



**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
MAY 15, 2009  
2104 W. LABURNUM AVENUE  
RICHMOND, VIRGINIA**

**CALL TO ORDER**

**9:00 a. m.**

**CHAIRMAN'S AGENDA**

**CERTIFICATION OF QUORUM**

<b>ITEM NO.</b>	<b>Page(s)</b>
1. Public Comment Period	
2. Minutes of the Regular Meeting of April 17, 2009	<b>3 -13</b>
3. Chairman's Report	
4. Nominating Committee Report	<b>14</b>

**STAFF AGENDA**

<b>ITEM NO.</b>	
5. Curbside Education Advisory Committee Report - Market Study Presentation by Dr. Cliff Fox	<b>15</b>
6. Curbside Program Recycling Program	<b>15</b>
7. Municipal Solid Waste (MSW) Program	<b>15</b>
8. Operations and Program Statistics	<b>16</b>
9. Public Information	<b>17 - 21</b>
10. Financial Reports for April 2009	<b>22 - 28</b>
11. Consideration of <b>Resolution 09-18</b> : Appropriating Grant Funds Awarded by the Environmental Protection Agency for Pilot School Recycling Program	<b>29 - 30</b>
12. Consideration of <b>Resolution 09-19</b> : Amending the 2009 General Operating Fund Budget; Curbside Project Fund Budget; and the Municipal Solid Waste Fund Budget	<b>31 - 33</b>



13. Administrative

34

**OLD/NEW BUSINESS**

14. Consideration of **Resolution 09-20**: Amending the CVWMA 2010 Operating Budget

35 - 37

**ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF APRIL 17, 2009**

The minutes of the regular Board of Directors meeting held April 17, 2009 are presented for your consideration and approval.

**Recommended Action:** Approve minutes.

Attachment

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
APRIL 17, 2009  
MINUTES  
CRATER PLANNING DISTRICT COMMISSION  
PETERSBURG, VIRGINIA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Marcia R. Phillips (M-Chesterfield), Chairman  
William G. Kuthy (M-Prince George), Treasurer  
Marcia E. Kelley (M-Henrico), Immediate Past Chair  
William E. Johnson, III (M-Chesterfield)  
Howard Heltman (A-Chesterfield)  
William E. Henley (A-Colonial Heights)  
Leigh Dunn (M-Goochland)  
Steve Chidsey (M-Hanover)  
Steve J. Yob (A-Henrico)  
John Fountain (A-Hopewell)  
James H. Burrell (M-New Kent)  
Michael D. Briddell (M-Petersburg)  
Matthew D. Benka (M-Richmond)

**MEMBERS/ALTERNATES NOT PRESENT**

Gentry Bell (M-Henrico), Vice-Chairman  
Elliot Danburg (M-Powhatan), Secretary  
Mark Kukoski (M-Richmond), Director  
Josh Farrar (A-Ashland)  
Jack Miniclier (M-Charles City)  
John T. Bragg (A-Charles City)  
Robert L. Dunn (M-Chesterfield)  
Mr. Robert C. Key (A-Chesterfield)  
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 C. Whiteman (M-Henrico)  
Arthur D. Petrini (A-Henrico)  
William I. Mawyer, Jr. (A-Henrico)  
Phillip E. Elliott (M-Hopewell)  
James Tacosa (A-New Kent)  
William Riggelman (A-Petersburg)  
Christopher Rapp (A-Powhatan)  
Bill Hamby, Jr. (A-Prince George)  
Dexter White (M-Richmond)

**Non Voting:**

Charles E. Dane (A-Chesterfield)

**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

**Guest**

With a quorum in attendance, Chairman M. R. Phillips (M-Chesterfield) called the meeting to order at 9:05 a.m.

## **CHAIRMAN'S AGENDA**

### **Item No. 1: Public Comment Period**

Chairman Kelley 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 March 20, 2009**

A motion was made by Mrs. M. Kelley (M-Henrico), seconded by Mr. W. E. Johnson, III (M-Chesterfield), and carried that the minutes of the March 20, 2009, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

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

#### *Appointment of the Nominating Committee*

Chairman Phillips announced the appointments to the Nominating Committee. Mrs. M. E. Kelley (M-Henrico), Immediate Past Chair, will chair the Nominating Committee; members include Mr. J. H. Burrell (M-New Kent) and Mr. M. D. Benka (M-Richmond). The Nominating Committee will present their report and slate of officers at the May 15 Board of Directors' meeting. The election will be held in June.

Chairman Phillips reported that Mr. R. L. Dunn (M-Chesterfield) has agreed to serve in Mr. William H. Howell's place on the CVWMA Audit Committee.

### **Item No. 4: Treasurer's Report**

#### *Financial Reports for March 2009*

Mr. W. Kuthy (M-Prince George), Treasurer, asked Mrs. N. Downey, Director of Administration and Finance, to present the financial reports. Mrs. Downey directed the Board's attention to pages 12–18 of the agenda package, which displayed the financial reports for March 2009. Mrs. Downey reported that the expenses are consistent with previous months and the Authority continues to remain within total budget in all funds as of March 31, 2009. Mrs. Downey reported that the revenue is below the budgeted amount due to the interest earned on investments, causing a deficit balance in most funds. The CVWMA has a combined net income of about \$83,000 year-to-date.

Concluding, Mrs. Downey reported that the CVWMA will be reviewing actual revenues and expenses year-to-date and projecting operations through the end of the fiscal year. The necessary transfers will be presented to the Board at the regular meeting on May 15.

Mr. W. G. Kuthy (M-Prince George), Treasurer asked what could be done to offset the difference between the budgeted amount and the actual revenue. Mrs. Hynes responded that it might be necessary to use surplus funds to offset the difference. She included that the Authority is also looking into other alternatives to invest excess funds and to save on expenditures.

Mr. Kuthy asked if the Authority has any projections for the end of the fiscal year. Mrs. Hynes responded that interest income will be short of budget by about \$60,000 to \$70,000 by the end of the year. Mrs. Hynes noted that the Authority is trying to reduce some of its expenses so that the deficit balance in most funds is not as considerable. Mrs. Hynes responded that the Authority has been looking at some CD rates and their investments for public funds.

Moving on, Mrs. Hynes reminded the Board that the 2010 Operating Budget was approved during the December meeting with the exception of the 1.5 percent wage adjustment increase in the salaries and wages line item, which the Board agreed to defer to May 15, 2009. Mrs. Hynes informed the Board that in addition to the transfer of funds information, which the Authority will present at next month's Board meeting, Authority staff will include consideration of the 1.5 percent wage adjustment in the May Board agenda.

With no further questions or comments from the floor, a motion was made by Mr. J. H. Burrell (M-New Kent), Mr. S. Yob (A-Henrico), and carried that the Financial Reports for March 2009 be approved as submitted.

## **STAFF AGENDA**

### **Item No. 5: 2008 Recycling Rate Report**

Mr. R. D. Thompson, Operations Technician, presented his report with a slide presentation reporting that the regulations for the development of the Solid Waste Management Plan (9 VAC 20-130-10 et seq.) require Solid Waste Planning Units (SWPU) (such as the CVWMA) and towns, cities and counties not part of a designated region to submit a recycling rate report to the Department of Environmental Quality (DEQ) annually by April 30 for the previous calendar year that documents the recycling efforts of the area.

Mr. Thompson informed the Board that under the mandate amended in 2006 under **HB647**, all SWPUs must meet the minimum recycling rate of 25 percent or a recycling rate of 15 percent for areas with a population density less than 100 persons per square mile or if their unemployment rate is 50 percent higher than the state level.

Continuing, Mr. Thompson reported that under the most recent revision to the solid waste and recycling regulations effective November 2007, SWPUs can now add up to five percentage points to their base recycling rate for applicable credit tonnage source reduction, recycling residue, solid waste reused, and non-MSW recycled. Mr. Thompson went on to report that of the 42 recycling processors surveyed, 29 provided information, a 69 percent response rate for the current year's report.

Proceeding, Mr. Thompson informed the Board the DEQ utilizes two formulas in the recycling rate calculation. The base rate, which is calculated by dividing the principal recyclable materials tonnage by the MSW generated within the region and the adjusted recycling rate, which is calculated by adding the credit tonnage to the amount of principal recyclable materials and dividing by the amount of credit tonnage and MSW generated with the region. Mr. Thompson included that the adjusted recycling rate cannot exceed five percentage points of the base recycling rate.

Continuing, Mr. Thompson reported that there is no accurate way to determine the actual tonnage of the MSW generated in the region. Therefore, a calculation, based on the most recent EPA estimate of 4.62 pounds per person per day of waste generated is utilized to approximate the MSW tonnage for the region. He went on to report that the EPA per person waste generation figure is multiplied by the Weldon Cooper Center for Public Service estimate of the 2008 population for the region.

Mr. Thompson then reported on the tonnage for Principal Recyclable Materials. Mr. Thompson's slide presentation included a few of the principal recyclable materials and their tonnages collected and recycled during 2008 in comparison to 2007 with no significant changes. Mr. Thompson's slide presentation also included information on credit tonnage used in the calculation of the 2008 recycling rate for the CVWMA region. The credit tonnage for this year in the Solid Waste Reused category consists of construction demolition and debris waste. The base recycling rate for the CVWMA region is 47.8 percent for calendar year 2008. The maximum five percentage points allowed is added to the base recycling rate of 47.8 percent, which gives the CVWMA a final adjusted recycling rate of 52.8 percent.

Concluding, Mr. Thompson reported that 2007 was the first year under the new regulation that allows up to an additional five percentage points by adding the credit tonnage. Mr. Thompson added that over the previous two years with the 5 percent credit, the recycling rate has been in the low 50 percent range. In the years prior to receiving the 5 percent credit, the recycling rate was in the mid 40 percent range.

Mr. J. H. Burrell (M-New Kent) asked why the decrease in plastic tonnage from 2007. Mr. Harris responded that the numbers were provided by Tidewater Fibre Corporation and are based on the company's shipment numbers over the course of the year. Mr. Harris included there may be some difference in timing and that recyclers have also held onto materials longer, waiting for better markets.

Mr. W. G. Kuthy (M-Prince George) asked if the market was down for plastic and if plastic was being diverted to landfills. Mr. B. Harris responded that the market growth for plastic was up during the first part of the year. He added that TFC will not divert plastic it receives to landfills, however it is unknown how other companies and citizens choose to dispose of plastic material.

Mr. S. Chidsey (M-Hanover) asked if the Authority has received any information from Ukrop's or Wal-Mart stores about arrangements they have implemented for the disposal of plastic bags. Mr. Harris responded that no information has been received from either store.

Mrs. M. E. Kelley (M-Henrico), Immediate Past Chair asked of the recycling processors who are asked to participate in the survey, are the processors who have been non-responsive the same each year. Mr. Thompson responded that responses received from recycling processors vary from year-to-year. He added that a few recycling processors have closed their business operations, however all recycling processors contracted with the CVWMA have participated in the survey every year. Mrs. Hynes added that it is not mandatory that recycling processors participate in the survey.

Chairman Phillips commented that a 70 percent response rate is impressive considering the number of recycling processors who have been asked to participate in the survey.

Mr. S. Yob (A-Henrico) asked if the Authority benefited by having paper mills in the area. Mr. Harris responded affirmatively. Mr. Yob then asked if one or more paper mills went out of business could have an impact on the recycling rate reported by the Authority. Mr. Harris responded affirmatively.

Mr. M. D. Benka (M-Richmond) asked if the Authority could check with its legal counsel to find out if the CVWMA agreed to keep their information confidential. He commented that maybe more processors would respond knowing that the information would be kept confidential. Mr. Harris responded that recycling rate processors are sent letters with a disclaimer that their figures are not shared individually and that only the total numbers are shared in the report not details of the information they provide.

### **Item No. 6: Curbside Recycling Program**

Mr. B. Harris, Director of Operations, reported that curbside collections for the month of March were essentially unchanged despite the additional collection day. Mr. Harris went on to report that during the first 6 months of fiscal year, collections were strong; over 6.1 percent above previous years by the end of December. He included that over the three previous months through the first quarter of 2009, curbside collections have been equally measurable; an increase of 4.0 percent from the same fiscal year period in 2008.

Concluding, Mr. Harris reported that missed collections were up in March to 406. He added that nearly 40 percent of the missed collections occurred during the first week of the month due to a snow cancellation and slide, which occurred during the same.

Mrs. Hynes reported that the Chesterfield Board of Supervisors voted on their budget Wednesday, April 15, which included keeping the curbside program on a bi-weekly basis for the next fiscal year. The vote also included Chesterfield County's Board of Supervisors forming a committee of citizens, industry professionals and County representatives to review and evaluate the program from an efficiency standpoint, including potentially increasing promotion to boost participation in the program in the future. Mrs. Hynes commented that the Authority would welcome the opportunity to work with the committee and assist the County in sustaining their curbside program in future years.

Mr. C. E. Dane (A-Chesterfield) commented that the Board of Supervisors of Chesterfield County were not pleased with the misinformation provided to County citizens through the Virginia Recycling Association (VRA) and the Vector Corporation and have too associated the misinformation with the CVWMA. Mr. Dane informed the Board that over the upcoming weeks, he will convey to the county's Board that the Authority has been supportive and neutral with regards to the County's decision to adjust its Curbside Program. He added that the County continues to look into where efficiencies can be found to find the means to make recycling more efficient and effective.

Mr. M. D. Benka (M-Richmond) asked if a letter from the CVWMA Board could be sent to the Board of Supervisors of Chesterfield County expressing its desire to have Mrs. K. Hynes serve on the committee to evaluate Chesterfield County's Curbside Recycling Program. Mr. Dane responded discussions and recommendations have been made to have Mrs. Hynes serve on the committee in addition to Chairman Phillips and Mr. R. L. Dunn (M-Chesterfield).

Mr. W. E. Johnson, III (M-Chesterfield) commented that the Board of Supervisors of Chesterfield County will vote on the committee selection April 29. Mr. Dane added that it will be a Board established committee called The Citizens Recycling Advisory Committee.

Mr. S. Yob (A-Henrico) asked Mr. Dane to explain to members of the Board the business operations of Vector Corporation. Mr. Dane responded that Vector Corp is a lobbying firm located in Richmond. Mr. Dane further asserted that Mr. Michael Benedetto, Vice President of Tidewater Fibre Corporation (TFC) hired Vector to assist in swaying Chesterfield County's decision to adjust its Curbside Recycling Program. Mrs. Hynes added that Mr. Abraham also serves on the Virginia Recycling Markets Development Counsel.

#### **Item No. 7: Curbside Education Advisory Committee Report**

Mrs. K. Hynes directed the Board's attention to page 21 of the agenda package, which provides highlights of the Curbside Program market study survey. Mrs. Hynes reported that the Curbside Education Advisory Committee met on April 2 to discuss the results of the telephone survey portion of the study. Mrs. Hynes indicated that she has invited Dr. Cliff Fox, VCU's Assistant Director for Environmental Studies, to attend the May 15 Board meeting to provide more details on the results of the telephone survey and to answer questions. She informed the Board that questions asked in the study denotes that overall, 74.9 percent of the respondents indicated participating in the program at least once during the last year; and of those that have participated, almost 80 percent indicated participating every collection day they are home.

Continuing, Mrs. Hynes reported that of those that have not participated, 35 percent did not know it was available to them. Almost 80 percent of the respondents have heard of CVWMA, the majority citing the trucks, bins and collection calendar as the way they heard of us. Mrs. Hynes asserted that these percentages are straight percentages from the respondents and have not been weighted by demographics, such as age, race and income. She informed the Board that Dr. Fox is weighting the data based on demographics and using the census information to get a better representation of the population of the region and their feelings on the recycling program.

Concluding, Mrs. Hynes reported that 485 participants indicated an interest in participating in a focus group. As part of the project, two focus groups were included; the CVWMA anticipates holding the focus group sessions in early summer. Mrs. Hynes commented that the survey confirmed speculated issues about the recycling program and behaviors and attitudes. She further asserted that this would give the Authority some insight on where to focus its efforts in the future. Mrs. Hynes included that once the Authority receives firm information, staff will discuss sending out a press release on the results of the survey.

Mr. C. Dane (A-Chesterfield) suggested the Authority concentrate its efforts on marketing areas that will impact curbside participation rates rather than branding the CVWMA name. Mr. Dane went on to comment that he is doubtful of the numbers shown in survey results and is interested in viewing the demographical information used in the survey. He further asserted that the Technical Advisory Committee always felt that the set-out rate was accurate however, a participation rate of 79.6 percent of citizens who claimed to set-out their recyclables regularly does not coincide with the 37 percent participation rate as noted in the survey. Mrs. Hynes responded that when Dr. Fox factored in the 80 percent of the 75 percent of respondent citizens, the number dropped to about 58 percent, which is higher than what the Authority calculated however fairly close to the Authority's participation rate calculations.

Mr. Dane commented that the number is not close to the actual "set-out" rate. Mrs. Hynes responded that the numbers will be adjusted due to the demographic information.

Mr. S. Chidsey (M-Hanover) commented that he agreed with Mr. Dane. He included that the numbers shown in the survey for the City of Richmond too require some adjustments. Mr. Chidsey added that concerning branding of the CVWMA name, he views the most effective public relations recognition is through advertisements shown on service trucks and recycling bins as opposed to television and radio.

Chairman Phillips commented that branding a business name is an effective marketing strategy and the foundational piece in marketing communication, which the Authority should not discount. She added that as the Authority moves forward, focus on under participating areas will be discussed. Chairman Phillips further asserted that suggestions made by Dr. Fox that include working with graduate students with an interest in recycling looking for dissertation topics will be considered. She included that an interest of this sort could give the Authority an idea of which neighborhoods do not participate regularly in the curbside program.

Mr. C. Dane (A-Chesterfield) asked how many calls were made in gathering the information for the survey. Mrs. Hynes responded that 1,001 citizens eligible for curbside recycling responded to the survey calls; however the actual number of calls made is unknown.

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

Mr. R. Thompson reported that missed collections during December were up to 90; however significantly below the monthly average. Mr. Thompson went on to report that Allied Waste has completed the house count and cart audit in the City of Petersburg. The data will be compiled over the next 4 weeks and will be presented to City officials for review.

Concluding, Mr. Thompson reported that Clean up Week for the City of Hopewell will take place from Saturday, April 18 through Saturday, April 25. The City's convenience center will be open daily during the week, and Allied Waste will deliver three additional roll-offs and provide service each day during the clean up week.

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

### ***eCycling Events***

Mr. B. Harris reported that Earth Day is on Wednesday, April 2. Mr. Harris went on to report that several eCycling events are scheduled for April 18, 19, and 25. He included that First Market Bank in conjunction with the eCycling event will also hold a document shredding event at the Short Pump Ukrop's on April 25.

Continuing, Mr. Harris reported that on March 26, the CVWMA staff visited Supreme Asset Management Recovery (SAMR), facility in Lakewood, New Jersey. The facility visit was to observe the handling and processing of eWaste and verify that it is being properly disposed. A detailed report about the visit is provided on page 22 of the agenda package.

### ***Program Statistics:***

Mr. Harris, directing the Board's attention to a copy of the March Program Statistics Report placed at each seat, reported that the continued growth in drop-off collections is strong. He added that the commingled containers are up nearly 30 percent from the same time last year. Fiscal year-to-date, drop-off collections is about 5,000 tons. Mr. Harris commented that the total will likely exceed last years record total of 6,225 tons. Mr. Harris went on to report that that most programs, beyond the curbside and drop-off programs are seeing decline in collections from last year. Mr. Harris reported that for the month, convenience center MSW was 17.5 percent less than March 2008.

Concluding, Mr. Harris reported that all Authority contracts contain a clause for rate adjustments on the anniversary date of the contract where a Consumer Price Index (CPI) adjustment for the previous twelve months is applied. Mr. Harris went on to report that the hauling portion of the metals contract is based on numbers from March 2008 to March 2009. The numbers recently received by the Authority show a minus 0.4 percent decrease in the CPI, which is reflective of the current market and economy.

## **Item No. 10: Technical Advisory Committee Report**

Mr. S. Yob (A-Henrico), TAC Chairman reported that the TAC met on Thursday April 2. Mr. Cary (Chip) V. Hall, General Manager of Natural Organic Process Enterprises, LLC ("Say NOPE to Landfill Waste") was in attendance and provided the committee with an overview of plans for starting up an organic (food waste) recycling business. Mr. Hall indicated that his business model is to collect food waste from restaurants and grocery stores and deliver it to landscapers and farmers to make a compost product. Mr. Yob went on to report that Mr. Hall indicated that he has applied for Virginia stimulus funds for startup and that his model is based on charging a fee for the collection and getting revenue from the end product. Mr. Hall sees the initial role of his company as providing the logistical link between the generating business and the landscaper/farmers end users. Mr. Yob informed the Board that TAC members pointed out the challenges Mr. Hall will face competing with solid waste collection fees, generating revenue disposing of the food waste and potential permit issues with the DEQ. Mr. Hall indicated during the meeting that he hopes to be operational with the hauling component of the business by late spring or early summer.

Concluding, Mr. Yob reported that during the meeting, members of the committee received an update on CVWMA's staff trip to the SAMR facility in New Jersey; recent developments in the potential change to curbside collections being considered by Chesterfield and a brief overview of the preliminary Recycling Rate Report.

### **Item No. 11: Earth Day Activities**

Mrs. N. Drumheller, Public Information Coordinator directed the Board's attention to page 24 of the agenda packet where Earth Day activity information is included. Mrs. Drumheller informed the Board that CVWMA staff distributed a press release on Earth Day events.

### ***Educational Requests***

Mrs. Drumheller reported that educational requests have been significantly high as Earth Day approaches. The CVWMA staff received requests for outreach materials from several schools, which is normal for this time of year.

### **Item No. 12: Public Information**

Mrs. Drumheller provided the Board with a summary update of information on media interviews, promotions and the Ukrop's Monument Avenue 10K Race that had been included in the agenda packet. Mrs. Drumheller noted that the CVWMA's spring campaign is running April 6 through April 25. She included that several CVWMA sponsors are running commercials and public service announcements.

Proceeding, Mrs. Drumheller reported that on April 22, CVWMA employees will staff the telephones of WWBT-12's Call 12 hotline. Mrs. Drumheller went on to report that the creative director for Channel 8 television created a 30-second spot television commercial titled "Trash Talkers" for the Authority, which explains recycling materials, the benefits of recycling, and encourages citizens to recycle. The commercial, which the Authority encouraged the creative director to "think outside the box", was done at no charge to the Authority. Mrs. Drumheller presented a showing of the taped television commercial run on Channel 8 and WWBT-12.

### ***Outreach***

Mrs. Drumheller indicated that on pages 25-28 of the agenda package, the Board would find outreach, Web site statistical information, and curbside recycling e-mail reminder subscriber information.

Mr. W. E. Henley (A-Colonial Heights) asked if the CVWMA could provide Colonial Heights with monthly or annual report information on the number of calls its Hotline received from citizens of Colonial Heights. Mr. Henley asserted that he is interested in the number of calls received from residents of the City, the nature of the call, and response received. Mrs. Hynes responded that information could be added to the projects statistics that will provide more detailed information for each locality on where the calls originated and the nature of the call.

**Item No.13: Administrative**

***Upcoming Meetings***

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

Executive Committee	May 4, 2009	2:00 pm
Technical Advisory Committee	May 7, 2009	9:00 am
Board of Directors (Richmond)	May 15, 2009	9:00 am

**Old/New Business**

Chairman Phillips then asked if there was any further old/new business to come before the CVWMA Board of Directors. With no further business to come before the Board, Chairman Phillips opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 9:55 a.m. The motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mr. J. H. Burrell (M-New Kent), and carried that the April 17, 2009 Board of Directors' meeting be adjourned.



**CERTIFICATE**

I, Marcia R. Phillips, Chairman of the CVWMA certify that the foregoing minutes is a true and correct copy of the minutes of the April 17, 2009, regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., May 15, 2009. Given under my hand and seal of the CVWMA this 15<sup>th</sup> day of May 2009.

---

**Marcia R. Phillips, Chairman**

**NOMINATING COMMITTEE REPORT**

The Nominating Committee has developed a slate of officers for the ensuing fiscal year. It is the consensus recommendation of Mrs. M. E. Kelley (M-Henrico), Mr. J. H. Burrell (M-New Kent) and Mr. M. D. Benka (M-Richmond) that the following be nominated for the officers of the Central Virginia Waste Management Authority for fiscal year 2009-2010:

Chairman	Marcia R. Phillips (County of Chesterfield)
Vice-Chairman	Mark Kukoski (City of Richmond)
Secretary	Elliot Danburg (County of Powhatan)
Treasurer	Matthew D. Benka (City of Richmond)
Director	Leigh Dunn (County of Goochland)
Past Chair	Marcia E. Kelley (County of Henrico)

The elections will be held at the June 19, 2009 Board of Directors meeting, at which time, any Board member may make additional nominations.

The term of the elected officers will begin July 1, 2009.

**CURBSIDE EDUCATION ADVISORY COMMITTEE REPORT**

*Market Study Results – Presentation by Dr. Cliff Fox*

Dr. Cliff Fox, Assistant Director of Environmental Studies for Virginia Commonwealth University will be presenting the results of the telephone portion of the market study to the Board on May 15. In addition, Dr. Fox and the staff are in the process of planning for at least two focus groups to be held by the end of the fiscal year.

**CURBSIDE RECYCLING PROGRAM**

Curbside collection totals will be presented at the May 15 Board of Directors' meeting. Missed collections for April were 386, a slight decrease from the 406 March total. No penalties were assessed to Tidewater Fibre Corporation (TFC) for April collections outside contract parameters.

Requests for bins were minimal for the first half of April; however, requests increased around Earth Day, April 22. This was higher than any week since mid-January. Bin requests for the first 10 months of the fiscal year have exceeded the previous three years' twelve-month totals.

The CVWMA staff mailed out 3,520 recycling stickers year-to-date. This was in response to requests made by residents in participating member jurisdictions who have personal containers. Residents of Chesterfield County requested 2,143 stickers and 812 were requested by Henrico residents.

**MUNICIPAL SOLID WASTE (MSW) PROGRAM**

The month of April was another good month for Allied Waste. There were no penalties for late collections. Misses were up from 90 the previous month, to 107. Misses are low in comparison to previous years'.

**OPERATIONS AND PROGRAM STATISTICS**

The 2008 Recycling Rate report was completed in April and submitted to the DEQ before the April 30 deadline and is now waiting to be accepted.

The City of Colonial Heights added a single stream recycling container at the City's recycling center to accommodate those residents that are not in the City's curbside recycling program.

***eCycling***

During the month of April, six eCycling events were held through the CVWMA eWaste recycling program. Approximately 65,000 pounds of eWaste was collected from about 750 participants.

Since the inception of the program in November 2004, 50 events have been held through the CVWMA's program. These events have resulted in the collection of nearly 650,000 pounds of eWaste. Seventeen of the events were held at various Ukrop's locations. Through a partnership with the CVWMA, approximately 275,000 pounds of eWaste has been collected at those sites. Electronics recycling events were held in 11 of 13 member jurisdictions, 19 were held in Henrico County.

***Other Events***

The County of Prince George held its annual Household Hazardous Waste/ Waste Tire/ Appliance Amnesty collection event, which included document shredding on Saturday, May 2. The County of Goochland is planning a Waste Tire collection event Saturday, May 30. Waste Tires will be collected all day at the County's Western Convenience Center from 8:00 am to 12:00 pm at the Fairgrounds. Powhatan County has also planned an appliance amnesty event to be held at the Fairgrounds on Saturday, June 6.

***Program Statistics***

Program Statistics for April 2009 will be presented at the May 15 Board of Directors' meeting.

**PUBLIC INFORMATION**

***School Recycling Pilot Program***

CVWMA staff is working with our 26 participating schools to sustain their recycling efforts after the end of this school year and the EPA grant funds. The school recycling pilot program has recycled 192 tons of paper as of April 2009. This has saved more than 3200 trees, 4600 gallons of gasoline, 1,340,000 gallons of water, and 670 cubic yards of landfill airspace!

***Publication Update***

The Many Faces of CVWMA publication has been revised, updated and reprinted. Copies are available for localities.

***2009 Virginia Recycling Association Conference***

CVWMA is the recipient of two Honorable mention awards from the Virginia Recycling Association for the E-Cycling Partnership with Ukrop's supermarkets and the School Recycling Pilot Program.

***Call Center***

Call Center staff answered 4,033 inbound calls during the month. Of these calls 2,936 were related to curbside, 556 for MSW and 902 for general information. Top requested information items for mailing included extra container stickers and bi-weekly calendar.

***Outreach***

During the month of April CVWMA staff attended 5 meetings; participated in 24 outreach opportunities reaching a known audience of 4,383 and provided 3,536 educational resources to requests received from 35 different schools; civic groups and businesses. A total of 7,919 people were provided public awareness and recycling education this month.

***Meetings***

- Executive Roundtable
- James River Advisory Council- Stewards of the River Awards
- Henrico Extension Leadership Council

***Presentation & Publication Requests***

<b>Group</b>	<b>Number</b>	<b>Locality</b>	<b>Request</b>	<b>Type</b>	<b>Publications</b>
Walk for Childhood Obesity	400	Richmond	Educational Materials	Civic	Activity Books & stickers
Mocha Moms	10	regional	Presentation	Civic	Publications, calendars, giveaways
Collegiate School	65	Henrico	Educational Materials	School	Activity Books & stickers
City of Chesapeake	1	Chesapeake, VA	Educational Materials	Business	Publications, calendar, extra container sticker
Kersey Creek Elem School	450	Hanover	Educational Materials	School	Activity Books, pencils, stickers, give-a-ways
Crestview Elem School	18	Richmond	Educational Materials	School	Activity Books & stickers
Ashland Railroad Run & Green Fair	100	Ashland	Educational Materials & Bin Mascot	Civic	Publications, calendars, giveaways
Ashland E-Cycling	100	Ashland	Educational Materials	Government	Electronic Note Holder
Hanover Boy Scouts	20	Hanover	Presentation	Civic	Journey Kit and Activity books
Virginia AAUW	100	Statewide	Educational Materials	Professional	Give-a-ways
Channel 8 Noon News		regional	Media Interview	Media	
Radio Disney Backyard Show		regional	Media Interview	Media	
Woolridge Elem School	130	Chesterfield	Educational Materials	School	Activity Books, pencils & stickers
Little Sisters of the Poor	20	Richmond	Educational Materials	Business	Publications, calendars, giveaways
Michelle Stewart	1	Chesterfield	Educational Materials	Citizen/VCU Student	Publications & Journey DVD
One Paragon	50	Henrico	Booth	Business	Publications, calendars, giveaways
Kids in Focus Diagnostic Program	20	Chesterfield	Educational Materials	Business	Activity Books, pencils & stickers
Hanover 4-H Go Green Horse Show	250	Hanover	Educational Materials	Government	250 pencils
Montrose Elem School	80	Henrico	Presentation	School	Activity Books, pencils & stickers
Seven Pines Elem School	80	Henrico	Presentation	School	Activity Books, pencils & stickers
Mt. Pisgah UMC- Earth Day	35	Chesterfield	Educational Materials	Church	Activity Books, pencils & stickers
Baker Elem School	90	Henrico	Presentation	School	Activity Books, pencils & stickers

Federal Reserve Bank	40	Richmond	Educational Materials	Business	Publications, calendars, giveaways
City of Richmond	105	Richmond	Educational Materials	Government	Publications, calendars, giveaways
MRF Tour	13	regional	Annual Spring Tour		Publications, calendars, giveaways
Baker Elem School (First Grades)	80	Henrico	Educational Materials	School	Activity Books, pencils & stickers
Bensley Elem School	120	Chesterfield	Educational Materials	School	Activity Books, pencils & stickers
Wyeth Recycling Day	160	Richmond	Booth	Business	Publications, calendars, giveaways
Hopewell Clean City Commission	350	Hopewell	Educational Materials	Government	Posters and Drop-Off Brochures
Henrico County Earth Day * 3,000 attended event	1,000	Henrico	Booth	Government	Publications, calendars, giveaways
Powhatan Earth Day * 150-200 Attended event	25	Powhatan	Booth	Government	Publications & giveaways
Powhatan Extension Office	200	Powhatan	Educational Materials	Government	Activity Books
French Food Festival	10	Henrico	Educational Materials	Civic	Extra Container stickers
Metropolitan Community Church of Richmond Green Worship & Fair	135	Richmond	Booth	Church	Publications & giveaways
Woodlake Community Association	1	Chesterfield	Educational Materials	Civic	Publications
Varina/Mehfoud Elem School PTA Meeting	225	Henrico	Presentation	School	Activity Books, pencils & stickers
Stroller Strides	30	regional	Presentation	Civic	Publications, calendars, giveaways
Richmond Montessori School	150	Richmond	Educational Materials	School	Activity Books, pencils & stickers
Gayton Elem. School	85	Henrico	Educational Materials	School	Activity Books, pencils & stickers
Swift Creek Elem School	150	Chesterfield	Educational Materials	School	Activity Books, pencils & stickers
Two Paragon	25	Henrico	Booth	Business	Publications & giveaways
New Life UMC Preschool	38	Chesterfield	Educational Materials	School	Activity Books, pencils & stickers
AM Davis Elem School Carnival	200	Chesterfield	Educational Materials	School	Activity Books
Westhampton Day School	120	Henrico	Presentation and Bin Mascot	School	Activity Books & stickers
Miles Jones Elem School Environmental Fair	100	Richmond	Booth	School	Activity Books & stickers
Capital One- Corporate Earth Day	900	Goochland	Booth	Business	Publications, extra container stickers, calendars, giveaways
Hunton and Williams	40	Richmond	Presentation	Business	
Channel 8 Noon Showcase with Chip		regional	Media Interview	Media	

Call 12 Center		regional	Answer calls during 5-6 pm evening news	Media	
Kelley Hope	8	Richmond	Educational Materials	Preschool	Books & Stickers
Adams Elem School	90	Henrico	Educational Materials	Schools	Activity Books
Spring Fling at Lewis Ginter Children's Garden	100	Henrico	Booth	Business	Activity Books, pencils & stickers
Woodlake Homeowner's Meeting	100	Chesterfield	Educational Materials	Civic	Extra Container stickers
Maybeury Elem School	100	Henrico	Presentation	School	
Fort Lee Earth Day * 1200 students	*1200	Prince George	Booth	Government	Activity Books, Posters, pencils & stickers
<b>Total, FY 08-09</b>	<b>32,627</b>				

### *Waste Reduction News*

The April monthly e- newsletter included E-Cycling, Earth Day and composting articles.

### *Website Statistics*

	<b>Visitors</b>	<b>Visits</b>	<b>Visit Length</b>	<b>Emails</b>
April 2009	5,105	8,445	5 min	516
<b>Total, FY 08-09</b>	<b>46,568</b>	<b>75,835</b>	--	<b>4,486</b>

### *Top Pages for the Month*

- Homepage (5,693 visits) /cvwma.com
- Electronics Recycling (2,003 visits)/electronics\_programs/electronics.wbp
- Recycling Programs (1,957 visits)/recycling\_programs.wbp.
- Curbside Recycling (1,465 visits) /recycling\_programs/curbside\_recycling.wbp
- Recycling Wizard (1,036 visits)/recycling\_wizard.wbp

### *Emails*

- Call Center staff received/responded to **391 emails** for the month from [customerservice@cvwma.com](mailto:customerservice@cvwma.com) email address.
- Public Information Staff received/responded to **125 emails** for the month at [info@cwvma.com](mailto:info@cwvma.com) email address.

***Curbside Recycling Email Reminder Subscribers***

	<b>Total Subscribed</b>	<b>Added</b>	<b>Removed</b>
April 2009	6,623	336	19
<b>Total, FY 08-09</b>	<b>6,959</b>	<b>4,742</b>	<b>536</b>

***Event Recycling***

<b>Group</b>	<b>Date</b>	<b>Number of Containers</b>	<b>Locality</b>
VRA	4/1-4/3, 2009	5	Environment VA, Lexington
Better Housing Coalition Awards	4/2/09	6	Richmond
Ashland Railroad Run	4/4/09	3	Ashland
Gayton Elementary PTA Spring Carnival	4/15-4/19	5	Henrico
Fool for Art/Chesterfield County Environmental Fair	4/18/09	20	Chesterfield
Capital One Earth Day/Week	4/20-4/24, 2009	10	Henrico
Moody Middle School	4/24-4/25, 2009	5	Henrico
Herbs Galore and More Festival	4/20-4/24,2009	10	Richmond

**FINANCIAL REPORTS FOR APRIL 2009**

The Financial Reports for April 2009 are hereby submitted for review and consideration. The reports reflect the results of operations in the General Operating Fund, Curbside, Drop Off, MSW and Other Special Project Funds. The CVWMA has a combined net income of about \$44,500 for administration, operations and public information for the remainder of the fiscal year. The financial activity continues to show a deficit balance in most funds because the revenue remains below the budgeted amount due to the interest earned on investments. The expenses are consistent with previous months and remain within total budget in all funds as of April 30, 2009.

**Recommended Action:** Approval of April 2009 Financial Reports

**Attachments**

**Central Virginia Waste Management Authority**  
**Summary Statement of Actual Revenues and Expenses By Fund**  
**July 2008 – April 2009**

---

**Summary - All Funds**

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>Transfers In (Out)</u>	<u>Totals</u>
General Operating Fund	\$ 517,087	\$ 448,240	\$ -	\$ 68,847
Curbside Project Fund	4,289,806	4,292,967	-	(3,161)
Drop-Off Project Fund	514,822	518,214	-	(3,392)
Municipal Solid Waste Fund	2,943,419	2,954,037	-	(10,618)
CFC/HCFC	24,280	24,433	-	(153)
Special Waste Collections	110,105	111,031	-	(926)
Waste Tire Fund	38,491	38,800	-	(309)
Appliance and Scrap Metal Hauling	322,287	321,375	-	912
Yard Waste Projects	340,269	341,632	-	(1,363)
Waste Transfer & Disposal	2,005,234	2,010,511	-	(5,277)
	<u>2,005,234</u>	<u>2,010,511</u>	<u>-</u>	<u>(5,277)</u>
<b><i>Totals</i></b>	<b><u>\$ 11,105,800</u></b>	<b><u>\$ 11,061,240</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 44,560</u></b>

<b><i>Capital Outlay:</i></b>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ 3,492	\$ 18,000	\$ 14,508
Office equipment	-	24,731	28,000	\$ 3,269
<b><i>Total Capital Outlay</i></b>	<b><u>\$ -</u></b>	<b><u>\$ 28,223</u></b>	<b><u>\$ 46,000</u></b>	<b><u>\$ 17,777</u></b>

**Central Virginia Waste Management Authority**  
**Statement of revenues and Expenses – Budget and Actual**  
**July 2008 – April 2009**

**General Operating Fund**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<b>Revenues:</b>					
Annual Gov't Assessments	\$ -	\$ 497,060	\$ 497,070	\$ (10)	0.0%
Material Sales Rebate	-	9	-	9	0.0%
Grants and Sponsorships	608	10,079	-	10,079	0.0%
Interest on Investments	173	6,447	35,000	(28,553)	-81.6%
Miscellaneous/Other	-	3,492	1,000	2,492	249.2%
	<u>781</u>	<u>517,087</u>	<u>533,070</u>	<u>(15,983)</u>	<u>-3.0%</u>
<b>Total Revenues</b>					
<b>Expenses:</b>					
Personnel services	17,747	268,166	322,740	54,574	16.9%
Fringe benefits	6,322	69,394	78,460	9,066	11.6%
Professional services	1,220	33,907	24,800	(9,107)	-36.7%
Repairs and maintenance	71	1,599	2,175	576	26.5%
Advertising and promotions	153	5,652	6,250	598	9.6%
Materials and supplies	696	6,329	7,350	1,021	13.9%
Other services and charges	992	16,530	25,295	8,765	34.7%
Leases	3,141	29,954	41,000	11,046	26.9%
Depreciation	1,667	16,709	25,000	8,291	33.2%
	<u>32,009</u>	<u>448,240</u>	<u>533,070</u>	<u>84,830</u>	<u>15.9%</u>
<b>Total Expenses</b>					
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (31,228)</u>	<u>\$ 68,847</u>	<u>\$ -</u>	<u>\$ 68,847</u>	
<b>Capital Outlay:</b>					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ 3,492	\$ 10,000	\$ 6,508	65.1%
Office equipment	-	5,362	7,000	\$ 1,638	23.4%
Vehicular equipment	-	-	-	\$ -	0.0%
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 8,854</u>	<u>\$ 17,000</u>	<u>\$ 8,146</u>	<u>41.7%</u>

**Central Virginia Waste Management Authority**  
**Statement of revenues and Expenses – Budget and Actual**  
**July 2008 – April 2009**

**Curbside Project Fund**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<b>Revenues:</b>					
Project Service Fees	\$ 386,295	\$ 3,842,389	\$ 4,550,000	\$ (707,611)	-15.6%
Public Relations Assessment	21,054	211,356	253,600	(42,244)	-16.7%
Customer Service Assessment	17,117	172,034	205,870	(33,836)	-16.4%
Contract Admin Costs	10	110	500	(390)	-78.0%
Materials Sales Rebate	1,255	50,509	15,000	35,509	236.7%
Interest on Investments	564	13,408	40,000	(26,592)	-66.5%
	<u>426,295</u>	<u>4,289,806</u>	<u>5,064,970</u>	<u>(775,164)</u>	<u>-15.3%</u>
<b>Total Revenues</b>					
<b>Expenses:</b>					
Personnel services	22,281	137,193	173,375	36,182	20.9%
Fringe benefits	4,083	41,628	48,550	6,922	14.3%
Professional services	3,856	39,230	50,790	11,560	22.8%
Repairs and maintenance	305	899	1,265	366	28.9%
Advertising and promotions	6,597	96,303	142,500	46,197	32.4%
Materials and supplies	185	3,912	4,210	298	7.1%
Other services and charges	2,764	64,756	74,930	10,174	13.6%
Leases	2,253	21,933	28,900	6,967	24.1%
Depreciation	700	7,786	11,200	3,414	30.5%
Contractual services	386,295	3,842,389	4,553,000	710,611	15.6%
Materials sales rebate	(2)	36,938	11,250	(25,688)	-228.3%
	<u>429,317</u>	<u>4,292,967</u>	<u>5,099,970</u>	<u>807,003</u>	<u>15.8%</u>
<b>Total Expenses</b>					
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (3,022)</u>	<u>\$ (3,161)</u>	<u>\$ (35,000)</u>	<u>\$ 31,839</u>	
<b>Capital Outlay:</b>					
Computer equipment	\$ -	\$ -	\$ 6,500	\$ 6,500	100.0%
Office equipment	-	12,105	13,500	\$ 1,395	10.3%
<b>Total Capital Outlay</b>	<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 – April 2009**

**Drop Off Project Fund**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 50,026	\$ 490,575	\$ 500,000	\$ (9,425)	-1.9%
Materials Sales Rebate	107	23,509	65,000	(41,491)	-63.8%
Interest on Investments	<u>27</u>	<u>738</u>	<u>5,500</u>	<u>(4,762)</u>	<u>-86.6%</u>
<b>Total Revenues</b>	<u>50,160</u>	<u>514,822</u>	<u>570,500</u>	<u>(55,678)</u>	<u>-9.8%</u>
<i>Expenses:</i>					
Personnel services	480	4,888	5,920	1,032	17.4%
Fringe benefits	244	1,206	1,310	104	7.9%
Professional services	56	767	2,445	1,678	68.6%
Repairs and maintenance	2	36	50	14	28.0%
Advertising and promotions	5	2,604	8,000	5,396	67.5%
Materials and supplies	8	145	300	155	51.7%
Other services and charges	68	774	1,870	1,096	58.6%
Leases	106	986	1,855	869	46.8%
Contractual services	50,026	490,575	500,000	9,425	1.9%
Materials sales rebate	<u>1,023</u>	<u>16,233</u>	<u>48,750</u>	<u>32,517</u>	<u>66.7%</u>
<b>Total Expenses</b>	<u>52,018</u>	<u>518,214</u>	<u>570,500</u>	<u>52,286</u>	<u>9.2%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (1,858)</u>	<u>\$ (3,392)</u>	<u>\$ -</u>	<u>\$ (3,392)</u>	

**Central Virginia Waste Management Authority**  
**Statement of revenues and Expenses – Budget and Actual**  
**July 2008 – April 2009**

**Municipal Solid Waste Fund**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<b>Revenues:</b>					
Project Service Fees	\$ 295,546	\$ 2,911,978	\$ 3,565,000	\$ (653,022)	-18.3%
Customer Service Assessment	2,245	22,445	27,000	(4,555)	-16.9%
Contract Admin Costs	60	1,070	1,000	70	7.0%
Interest on Investments	304	7,926	25,000	(17,074)	-68.3%
<b>Total Revenues</b>	<u>298,155</u>	<u>2,943,419</u>	<u>3,618,000</u>	<u>(674,581)</u>	<u>-18.6%</u>
<b>Expenses:</b>					
Personnel services	1,982	20,163	24,775	4,612	18.6%
Fringe benefits	639	5,701	6,225	524	8.4%
Professional services	336	4,967	6,420	1,453	22.6%
Repairs and maintenance	19	261	460	199	43.3%
Advertising and promotions	14	2,685	1,500	(1,185)	-79.0%
Materials and supplies	80	1,106	1,335	229	17.2%
Other services and charges	254	2,814	4,800	1,986	41.4%
Leases	262	2,607	3,385	778	23.0%
Depreciation	212	1,755	4,100	2,345	57.2%
Contractual Services	295,546	2,911,978	3,565,000	653,022	18.3%
<b>Total Expenses</b>	<u>299,344</u>	<u>2,954,037</u>	<u>3,618,000</u>	<u>663,963</u>	<u>18.4%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (1,189)</u>	<u>\$ (10,618)</u>	<u>\$ -</u>	<u>\$ (10,618)</u>	
<b>Capital Outlay:</b>					
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500	100.0%
Office equipment	\$ -	\$ 7,264	\$ 7,500	\$ 236	3.1%
<b>Total Capital Outlay</b>	<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**  
**July 2008 – April 2009**

**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>
<b>Revenues:</b>					
Project Service Fees	\$ 242,076	\$ 2,502,206	\$ 3,960,000	\$ (1,457,794)	-36.8%
Materials Sales Rebate	2,243	333,162	119,000	214,162	180.0%
Interest on Investments	<u>171</u>	<u>5,298</u>	<u>16,750</u>	<u>(11,452)</u>	<u>-68.4%</u>
<b>Total Revenues</b>	<u>244,490</u>	<u>2,840,666</u>	<u>4,095,750</u>	<u>(1,255,084)</u>	<u>-30.6%</u>
<b>Expenses:</b>					
Personnel services	300	3,150	3,900	750	19.2%
Fringe benefits	23	241	300	59	19.7%
Professional services	354	5,510	6,400	890	13.9%
Repairs and maintenance	22	295	525	230	43.8%
Advertising and promotions	787	2,038	5,500	3,462	62.9%
Materials and supplies	65	1,105	1,115	10	0.9%
Other services and charges	95	950	1,205	255	21.2%
Contractual services	242,074	2,502,194	3,960,000	1,457,806	36.8%
Materials sales rebate	<u>2,074</u>	<u>332,299</u>	<u>116,720</u>	<u>(215,579)</u>	<u>-184.7%</u>
<b>Total Expenses</b>	<u>245,794</u>	<u>2,847,782</u>	<u>4,095,665</u>	<u>1,247,883</u>	<u>30.5%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (1,304)</u>	<u>\$ (7,116)</u>	<u>\$ 85</u>	<u>\$ (7,201)</u>	

**CONSIDERATION OF RESOLUTION 09-18: APPROPRIATING GRANT FUNDS AWARDED BY THE ENVIRONMENTAL PROTECTION AGENCY FOR PILOT SCHOOL RECYCLING PROGRAM**

The CVWMA was initially awarded a \$10,080 grant from the US Environmental Protection Agency to conduct a 2-year pilot study on the amount of recyclable material that can be diverted from schools in our area. The grant has been updated to \$16,580 so that we could add more schools to the program and most recently to cover the decline in paper markets. Public and private kindergarten through twelfth-grade schools located within the curbside recycling service area were eligible to participate. Twenty-six area schools are participating and each school is required to pay a portion (\$15/month) of the cost.

The grant defrayed the cost of classroom recycling bins and scales to weigh the material in addition to the difference in the monthly service cost and the schools' portion. Through the competitive procurement process, the CVWMA selected SP Recycling to provide the service. Each school is required to report each month the weight of the material recycled and to date 192 tons have been collected.

The grant covered the 2007-2008 and the 2008-2009 school years. **Resolution 09-18**, attached for consideration will appropriate the funds from both the EPA and the schools portion through the end of the grant period June 30, 2009.

**Recommended Action:      Approval of Resolution 09-18**

Attachment.

# RESOLUTION 09-18

A resolution to amend the General Operating Fund for the fiscal year beginning July 1, 2008, and ending June 30, 2009, so as to appropriate grant funds awarded by the Environmental Protection Agency, including funds provided by individual schools, to study the amount of recyclable material generated from schools in the area.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budget designated as the General Operating Fund Budget for the fiscal year beginning July 1, 2008, and ending on June 30, 2009, is hereby amended as follows:

<u>Account</u>	<u>2008-2009 Approved Budget</u>	<u>Amendment</u>	<u>2008-2009 Revised Budget</u>
<b>REVENUE ACCOUNT:</b>			
Grants and Sponsorships	0	16,540	16,540
<b>Net Increase</b>		<b>16,540</b>	
 <b>EXPENSE ACCOUNT:</b>			
Special Project Support	750	16,540	17,290
<b>Net Increase</b>		<b>16,540</b>	

2. That this Appropriation Resolution shall be in full force and effect upon its passage.

**Adopted this 15<sup>th</sup> day of May, 2009**

**Attest: \_\_\_\_\_  
Marcia R. Phillips, Chairman**

**CONSIDERATION OF RESOLUTION 09-19: AMENDING THE 2009 GENERAL OPERATING FUND BUDGET; CURBSIDE PROJECT FUND BUDGET; AND MUNICIPAL SOLID WASTE FUND BUDGET**

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 has been compared to budget and necessary transfers in excess of \$1,000 in the 2009 Operating Budget have been identified. All transfers are between line-items and are within total budget in the General Operating Fund, the Curbside Project Fund, and the Municipal Solid Waste Fund. There are no transfers in excess of \$1,000 projected in the Drop-off Fund and Other Special Project Funds.

**General Operating Fund**

*VRS Retirement* – A transfer is requested in the VRS Retirement line item of \$6,250 in the General Operation Fund Budget. The contribution rates increased 34 percent last year and these rates were not available when the budget was prepared.

*Computer Support* – A transfer of \$1,600 is requested in the computer support line item. This transfer is needed because of additional costs incurred due to computer viruses, which caused problems in our network. In addition, IP address changes were needed when the new phone system was installed.

*Promotion and Education* – A transfer of \$2,000 is requested in the Promotion and Education line item to cover the costs of advertising for public hearings to revise the Articles and Bylaws.

**Curbside Project Fund**

*VRS Retirement* – As indicated above, the contribution rates increased last year and the new rates were not available when the budget was prepared. Therefore, a transfer is also necessary in the VRS Retirement line item of \$3,200 in the Curbside Project Fund.

**Municipal Solid Waste Fund**

*Promotional Printing* – A transfer of \$1,200 is requested in the Promotional Printing line item to cover the costs of stickers for trash carts for bulk collections in Colonial Heights.

The transfers requested in the Curbside Project Fund, the Municipal Solid Waste Fund, and some of the General Operating Fund will come from funds budgeted in the Contingencies and Reserves line item in each of these funds. The balance needed in the General Operating Fund will come from the Office Space Lease line item and the Health Insurance line item. We have excess amounts in the Health Insurance line item because one employee did not participate in the plan this year and in the Office Space Lease line item, because actual common area maintenance charges were less than budgeted.

*Administrative Transfers* – Administrative Transfers will be made to cover any other unanticipated shortfalls in certain other line items, under the authority granted to the Executive Director (\$1,000 or less) and subject to review of the CVWMA Audit Committee.

**Resolutions 09-19** found on page 34 of the agenda package will amend the General Operating Fund Budget, the Curbside Projects Fund Budget and the Municipal Solid Waste Budget to include the transfers. Staff recommends approval of this resolution.

**Recommended Action:** Approval of **Resolution 09-19**

**Attachments**

# RESOLUTION 09-19

A resolution to amend the CVWMA General Operating Fund, Curbside Project Fund, and Municipal Solid Waste Fund Budgets for the fiscal year beginning July 1, 2009, and ending on June 30, 2010, so as to transfer funds sufficient for the remainder of the fiscal year.

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

- That the budgets designated as the CVWMA General Operating Budget; Curbside Project Fund Budget; and the Municipal Solid Waste Fund Budget for the fiscal year beginning July 1, 2009, and ending on June 30, 2010, are hereby amended as follows:

<u>Account</u>	<u>2009-2010 Approved Budget</u>	<u>Amendment</u>	<u>2009-2010 Revised Budget</u>
<b>GENERAL OPERATING FUND</b>			
VRS Retirement	\$ 24,400	\$ 6,250	\$ 30,650
Computer Support	4,500	1,600	6,100
Promotion and Education	500	2,000	2,500
Contingencies & Reserves	3,580	(3,580)	0
Health Insurance	24,000	(3,270)	20,730
Office Space Lease	33,000	(3,000)	30,000
<b>Net Appropriation General Fund</b>		<b>\$ ( 0 )</b>	
<b>CURBSIDE PROJECT FUND</b>			
VRS Retirement	\$ 11,900	\$ 3,200	\$ 15,100
Contingencies & Reserves	5,715	(3,200)	2,515
<b>Net Appropriation Curbside Fund</b>		<b>\$ ( 0 )</b>	
<b>MUNICIPAL SOLID WASTE PROJECT FUND</b>			
Promotional Printing	\$ 1,500	\$ 1,200	\$ 2,700
Contingencies & Reserves	1,265	(1,200)	65
<b>Net Appropriation MSW Fund</b>		<b>\$ ( 0 )</b>	

- That this Appropriation Resolution shall be in full force and effect upon its passage.

**Adopted this 15<sup>th</sup> day of May, 2009**

Attest: \_\_\_\_\_  
**Marcia R. Phillips, Chairman**



**OLD/NEW BUSINESS**

**CONSIDERATION OF RESOLUTION 09-22: AMENDING THE CVWMA 2010 OPERATING BUDGET**

In December 2008, the Board adopted the Authority's 2010 Operating Budget, but deferred consideration of the 1.5% wage adjustment (COLA/merit) for all employees until the May 15, 2009 meeting. In the last six months, we have learned that none of our 13 member localities will be providing wage adjustment to their employees. In addition, the cost of health insurance for the CVWMA and most localities will increase significantly in 2010, resulting in a decrease in 'net pay' for many employees. Even with a 1.5% salary increase, the net pay for most of our full time employees would decrease as a result of the increased health insurance costs.

The CVWMA's current policy is to cover the monthly premium cost of single coverage for employees up to \$400. Single coverage premiums are increasing to \$466 in 2010 from the current \$399, a 16.5% increase. The CVWMA participates in the State's Local Choice pool, as do many political subdivisions and some of our localities. Because CVWMA has fewer than 20 employees, we are unable to offer more than one plan for employees to choose from or choices beyond single, dual and family coverage.

Because of increasing health insurance premiums, the Executive Committee and staff recommend absorbing the additional cost of health insurance for all employees in lieu of the 1.5% wage adjustment (COLA/merit) presented in December. This will result in a net overall reduction of expenses in the 2010 budget of **\$8,370**.

Since the budget was adopted in December, with the exception of the 1.5% wage adjustment, **Resolution 09-20** will amend the 2010 budget to exclude the 1.5% wage adjustment along with associated fringe benefits and will include the increase necessary to cover the additional health insurance costs for all employees.

**Recommended Action:** Approval of **Resolution 09-20**

Attachment.

# RESOLUTION 09-20

A resolution to amend the CVWMA Operating Budget for the fiscal year beginning July 1, 2009, and ending on June 30, 2010, to include costs to cover the increase in health insurance premiums for employees participating in the Authority's health plan in lieu of a 1.5% wage adjustment for all employees.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

2. That the budget designated as the CVWMA Operating Budget for the fiscal year beginning July 1, 2009, and ending on June 30, 2010, is hereby amended as follows:

<u>Account</u>	<u>2009-2010 Approved Budget</u>	<u>Amendment</u>	<u>2009-2010 Revised Budget</u>
<b>GENERAL OPERATING FUND</b>			
Regular Salaries & Wages	\$ 306,500	\$ (6,000)	\$ 300,500
Part Time Salaries	25,200	(700)	24,500
Payroll Taxes	25,500	(650)	24,850
Health Insurance	25,200	2,740	27,940
Life Insurance	2,550	(100)	2,450
Retirement	32,000	(750)	31,250
<b>Net Decrease General Fund</b>		<b>\$ (5,460)</b>	
<b>CURBSIDE PROJECT FUND</b>			
Regular Salaries & Wages	\$ 147,000	\$ (2,900)	\$ 144,100
Part Time Salaries	19,500	(600)	18,900
Payroll Taxes	13,800	(525)	13,275
Health Insurance	22,175	2,450	24,625
Life Insurance	1,250	(50)	1,200
Retirement	15,500	(400)	15,100
<b>Net Decrease Curbside Fund</b>		<b>\$ (2,025)</b>	
<b>DROP OFF PROJECT FUND</b>			
Regular Salaries & Wages	\$ 4,100	\$ (155)	\$ 3,945
Part Time Salaries	2,050	(100)	1,950
Payroll Taxes	500	(25)	475
Health Insurance	510	50	560
Life Insurance	50	(15)	35
Retirement	425	(15)	410
<b>Net Decrease Drop Off Fund</b>		<b>\$ (260)</b>	
<b>MUNICIPAL SOLID WASTE PROJECT FUND</b>			
Regular Salaries & Wages	\$ 27,250	\$ (550)	\$ 26,700
Part Time Salaries	2,050	(100)	1,950
Payroll Taxes	2,125	(25)	2,100
Health Insurance	2,520	280	2,800
Life Insurance	225	(5)	220
Retirement	2,900	(100)	2,800

**Net Decrease MSW Fund**

**\$ (500)**

<u>Account</u>	<u>2009-2010 Approved Budget</u>	<u>Amendment</u>	<u>2009-2010 Revised Budget</u>
<b>SPECIAL PROJECT FUNDS</b>			
Part Time Salaries	\$ 4,000	\$ (100)	\$ 3,900
Payroll Taxes	350	(25)	25
<b>Net Decrease</b>		<b>\$ (125)</b>	
<b>TOTAL EXPENSES</b>	<b>\$14,796,225</b>	<b>\$ (8,370)</b>	<b>\$14,787,855</b>
<b>USE OF NET ASSETS</b>	<b>\$ (16,205)</b>	<b>\$ 8,370</b>	<b>\$ (7,835)</b>

3. That this Appropriation Resolution shall be in full force and effect upon its passage.

**Adopted this 15<sup>th</sup> day of May, 2009**

**Attest:** \_\_\_\_\_  
**Marcia R. Phillips, Chairman**

*COOPER*