, residents throw their trash into open-top trailers rather than wait in line to use the existing compactor. This results in additional pulls from the site to the Charles City County landfill and added expense to New Kent. Tonnage per pull for an open top is approximately 2 to 3 tons whereas a compactor box averages 8 to 10 tons per pull. The additional compactor will reduce reliance on the open-tops and should reduce pull expenses.

The monthly lease cost for the rental of the compactor and the fabrication and installation of the feed hoppers is approximately \$700.

Resolution 08-15 would authorize the Executive Director to execute an addendum to the Solid Waste Transfer and Disposal Service contract and service agreement to reflect a revised fee schedule to accommodate the additional compactor at the New Kent Route 618 Convenience Center.

Recommended Action: Approval of **Resolution 08-15**

Attachment

RESOLUTION 08-15

A resolution authorizing an addendum to the Solid Waste Transfer and Disposal Contract between Central Virginia Waste Management Authority (CVWMA), New Kent County and Waste Management of Virginia, Inc.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

WHEREAS, the report included as Staff Agenda Item No. 7 of the June 2008 Board Agenda identified the mutual interest by the Central Virginia Waste Management Authority, Waste Management of Virginia, Inc., and the County of New Kent, to amend the terms of compensation for Solid Waste Transfer and Disposal Services Contract to include an additional compactor at the New Kent Route 618 Convenience Center; and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Solid Waste Transfer and Disposal Service Contract between the Central Virginia Waste Management Authority and Waste Management of Virginia, Inc., and

WHEREAS, the Executive Director is authorized, subject to General Counsel's review and approval, to execute an addendum to the Special Project Service Agreement between the Central Virginia Waste Management Authority and the County of New Kent, and

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

Adopted this 20th day of June 2008

Attest: _____
Marcia E. Kelley, Chairman

CURBSIDE RECYCLING PROGRAM

May curbside collections exceeded 3,000 tons for the second month in a row and the third time in the last five months. The May total was 3,011 tons. This is a 4.8% increase from May 2007 and raises the fiscal year-to-date collection total to 31,170 tons.

Missed collections were down to 298, up from May 2007 but less than April. There were no penalties assessed for collections outside contract parameters in May. The paper price used to calculate curbside revenue share remained unchanged, \$9.40/ton and resulted in revenue of \$20,686 for the fiber portion of the curbside tonnage collected in May. This increased the fiscal year to date total to nearly \$183,000.

In preparation for the July addition of 1,031 households from the County of Hanover to the curbside program the County sold bins and provided program information to the participating residents at the Milestone subdivision Saturday morning June 7th. For those residents unable to get bins June 7th, the County will sell the bins on an ongoing basis at the Route 301 transfer station. CVWMA has mailed calendars to the participating households. The first collection day for this area will be July 10th, a blue Thursday.

MUNICIPAL SOLID WASTE (MSW) PROGRAM

Allied Waste collection performance during May continued at the same level as April, improved from the two months immediately following the February rerouting but not up to the level attained prior to the rerouting. Missed collections were 175 for May, down slightly from the 181 in April. There has been some improvement with collecting alternate location households but the issue has not been eliminated.

The April penalty assessment for the month was \$1,090. Some of this was for persistent misses (missing the same location three times in a row or 4 times in six cycles) and for late collection of misses but the bulk of it was for failure to respond to cart requests in a timely manner.

OPERATIONS AND PROGRAM STATISTICS

The County of Chesterfield has added a drop-off e-cycling container at their Northern and Southern area convenience center. Chesterfield is the third locality to participate in this portion of the eCycling program, which now has a total of four drop-off containers. In its first year of collecting e-waste, the e-cycling program has collected 157,000 pounds of e-waste from the Prince George and Hanover locations.

At the end of May, Goodwill delivered a textile box to the County of Henrico Charles City Road public use area. The County will also add a Goodwill textile box to their Springfield Road public use area once renovations to the location are complete.

To accommodate the increase in drop-off recycling traffic at their Government Complex, the County of Prince George has removed the dual bin at the Government Complex and has replaced it with one Paper only and one Co-mix only container, which will be emptied three times a week. The drop-off recycling program now has 66 containers throughout the CVWMA region.

Program Statistics

Program Statistics for May 2008 will be presented at the June 20th Board of Directors' meeting.

TECHNICAL ADVISORY COMMITTEE REPORT

In lieu of a meeting in June the TAC took a trip on June 5th to the East End Landfill to see the CDD recycling operation. The East End Landfill is a CDD landfill on Darbytown Road in eastern Henrico and was formerly know as the Simons Hauling Landfill and the S.B. Cox Darbytown Road Landfill. Mathew Appelget, the President of Waste Associates Holdings, LLC which is the parent company of both East End Landfill and Container First Services our drop-off hauling contractor, purchased these landfills several years ago. Mr. Appelget began the tour with a slide presentation overview of the landfill recycling operations.

Mr. Appelget explained the landfill design and construction process being utilized for the cell currently under construction at the site. He pointed out that the facility accepts old tires that are ground and used as part of the drainage layer in the landfill. Among other items being recycled on the site is wood waste which is ground and turned into a bio fuel for boilers and the dirt and fines from the wood grinding operation which is being sold as a top soil product. Wood from site clearing or Green Waste is primarily used in this process. For mixed loads of demolition and deconstruction waste segregation is done at the landfill to separate ferrous and non-ferrous metals, fiber, wood waste and heavy materials such as concrete, brick and cinderblocks for recycling. The heavy materials are crushed, removing the ferrous material from the concrete and creating a reusable aggregate material in several sizes. The ferrous, non-ferrous and fiber products are being sold to the individual commodity markets.

Mr. Appelget estimated that approximately 50% of the material that is brought to the landfill is actually landfilled. The rest is being recycled. In addition to the equipment currently being utilized to segregate the materials, additional equipment has been purchased to increase the amount of material being removed from the waste stream for recycling.

PUBLIC INFORMATION

Curbside Recycling Program

Monthly stats compiled by the *Richmond Times-Dispatch* for our animated ad on www.inrich.com report visits of over 2 million viewers and 1,448 hits to our curbside recycling webpage. Our Mascot (Bin) is featured on the Henrico County Public Schools Home Page Photo Gallery as Bin participated in the Rivers Edge Elementary School “recycling themed” Field Day.

Upcoming Events

The public information department will be participating in many local events during June including: Ashland Strawberry Fair, Career Day at Charles City ES, James River Regional Cleanup Day, City of Richmond Department of Public Utilities Safety Day. Presentations are also scheduled with one area organization.

Outreach

CVWMA staff participated in 17 outreach opportunities that provided information and resources for an estimated 4,200 people.

Meetings

- Henrico Extension Leadership Council Board of Directors
- Public Relations Society of America- Richmond Chapter

Presentation & Publication Requests

Group	Number	Locality	Request	Type	Publications
Wyeth Safety Day	900	Henrico	Booth/Educ. Materials	Business	Publications/Activity Books & Pencils
Women’s League of Richmond	50	Richmond	Presentation	Civic	Publications
Westover Hills Neighborhood Assoc.	40	Richmond	Presentation	Civic	Publications
Virginia Cooperative Extension	50	Henrico	Educational Materials	Government	Publications/Activity Books & Pencils
CB Richard Ellis	25	Henrico	Educational Materials	Business	DVD/Yes I Can Video/Activity Books
Channel 6- Virginia This Morning		Regional	Live Show Segment	Media	
Lisa Holland	50	Henrico	Educational Materials	Citizen	Activity Books & Pencils

Rivers Edge ES	664	Henrico	Educational Materials	School	Activity Books & Pencils
Bank of America	250	Henrico	Educational Materials	Business	Publications/Activity Books & Pencils
A.M. Davis ES	240	Chesterfield	Educational Materials	School	Activity Books & Pencils
J.L. Frances ES	95	Richmond	Educational Materials	School	Journey DVD Kit and Activity Books
VRA Conference	103	Statewide	Presentation		Publications
Channel 6- Virginia This Morning		Regional	Live Show Segment	Media	
Autism Walk	1500	Henrico	Booth/Educ. Materials		Publications/Activity Books & Pencils
Bethlehem Baptist Church	20	Henrico	Educational Materials	Church	Journey DVD Kit/Activity Books & Stickers
R.C. Longan ES	100	Henrico	Educational Materials	School	Paper Making Kit
Pam Cooper	100	Chesterfield	Educational Materials	Government	Stickers
Total, FY 07-08	18,420				

Website Statistics

	Visitors	Visits	Visit Length	Emails
April 2008	5,074	8,123	5 min 15 sec	515
Total, FY 07-08	40,631	60,655	--	4,785

Top Pages, May 2008 (visits)

Curbside Recycling (3,333 visits) [/recycling_programs/curbside_recycling.wbp](#)

Recycling Programs (2,298 visits) [/recycling_programs.wbp](#)

Electronics Recycling (1,709 visits) [/recycling_programs/electronics.wbp](#)

Curbside Recycling Email Reminder Subscribers

	Total Subscribed	Added	Removed
May 2008	3156	363	0
Total, FY 07-08	5,936	2,080	366

Event Recycling

Group	Date	Number of Containers	Locality
Strawberry Street Festival	5/3/08	25	Richmond
Ashland Street Party	5/17/08	5	Ashland
Arts in the Alley	5/17/08	6	Richmond
Broad Appetit	5/18/08	20	Richmond
Richmond Kickers Soccer Tournament	5/30/08	8	Chesterfield
Power Kids Triathlon	5/31/08	5	Henrico

CONSIDERATION OF RESOLUTION 08-16: AWARDING A CONTRACT FOR TELEPHONE/VOICEMAIL SYSTEM

The CVWMA included funds in the 2008-2009 Operating Budget to purchase a new telephone and voicemail system. The current system is almost ten years old and the CVWMA needs a more reliable system, one that is easier to program and more current features, such as call recording and desktop programming capabilities.

In accordance with the budget, the CVWMA issued a Request for Proposals for a new system on May 12, 2008. The RFP was sent to 15 vendors and was advertised in the *Richmond Times-Dispatch* and on the CVWMA website. The deadline for questions was June 6, 2008 and an addendum was also issued on that date, including the questions received and our responses. The deadline for proposals is Wednesday, June 11, 2008.

The CVWMA staff will conduct interviews and check references of the top ranked vendors the first part of the week of June 16 and will be recommending a vendor to the Board at the June 20, 2008 Board meeting. As of the timing of the mailing of this Board agenda, a vendor has not been selected; however a selection will be made by the June 20th Board meeting and a resolution will be presented at that time for consideration.

FINANCIAL REPORTS FOR MAY 2008

The Financial Reports for May 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 \$133,000 for administration, operations and public information for the remainder of the fiscal year. All transfers approved at the May Board of Directors Meeting have been incorporated in this month's financial reports.

Recommended Action: Approval of the May 2008 Financial Reports

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July 2007 – May 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	\$ 519,360	\$ 468,216	\$ (21,000)	\$ 30,144
Curbside Project Fund	4,538,738	4,459,105	-	79,633
Drop-Off Project Fund	478,179	485,087	-	(6,908)
Municipal Solid Waste Fund	3,190,832	3,169,339	-	21,493
CFC/HCFC	42,394	42,452	-	(58)
Special Waste Collections	203,064	220,477	21,000	3,587
Waste Tire Fund	55,938	55,833	-	105
Appliance and Scrap Metal Hauling	79,318	77,207	-	2,111
Yard Waste Projects	403,278	404,525	-	(1,247)
Waste Transfer & Disposal	<u>2,435,081</u>	<u>2,430,451</u>	<u>-</u>	<u>4,630</u>
<i>Totals</i>	<u>\$ 11,946,182</u>	<u>\$ 11,812,692</u>	<u>\$ -</u>	<u>\$ 133,490</u>
 <i>Capital Outlay:</i>				
Computer equipment	\$ -	\$ 8,025	\$ 20,395	\$ 12,370
Office equipment	-	2,882	4,500	1,618
Leasehold improvements	-	2,604	2,605	1
Vehicular equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Total Capital Outlay</i>	<u>\$ -</u>	<u>\$ 13,511</u>	<u>\$ 27,500</u>	<u>\$ 13,989</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2007 – May 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>
<i>Revenues:</i>					
Annual Gov't Assessments	\$ -	\$ 491,808	\$ 491,810	\$ (2)	0.0%
Grants and Sponsorships	\$ (1,801)	7,063	7,850	(787)	0.0%
Interest on Investments	\$ 860	19,672	30,000	(10,328)	-34.4%
Miscellaneous/Other	\$ -	817	1,000	(183)	-18.3%
Total Revenues	<u>(941)</u>	<u>519,360</u>	<u>530,660</u>	<u>(11,300)</u>	<u>-2.1%</u>
<i>Expenses:</i>					
Personnel services	27,522	285,939	309,775	23,836	7.7%
Fringe benefits	5,340	64,636	72,760	8,124	11.2%
Professional services	262	27,383	32,150	4,767	14.8%
Repairs and maintenance	169	2,743	2,545	(198)	-7.8%
Advertising and promotions	1,251	3,652	8,000	4,348	54.4%
Materials and supplies	528	6,469	7,250	781	10.8%
Other services and charges	1,568	20,936	21,625	689	3.2%
Leases	2,795	34,445	35,075	630	1.8%
Depreciation	1,945	22,013	25,000	2,987	11.9%
Total Expenses	<u>41,380</u>	<u>468,216</u>	<u>514,180</u>	<u>45,964</u>	<u>8.9%</u>
Transfers In (Out)	<u>-</u>	<u>(21,000)</u>	<u>(21,000)</u>	<u>-</u>	
Totals	<u>\$ (42,321)</u>	<u>\$ 30,144</u>	<u>\$ (4,520)</u>	<u>\$ 34,664</u>	
<i>Capital Outlay:</i>					
Computer equipment	\$ -	\$ 2,236	\$ 12,395	\$ 10,159	82%
Office equipment	-	1,511	3,500	\$ 1,989	57%
Leasehold Improvements	-	2,604	2,605	1	0%
Vehicular equipment	-	-	-	-	0%
Total Capital Outlay	<u>\$ -</u>	<u>\$ 6,351</u>	<u>\$ 18,500</u>	<u>\$ 12,149</u>	<u>66%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2007 – May 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	\$ 359,368	\$ 3,938,693	\$ 4,340,000	\$ (401,307)	-9.2%
Customer Service Assessment	\$ 16,251	177,861	196,000	(18,139)	-9.3%
Public Relations Assessment	\$ 20,116	220,323	242,750	(22,427)	-9.2%
Contract Administration Costs	\$ -	-	1,000	(1,000)	-100.0%
Materials Sales Rebate	\$ 20,713	162,007	10,000	152,007	1520.1%
Interest on Investments	\$ 2,559	39,854	32,000	7,854	24.5%
Total Revenues	<u>419,007</u>	<u>4,538,738</u>	<u>4,821,750</u>	<u>(283,012)</u>	<u>-5.9%</u>
Expenses:					
Personnel services	11,934	132,004	152,745	20,741	13.6%
Fringe benefits	2,938	35,818	45,590	9,772	21.4%
Professional services	1,350	14,522	16,115	1,593	9.9%
Repairs and maintenance	752	1,489	1,470	(19)	-1.3%
Advertising and promotions	9,654	115,149	138,380	23,231	16.8%
Materials and supplies	323	4,075	3,740	(335)	-9.0%
Other services and charges	883	64,745	75,760	11,015	14.5%
Leases	2,207	26,407	26,450	43	0.2%
Depreciation	438	4,697	10,000	5,303	53.0%
Contractual services	359,368	3,938,693	4,344,000	405,307	9.3%
Materials sales rebate	15,535	121,506	7,500	(114,006)	-1520.1%
Total Expenses	<u>405,382</u>	<u>4,459,105</u>	<u>4,821,750</u>	<u>362,645</u>	<u>7.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 13,625</u>	<u>\$ 79,633</u>	<u>\$ -</u>	<u>\$ 79,633</u>	
Capital Outlay:					
Computer equipment	\$ -	\$ 4,631	\$ 6,500	\$ 1,869	29%
Office equipment	-	1,371	1,000	(371)	-37%
Total Capital Outlay	<u>\$ -</u>	<u>\$ 6,002</u>	<u>\$ 7,500</u>	<u>\$ 1,498</u>	<u>20%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2007 – May 2008

Drop Off Project Fund

	Month to Date <u>Actual</u>	Year to Date <u>Actual</u>	Total <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 40,419	\$ 433,417	\$ 500,000	\$ (66,583)	-13.3%
Contract Admin Costs	\$ -	\$ 50			
Materials Sales Rebate	\$ 4,674	42,272	75,000	(32,728)	-43.6%
Interest on Investments	\$ 150	2,440	6,000	(3,560)	-59.3%
Total Revenues	<u>45,243</u>	<u>478,179</u>	<u>581,000</u>	<u>(102,871)</u>	<u>-17.7%</u>
Expenses:					
Personnel services	376	4,020	4,425	405	9.2%
Fringe benefits	163	1,687	1,935	248	12.8%
Professional services	73	819	2,470	1,651	66.8%
Repairs and maintenance	15	105	100	(5)	-5.0%
Advertising and promotions	-	11,594	13,000	1,406	10.8%
Materials and supplies	13	140	160	20	12.5%
Other services and charges	73	810	1,085	275	25.3%
Leases	241	1,356	1,575	219	13.9%
Contractual services	40,419	433,417	500,000	66,583	13.3%
Materials sales rebate	<u>3,506</u>	<u>31,139</u>	<u>56,250</u>	<u>25,111</u>	<u>44.6%</u>
Total Expenses	<u>44,879</u>	<u>485,087</u>	<u>581,000</u>	<u>95,913</u>	<u>16.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 364</u>	<u>\$ (6,908)</u>	<u>\$ -</u>	<u>\$ (6,958)</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2007 – May 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	\$ 287,546	\$ 3,136,028	\$ 3,652,500	\$ (516,472)	-14.1%
Customer Service Assessment	\$ 2,157	23,735	29,000	(5,265)	-18.2%
Contract Administration Costs	\$ 200	2,160	1,000	1,160	-
Interest on Investments	\$ 1,257	28,909	20,000	8,909	44.5%
Total Revenues	<u>291,160</u>	<u>3,190,832</u>	<u>3,702,500</u>	<u>(511,668)</u>	<u>-13.8%</u>
Expenses:					
Personnel services	1,536	17,058	19,325	2,267	11.7%
Fringe benefits	282	3,575	5,170	1,595	30.9%
Professional services	329	3,718	6,000	2,282	38.0%
Repairs and maintenance	55	477	480	3	0.6%
Advertising and promotions	-	448	1,000	552	55.2%
Materials and supplies	115	1,015	1,120	105	9.4%
Other services and charges	244	2,753	7,755	5,002	64.5%
Leases	105	2,860	3,150	290	9.2%
Depreciation	111	1,416	6,000	4,584	76.4%
Contractual Services	<u>286,225</u>	<u>3,136,019</u>	<u>3,652,500</u>	<u>516,481</u>	<u>14.1%</u>
Total Expenses	<u>289,002</u>	<u>3,169,339</u>	<u>3,702,500</u>	<u>533,161</u>	<u>14.4%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 2,158</u>	<u>\$ 21,493</u>	<u>\$ -</u>	<u>\$ 21,493</u>	
Capital Outlay:					
Computer equipment	<u>\$ -</u>	<u>\$ 1,158</u>	<u>\$ 1,500</u>	<u>\$ 342</u>	<u>23%</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2007 – May 2008

Other Special Projects

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 299,222	\$ 3,109,728	\$ 3,615,300	\$ (505,572)	-14.0%
Materials Sales Rebate	\$ 44,294	92,145	82,550	9,595	11.6%
Interest on Investments	\$ 1,052	17,200	16,390	810	4.9%
Total Revenues	<u>344,568</u>	<u>3,219,073</u>	<u>3,714,240</u>	<u>(495,167)</u>	<u>-13.3%</u>
<i>Expenses:</i>					
Personnel services	415	3,336	3,595	259	7.2%
Fringe benefits	32	255	295	40	13.6%
Professional services	413	4,617	6,040	1,423	23.6%
Repairs and maintenance	30	570	620	50	8.1%
Advertising and promotions	3,918	19,408	21,000	1,592	7.6%
Materials and supplies	78	848	980	132	13.5%
Other services and charges	95	1,135	6,660	5,525	83.0%
Contractual services	299,146	3,109,712	3,615,300	505,588	14.0%
Materials sales rebate	44,254	91,065	80,750	(10,315)	-12.8%
Total Expenses	<u>348,381</u>	<u>3,230,946</u>	<u>3,735,240</u>	<u>504,294</u>	<u>13.5%</u>
Transfers In (Out)	<u>-</u>	<u>21,000</u>	<u>21,000</u>	<u>-</u>	
Totals	<u>\$ (3,813)</u>	<u>\$ 9,127</u>	<u>\$ -</u>	<u>\$ 9,127</u>	

ADMINISTRATIVE

Holiday Schedule

CVWMA administrative offices will be closed on Friday, July 4th in observance of Independence Day. Curbside Recycling and Municipal Solid Waste Collection services are delayed one day through Saturday July 5th. Customer Service Personnel will be available to respond to service related inquiries on all scheduled service days.

Summer Meeting Schedule

The Central Virginia Waste Management Authority Board meeting schedule adopted on December 14, 2007 provides for the cancellation of the July 2008 Board meeting. The next regular scheduled Board of Director's meeting will be on August 15, 2008 in Richmond. The CVWMA staff will send out a reminder and an update on current activities in July. The Executive Committee will meet as scheduled on July 7, 2008.

Upcoming Meetings

The following is a listing of upcoming CVWMA meetings:

Technical Advisory Committee (TAC)	July 3, 2008	Cancelled.
Executive Committee	July 7, 2008	9:00 a.m.
Executive Committee	August 4, 2008	9:00 a.m.
Technical Advisory Committee (TAC)	August 7, 2008	9:00 a.m.
Board of Directors (Richmond)	August 15, 2008	9:00 a.m.