



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA
FRIDAY, MAY 18, 2012
2104 W. LABURNUM AVENUE
RICHMOND, VIRGINIA

CALL TO ORDER 9:00 a. m.

CHAIRMAN'S AGENDA

CERTIFICATION OF QUORUM

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STAFF AGENDA

ITEM NO.	
6. Consideration of Resolution 12-20 : Amending the 2012 General Operating and Curbside Project Fund Budgets	16 - 17
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**12. Administrative
Upcoming Meetings**

Executive Committee.....	June 4, 2012	2 p.m.
Technical Advisory Committee.....	June 7, 2012	9 a.m.
Board of Directors (Richmond).....	June 15, 2012	9 a.m.
Curbside Education Advisory Committee	July 12, 2012	9 a.m.

OLD/NEW BUSINESS

13. Executive Committee Work Session Update

ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF APRIL 20, 2012

The minutes of the regular Board of Directors' meeting held on April 20, 2012 are presented for your consideration and approval.

Recommended Action: Approve minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS' MEETING
APRIL 20, 2012
MINUTES
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

Mark Kukoski (M-Richmond), Chairman
Marcia E. Kelley (M-Henrico), Secretary
Marcia R. Phillips (M-Chesterfield), Past Chair
Lee Sloppy (M-Ashland)
Robert C. Key (M-Chesterfield)
Paul E. Drumwright (A-Goochland)
Michael Flagg (A-Hanover)
Jon Clary (A-Henrico)
J. Allen Lane (M-Henrico)
James H. Burrell (M-New Kent)
William Riggelman (A-Petersburg)
Bill Hamby, Jr. (M-Prince George)
James A. Jackson (M-City of Richmond)

MEMBERS/ALTERNATES NOT PRESENT

Steve Chidsey (M-Hanover), Vice Chairman
Matthew D. Benka (M-Richmond), Treasurer
Leigh Dunn (M-Goochland), Director
Josh Farrar (A-Ashland)
John T. Bragg (M-Charles City)
Robert L. Dunn (M-Chesterfield)
Jeff T. Howard (A-Chesterfield)
Dr. Sheryl D. Bailey (A-Chesterfield)
Charles E. Dane (A-Chesterfield)
Tom Mattis (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Wayne Hazzard (M-Hanover)
Chip England (A-Hanover)
Robert C. Whiteman (M-Henrico)
Arthur D. Petrini (A-Henrico)
William I. Mawyer, Jr. (A-Henrico)
Phillip E. Elliott (M-Hopewell)
David Fratarcangelo (A-Hopewell)
G. Cabell Lawton, IV (A-New Kent)
Michael D. Briddell (M-Petersburg)
Elliot Danburg (M-Powhatan)
Christopher Rapp (A-Powhatan)
David Sutton (A-Prince George)

Non Voting:

Staff:

Kimberly A. Hynes, Executive Director
Bernard B. Harris, Director of Operations
Nan B. Downey, Director of Administration & Finance
Nancy W. Drumheller, Public Information Coordinator
Reginald D. Thompson, Operations Technician

Guest

Patricia McCullagh, General Counsel
Dwayne Hopkins, City of Richmond
Sebrina Anderson-Ader, City of Richmond
Keith Rogers, City of Richmond

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

Item No. 1: Public Comment Period

Chairman Kukoski opened the floor to receive public comment. Mr. J. A. Jackson, (M-Richmond) took the floor. Mr. Jackson introduced guest representatives for the City of Richmond, Mr. Dwayne Hopkins, Trades Supervisor I; Ms. Sebrina Anderson-Ader, Administrative Project Analyst, and Mr. Keith Rogers, Jr., Executive Staff Assistant for the Chief Administrative Office. He asserted that he and his colleagues following the meeting would be touring Tidewater Fibre's recycling facility along with CVWMA staff, Board members, and other guests.

Mr. Kukoski welcomed all visitors.

Item No. 2: Minutes of the Regular Meeting of March 16, 2012

A motion was made by Mr. J. A. Jackson (M-Richmond), seconded by Mrs. M. R. Phillips (M-Chesterfield), and carried that the minutes of the March 16, 2012, 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 Kukoski stated that the Nominating Committee has been appointed and will present the slate of officers for the 2012-13 fiscal year, at the May 18 Board of Directors meeting. Mrs. M. R. Phillips, Chairman (M-Chesterfield), Mr. M. Benka (M-Richmond) and Mr. J. Bragg (M-Charles City) will serve as the CVWMA Nominating Committee. The elections will be held in June and the installation of the new officers will occur at the first Board of Directors meeting in the new fiscal year.

Item No. 4: Treasurer's Report

Financial Reports for March 2012

Mrs. N. B. Downey directed the Board's attention to pages 13-19 of the agenda package, which displayed the financial reports for March 2012. Mrs. Downey reported that expenses are consistent with previous months and the Authority continues to remain within total budget in all funds as of March 31, 2012. The CVWMA has a combined net income of about \$93,000 year-to-date. 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. She added that necessary transfers will be presented at the regular meeting of the Board scheduled on Friday, May 18, 2012.

Concluding, Mrs. Downey reported that CVWMA staff issued a Request for Proposals for financial audit services on March 5. She noted that the Authority's contract with Cherry Bekaert & Holland LLP (CBH) has expired and there are no more renewals. Six proposals were received and the CVWMA Audit Committee and staff interviewed all six firms on Monday, April 16. A recommendation for audit services will be presented to the Board at its May 18 meeting.

With no further questions or comments from the floor, a motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mrs. M. E. Kelley (M-Henrico), and carried that the Financial Reports for March 2012 be approved as submitted.

STAFF AGENDA

Item No. 5: 2011 Recycling Rate Report

Mr. R. D. Thompson, Operations Technician, presented his report with a slide presentation reporting that the CVWMA region is a Solid Waste Planning Unit which comprise 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.

Mr. Thompson went on to report that the state of Virginia has a two tier recycling rate which requires a 25 percent recycling rate or a 15 percent rate if qualified. He asserted that the solid waste planning units are required to submit to the Department of Environmental Quality (DEQ) an annual recycling rate report by April 30. Mr. Thompson noted that effective 2012, recent legislation will allow Solid Waste Planning Units with populations less than 90,000 to submit a recycling rate report every 4-years.

Proceeding, Mr. Thompson informed the Board that CVWMA staff surveyed 45 processors for this year's report and received information from 30 for a 67 percent response rate, a normal response rate. Mr. Harris went on to report that 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 to determine the MSW tonnage generated within the region, the most recent EPA/Franklin Associates estimate of 4.43 pounds per person per day of waste generated and the current population are utilized to approximate the MSW tonnage. Mr. Thompson asserted that the estimated 4.43 pounds per person is up from 4.34 pounds per person in 2010.

Mr. Thompson's slide presentation also included information on several principal recyclable materials and tonnage collections in 2011 compared to 2010. He asserted that there were no significant differences. Mr. Harris went on to report that paper along with yard and wood waste represents 87 percent of the tonnage in the principal recyclable materials category.

Mr. Thompson went on to report that the credit tonnage for this year in the Solid Waste Reused category consists of construction demolition and debris waste. He asserted that taking all the collected data and utilizing the formula detailed earlier, the calculation of the base recycling rate comes out to 51.7 percent. Using the formula for the adjusted recycling rate (which includes the credit tonnage), the rate adjusts to 57.7 percent. Mr. Thompson added that the adjusted rate cannot exceed the base recycling rate by 5 percentage points and that the maximum 5 percentage points allowed is added to the base rate, which gives a final adjusted recycling rate of 56.7 percent for the region.

Concluding, Mr. Thompson provided a comparison of the 2010 & 2011 totals and recycling rate. He noted that although municipal solid waste generated in the region increased from 2010 to 2011, the increase in yard waste and paper allowed for a slight increase in the recycling rate. Mr. Thompson noted that the yard waste in this year's report includes some storm debris from Hurricane Irene.

Mr. J. H. Burrell (M-New Kent) commented that more than half the recycling rate is attributed to yard waste materials. Mr. Thompson affirmed. Mr. B. Harris commented that yard waste is also included in the numbers for the MSW calculation and would need to be removed from the calculation. He added that without yard waste, the recycling rate would likely be a little more than half of what was reported.

Chairman Kukoski asked staff to calculate the rate if yard waste was removed. Mrs. Hynes responded that staff would recalculate and respond to the Board next month.

Item No. 6: Curbside Recycling Program

Mr. B. B. Harris, Director of Operations, reported that curbside collections totaled 2,862 tons for the month of March; down 4.9 percent from March 2011 with one less collection days. Directing the Board's attention to a PowerPoint, he went on to report that 26,040 tons were collected through the first nine months of the fiscal year; up 2.7 percent from the previous year.

Mr. Harris reported that March was another good month relative to missed collections with 289 misses for the month. He added that fiscal year-to-date through nine months, missed collections is down over 40 percent. Mr. Harris went on to report that sales in the 95-gallon curbside recycling carts have slowed with 166 sold during the month of March; nearly 2,200 sold to date. He asserted that thus far, 160 of the 24-gallon carts were sold since being made available through online purchase in September 2012.

Concluding, Mr. Harris reported that County Waste, a company providing residential and commercial trash collection, recently purchased SDI Disposal. County Waste has responded to a proposal for municipal solid waste collection (MSW) in the Cross Ridge subdivision and is offering to provide residential curbside recycling carts for weekly recycling collection services. Mr. Harris went on to report that County Waste had also purchased a few smaller municipal solid waste companies in Hanover.

Mrs. Hynes commented that County Waste will add competition down the road for trash and recycling contracts. She asserted that the company is currently taking collected curbside recycling to Tidwater Fibre (TFC) for processing. Mrs. Hynes noted that it is her understanding that the company would eventually like to build a materials recovery facility.

Item No. 7: Municipal Solid Waste (MSW) Program

Mr. R. Thompson reported that Allied Waste is in the process of conducting a house count and cart audit for the City of Petersburg. Carts will be removed from vacant homes and residents delinquent on utility payments. Mr. Thompson noted that since the audit, representatives of Petersburg indicated that a few resident homeowners have brought their accounts up-to-date and service has been restored.

Concluding, Mr. Thompson reported that for the month of March, Allied Waste had 340 missed collections and was assessed \$730 in penalties.

Item No. 8: Operations and Program Statistics

Mr. Harris, directing the Board's attention to a copy of the March Program Statistics Report placed at each seat which includes details on various CVWMA programs and localities. Mr. Harris went on to report on the Authority's drop-off program. He asserted that fire station #9, located on Quioccasin Road in Henrico closed on March 31. He asserted that the new site on Pump Road near the Columbian Center is open with two paper and one co-mix bin. Mr. Harris went on to report that the recycling center at fire station #14 located in the eastern district of the county will be temporarily closed for paving.

Continuing, Mr. Harris reported that since the start of the rebate on paper revenue from the drop-off program with TFC, a little over \$50,000 in revenue has been generated during the first three months of the program. Mr. Harris went on to report that through the first nine months of the fiscal year, tonnage is up .8 percent from the previous year.

Mr. Harris included that the following eCycling events will be held this year:

- April 28 – Hanover at Verdi with Household Hazardous Waste and document Shredding
- April 28 – Henrico at the Twin Hickory Library
- May 19 – Richmond on Robin Hood Road across from the Ash Center

Mr. Harris reported that the Prince George convenience center has now been turned over to CFS. He asserted that all CVWMA programs (i.e., drop-off, metal, used oil & antifreeze, batteries, propane tanks, eWaste, tires, textiles, and trash hauling/disposal) were discontinued as of March 30.

Mr. Harris went on to report that effective July 1, there will be changes in Colonial Heights MSW and recycling services. He stated that there will be a switch over from Allied Waste to Container First and that residents will be provided a 96-gallon cart to transition from weekly to bi-weekly curbside recycling services. Mr. Harris noted that Authority staff is working with city representatives and contractors for a smooth transition. Colonial Heights recently issued a newsletter and press release announcing the change. He included that information is also posted on the Authority's and city's website.

Chairman Kukoski asked if drop-off signs were placed at fire station #9 and the new Pump Road location. Mr. Harris responded affirmatively.

Mr. J. A. Jackson (M-City of Richmond) asked Mrs. Hynes if the information he provided her regarding the East Richmond Road drop-off location had any impact on the recycling rate numbers reported. Mrs. Hynes responded no. Mr. Harris added that the volume of material collected at the location was not enough to impact the overall regional rate. He went on to assert that since the site is closed to the public, drop-off containers were still being emptied at about the same frequency since most of the collected materials came from City Hall.

Item No. 9: Technical Advisory Committee (TAC) Report

Mr. Harris presented the Technical Advisory Committee (TAC) report on behalf of Mr. W. Riggleman (A-Petersburg), Technical Advisory Committee Chairman. Mr. Harris reported that the

TAC met in the CVWMA conference room on Thursday, April 7, 2011 where discussions included information in the reports provided the Board by Authority staff.

Mr. Harris reported that meeting discussions included a follow up on legislative activities, recycling rate report, and the solid waste management plan. Mr. Harris went on to report that TAC members were informed that Authority staff prepared a letter of consistency that included minor amendments for property located at Old Dominion landfill. He stated that further discussions included upcoming RFPs, which include convenience center trash transporting and disposal that will be issued on May 1, cooking oil recycling, and emergency grinding.

Item No. 10: Earth Day

Mrs. N. W. Drumheller, Public Information Coordinator, reported that a number of events will take place throughout the region in celebration of Earth Day. Authority staff will participate in or provide educational resources for upcoming Earth Day events. She went on to report that locality specific information is posted to the Authority's website and had been promoted through CVWMA's e-newsletter, press releases, and social media websites.

Proceeding and directing the Board's attention to a PowerPoint presentation, she asserted that several counties will hold special Earth Day events. Mrs. Drumheller went on to report that members of the Authority's staff on Thursday, April 19 participated in a tour of the MRF along with eight guests who represented Chesterfield, Hanover and Henrico Counties.

Item No. 11: Public Information

Mrs. Drumheller reported that the April edition of the Authority's Waste Reduction News e-newsletter went out the first of the month. The newsletter included articles on Earth Day Events, E-cycling Collections, the Prescription Drug Take-Back Day Program, and Changes to Colonial Heights Collections. Mrs. Drumheller went on to report that over 10,000 e-mails were sent to subscribers on the Authority's curbside e-mail reminder list. Information included upcoming Earth Day events, electronic recycling events, information on the Storm Water Management Program, local litter cleanups, and the Prescription Drug Take-Back Program. Mrs. Drumheller noted that information on the Storm Water management Program is posted on the CVWMA website.

Concluding, Mrs. Drumheller reported that The Virginia Water Monitoring Council will hold its annual conference on Friday, May 18, 2012 from 9 a.m. to 4 p.m. She asserted that the conference is open to all local government employees, elected officials, citizens, wetland board members, educators, and students. The event will be held at the Henrico Training Center and will include discussions on Water Quality Monitoring (i.e., tools for MS4 Compliance, TMDL implementation, and Water Quality Protection and Restoration).

Item No. 12: Administrative

Mrs. Hynes reported on some legislative activity that Authority staff had been following up on. She asserted that Virginia's state budget was recently adopted. Mrs. Hynes went on to report that the original budget included a transfer of \$240,000 from the Litter and Recycling Fund to the General Fund to help balance the state budget. That has been reversed and restored back to the Litter and Recycling Fund.

Mrs. Hynes went on to report on the Waste Tire Fund. The budget as introduced includes a transfer of \$2.3 million from the Waste Tire Fund to VDOT for road and highway maintenance. Mrs. Hynes stated that this passed; 50 cents per tire will go to VDOT for highway maintenance. Mrs. Hynes informed the Board that she was informed by a representative for DEQ that in the current fund, there is about \$2 million remaining that will be used for tire pile cleanups. She added that reimbursement to the end user for tire handling will be eliminated. Mrs. Hynes noted that the Authority has a contract with Virginia Recycling Corporation for tire recycling whose costs may increase as a result.

Mrs. Hynes reported on SB 497 which requires local government employees and school board employees to pay the five percent employee contribution to the Virginia Retirement System. She asserted that the bill required employees to pay the five percent employee contribution to the Virginia Retirement System which historically the Authority had paid on behalf of its employees. She noted that employers will be authorized to phase in the five percent contribution over five years and would be required to provide its employees with a raise to offset the employee contributions.

Concluding, Mrs. Hynes stated that Board members and guests who had not had the opportunity to visit TFC's materials recovery facility can join in the tour immediately following the meeting.

Upcoming Meetings

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

Technical Advisory Committee Meeting	May 3, 2012 (canceled)	9:00 a.m.
Executive Committee	May 7, 2012	1:00 p.m.
Board of Directors (Richmond)	May 18, 2012	9:00 a.m.

Item No. 13: Executive Session

A motion was made by Mr. J. H. Burrell (M-New Kent) and seconded by Mrs. M. R. Phillips (M-Chesterfield) and carried to move into closed session pursuant to Virginia Code Section 2.2-3712 to provide an update regarding certain legal matters impacting the Authority, as authorized under Virginia Code Section 2.2-3711 (A) (7) which permits for such closed sessions for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel. Further, the presence of Mrs. K. Hynes and Mr. B. Harris is required during the closed session as they are necessary to the discussion and will reasonably aid the Board in its consideration of the matters at issue.

At the conclusion of the closed session, a motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. P. E. Drumwright (A-Goochland) and carried unanimously to exit the closed session.

The doors to the meeting room were reopened.

Chairman Kukoski asked for a roll call vote, pursuant to Virginia Code Section 2.2-3712D to certify to the best of each Board member's knowledge that only the matters identified in the motion to move into closed session were in fact discussed during the closed session, such matters being properly exempted from the open meeting requirement pursuant to Virginia Code Section 2.2-3711 (A) (7) and 2.2-3712A. Chairman Kukoski asked any member who believes there was a departure from this understanding state their belief of such and the reasons supporting such belief.

The following certified that the only matters referenced above were discussed during the closed session:

Chairman M. Kukoski (M-Richmond), Mr. J. A. Jackson (M-Richmond), Mr. R. C. Key (M-Chesterfield), Mrs. M. R. Phillips (M-Chesterfield), Mr. P. E. Drumwright (A-Goochland), Mr. M. Flagg (A-Hanover), Mr. J. A. Lane (M-Henrico), Mrs. M. E. Kelley (M-Henrico), Mr. J. Clary (A-Henrico), Mr. J. H. Burrell (M-New Kent), Mr. B. Hamby, Jr. (M-Prince George), and Mr. L. Sloppy (M-Ashland).

Old/New Business

Executive Committee Work Session – CVWMA Priorities

Chairman Kukoski informed the Board that the Executive Committee held a work session that included potential services that the CVWMA could provide to create and/or enhance value to member jurisdictions and the role of CVWMA committees, particularly the legislative committee. Regarding legislative activity, the question is how active the Authority should be in supporting or opposing legislation. He added that Authority staff continues to work through what CVWMA's position will be and level of involvement should be. Chairman Kukoski added that Executive Committee members and Authority staff are working together helping our members with their Storm Water Management Programs. In addition, he asserted that the Counties of Chesterfield and Henrico were issued fines as a result of new regulations and that these new regulations could affect other participating municipalities. Concluding, Chairman Kukoski asserted that the Executive Committee and Authority staff are looking into ways the CVWMA can be more proactive in education and working with municipalities.

Mrs. Hynes commented that if any Board members has any thoughts or comments on information provided by Chairman Kukoski or the CVWMA operations to contact Chairman Kukoski or any member of the Authority's Executive Committee.

Adjournment

Chairman Kukoski asked if there was any old/new business to come before the CVWMA Board of Directors. With no further business to come before the Board, Chairman Kukoski opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:00 a.m. The motion was made by Mr. P. E. Drumwright (A-Goochland), seconded by Mr. J. A. Jackson (M-Richmond), and carried that the April 20, 2012 Board of Directors' meeting be adjourned.



CERTIFICATE

I, Mark Kukoski, Chairman of the CVWMA certify that the foregoing minutes is a true and correct copy of the minutes of the April 20, 2012, regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., May 18, 2012. Given under my hand and seal of the CVWMA this 18th day of May 2012.

Mark Kukoski, Chairman

Resolution of Appreciation

Presented to

MICHAEL BRIDDELL

**UPON COMPLETION OF HIS SERVICE AS MEMBER OF THE
CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

WHEREAS, Mr. Michael D. Briddell has served as a Member of the Central Virginia Waste Management Authority Board of Directors representing the City of Petersburg since January 2004; and

WHEREAS, Mr. Briddell has promoted regional cooperation by supporting Authority programs in Petersburg; and

WHEREAS, Mr. Briddell has been instrumental in raising awareness about recycling opportunities throughout the region; and

WHEREAS, Mr. Briddell's personal and professional commitment to the environment has been a benefit to the purpose of the Authority; and

THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Mr. Michael D. Briddell for his outstanding service, efforts, and achievements as an invaluable leader to the Authority and upon completion of his service, presents this Resolution as a token of esteem, and orders a copy to be spread upon the Minutes of this meeting.

Adopted this 18th day of May 2012

Attest: _____
Mark Kukoski, Chairman

NOMINATING COMMITTEE REPORT

The Nominating Committee has developed a slate of officers for the ensuing fiscal year. It is the consensus recommendation of the Committee that the following be nominated for the officers of the Central Virginia Waste Management Authority for fiscal year 2012-2013:

Chairman	Steve E. Chidsey (County of Hanover)
Vice-Chairman	Matthew D. Benka (City of Richmond)
Secretary	Leigh Dunn (County of Goochland)
Treasurer	Robert C. Key (County of Chesterfield)
Director	Robert C. Whiteman (County of Henrico)
Past Chairman	Mark Kukoski (City of Richmond)

The elections will be held at the June 15, 2012 Board of Directors meeting, at which time, any Board member may make additional nominations.

The term of elected officers will begin July 1, 2012.

The Nominating Committee:

- Mrs. M. R. Phillips (M-Chesterfield), Chair
- Mr. M. Benka (M-Richmond)
- Mr. J. Bragg (M-Charles City)

AUDIT COMMITTEE REPORT

CONSIDERATION OF RESOLUTION 12-19: AWARDING A CONTRACT FOR FINANCIAL AUDIT SERVICES TO BROWN, EDWARDS & COMPANY, L.L.P.

The contract for financial audit services between the CVWMA and Cherry Bekaert & Holland L.L.P. expired with the June 30, 2011 audit. A request for Proposals was issued on March 5, 2012, with a return deadline of March 30th. The CVWMA received six proposals from qualified audit firms.

The CVWMA Audit Committee and the staff met with all six firms on Monday, April 16, 2012. The Committee analyzed the considerable expertise and experience in each of the proposals submitted, and based on the evaluation criteria determined Brown, Edwards & Company to be the best choice for the CVWMA. Cherry Bekaert & Holland has served as CVWMA's audit firm for the past 12 years and has provided excellent service.

The Audit Committee recommends Brown, Edwards & Company for audit services for the four years ending June 30, 2012, 2013, 2014, and 2015. **Resolution 12-19** will authorize the Executive Director to enter into a contract for financial auditing services for the four year period.

Recommended Action: Approval of **Resolution 12-19**

Attachments.

RESOLUTION 12-19

A resolution authorizing a contract for Financial Auditing Services between Central Virginia Waste Management Authority and Brown, Edwards & Company, L.L.P. for the four fiscal years ending June 30, 2012, 2013, 2014 and 2015.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Audit Committee's report included as Chairman's Agenda Item No. 5 of the May 18, 2012 Board of Directors' Agenda outlined the selection process for a contract for financial auditing services; and
2. That the Executive Director is authorized to execute, subject to General Counsel's review and approval, a Professional Service Contract between the Central Virginia Waste Management Authority and Brown, Edwards & Company, L.L.P. based on the Requests for Proposals dated March 5, 2012; and
3. That this resolution shall be in full force and effect on or after the execution of the professional services contract.

Adopted this 18th day of May, 2012

Attest: _____
Mark Kukoski, Chairman

CONSIDERATION OF RESOLUTION 12-20: AMENDING THE 2012 GENERAL OPERATING AND CURBSIDE PROJECT FUND BUDGETS

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 2012 Operating Budget have been identified. All transfers are between line-items and are within total budget in the General Operating Fund, and the Curbside Project Fund. There are no transfers in excess of \$1,000 in the Drop-off Fund, Municipal Solid Waste Fund or the Other Special Project Funds.

Regular Salaries and Wages - A transfer of \$5,450 in the General Fund Budget and \$1,075 in the Curbside Fund Budget is requested in the regular salaries and wages line item. This transfer is needed to cover the salary for the executive director in the General Fund and the salary accrual which was two days more this fiscal year than last year.

Part-time Salaries – A transfer of \$2,500 in the Curbside Fund Budget from Promotion and Education to Part-Time Salaries and Wages is requested due to extra hours needed for the PR assistant during the CVP campaign and for extra hours needed for call center coverage. The additional part-time hours were included in the campaign budget.

The transfers requested are all within total budget in all funds and will come from excess funds budgeted in other line items.

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.

Resolution 12-20, attached for consideration, will amend the General Operating Fund and the Curbside Project Fund Budgets to include the transfers. Staff recommends approval of this Resolution.

Recommended Action: Approval of **Resolution 12-20**

Attachments.

RESOLUTION 12-20

A resolution to amend the CVWMA General Operating Fund and Curbside Project Fund Budgets for the fiscal year beginning July 1, 2011, and ending on June 30, 2012, so as to transfer funds sufficient for the remainder of the fiscal year.

THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the budgets designated as the CVWMA General Operating Budget and Curbside Project Fund Budget for the fiscal year beginning July 1, 2011, and ending on June 30, 2012, are hereby amended as follows:

<u>Account</u>	<u>2011-2012 Approved Budget</u>	<u>Amendment</u>	<u>2011-2012 Revised Budget</u>
GENERAL OPERATING FUND			
Regular Salaries and Wages	\$310,000	\$5,450	\$315,450
Office Space Lease	29,525	(5,450)	24,075
Net Appropriation General Fund		-	
CURBSIDE PROJECT FUND			
Part-time Salaries	\$35,350	\$2,500	\$37,850
Promotion and Education	85,000	(2,500)	82,500
Net Appropriation Curbside Fund		-	

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

Adopted this 18th day of May, 2012

Attest: _____
Mark Kukoski, Chairman

FINANCIAL REPORTS FOR APRIL 2012

The financial reports for April 2012 are hereby submitted for review and consideration. The reports reflect the results of operations in the General Operating Fund, Curbside, Drop Off, MSW and Other Special Project Funds. The CVWMA has a combined net income of about \$66,000 for administration, operations and public information for the remainder of the fiscal year. The financial reports are consistent with previous months and continue to remain within total budget in all funds.

Recommended Action: Approval of the April 2012 Financial Reports.

Attachments

Central Virginia Waste Management Authority
Summary Statement of Actual Revenues and Expenses By Fund
July 2012 – April 2012

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	\$ 518,522	\$ 437,398	\$ -	\$ 81,124
Curbside Project Fund	5,169,712	5,187,467	-	(17,755)
Drop-Off Project Fund	582,933	572,621	-	10,312
Municipal Solid Waste Fund	3,338,530	3,339,218	-	(688)
CFC/HCFC	13,613	13,681	-	(68)
Special Waste Collections	190,669	191,079	-	(410)
Waste Tire Fund	37,988	38,116	-	(128)
Appliance and Scrap Metal Hauling	249,565	249,881	-	(316)
Other Projects	18,785	18,785	-	-
Yard Waste Projects	594,006	595,207	-	(1,201)
Waste Transfer & Disposal	<u>1,762,201</u>	<u>1,767,371</u>	<u>-</u>	<u>(5,170)</u>
<i>Totals</i>	<u>\$ 12,476,524</u>	<u>\$ 12,410,824</u>	<u>\$ -</u>	<u>\$ 65,700</u>

<i>Capital Outlay:</i>	<u>Month to date</u>	<u>Year to date</u>	<u>Budget</u>	<u>Variance</u>
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500
Office equipment	-	-	1,500	\$ 1,500
<i>Total Capital Outlay</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2012 – April 2012

General Operating Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Annual Gov't Assessments	\$ -	\$ 515,894	\$ 515,895	\$ (1)	0.0%
Miscellaneous/Other	-	300	500	(200)	-39.9%
Interest on Investments	88	2,327	10,965	(8,638)	-78.8%
Sponsorships and Grants	-	-	-	-	0.0%
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>88</u>	<u>518,522</u>	<u>527,360</u>	<u>(8,838)</u>	<u>-1.7%</u>
Expenses:					
Personnel services	27,113	278,196	331,450	53,254	16.1%
Fringe benefits	7,614	84,797	90,650	5,853	6.5%
Professional services	129	23,901	32,325	8,424	26.1%
Repairs and maintenance	243	2,902	2,750	(152)	-5.5%
Advertising and promotions	100	845	1,250	405	32.4%
Materials and supplies	250	3,614	5,610	1,996	35.6%
Other services and charges	807	9,475	13,305	3,830	28.8%
Leases	545	21,315	36,245	14,930	41.2%
Depreciation	1,158	12,353	13,775	1,422	10.3%
	<u>1,158</u>	<u>12,353</u>	<u>13,775</u>	<u>1,422</u>	<u>10.3%</u>
Total Expenses	<u>37,959</u>	<u>437,398</u>	<u>527,360</u>	<u>89,962</u>	<u>17.1%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Totals	<u>\$ (37,871)</u>	<u>\$ 81,124</u>	<u>\$ -</u>	<u>\$ 81,124</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ -	\$ -	
Office equipment	-	-	1,500	\$ 1,500	
Vehicular equipment	-	-	-	\$ -	
	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2012 – April 2012

Curbside Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 465,394	\$ 4,672,623	\$ 5,535,000	\$ (862,377)	-15.6%
Public Relations Assessment	15,320	152,252	183,500	(31,248)	-17.0%
Customer Service Assessment	15,982	159,866	194,000	(34,134)	-17.6%
96-gal Cart Revenue	13,874	151,552	-	151,552	0.0%
Contract Admin Costs	-	-	500	(500)	-100.0%
Sponsorships and Grants	-	27,500	35,000	(7,500)	-21.4%
Interest on Investments	333	5,919	6,560	(641)	-9.8%
Total Revenues	<u>510,903</u>	<u>5,169,712</u>	<u>5,954,560</u>	<u>(784,848)</u>	<u>-13.2%</u>
Expenses:					
Personnel services	13,798	142,067	165,630	23,563	14.2%
Fringe benefits	3,949	39,810	48,675	8,865	18.2%
Professional services	660	17,016	21,565	4,549	21.1%
Repairs and maintenance	77	1,089	1,875	786	41.9%
Advertising and promotions	1,117	95,520	112,000	16,480	14.7%
Materials and supplies	499	4,483	4,270	(213)	-5.0%
Other services and charges	2,794	55,464	63,830	8,366	13.1%
Leases	88	14,519	27,915	13,396	48.0%
Depreciation	322	3,238	3,800	562	14.8%
Contractual services	465,395	4,672,650	5,535,000	862,350	15.6%
96-gal Cart Expense	15,574	141,611	-	(141,611)	0.0%
Total Expenses	<u>504,273</u>	<u>5,187,467</u>	<u>5,984,560</u>	<u>797,093</u>	<u>13.3%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 6,630</u>	<u>\$ (17,755)</u>	<u>\$ (30,000)</u>	<u>\$ 12,245</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 1,000	\$ 1,000	
Office equipment	-	-	-	-	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2012 – April 2012

Drop Off Project Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 53,866	\$ 510,423	\$ 600,000	\$ (89,577)	-14.9%
Materials Sales Rebate	23,410	72,314	30,000	42,314	141.0%
Interest on Investments	<u>10</u>	<u>195</u>	<u>2,600</u>	<u>(2,405)</u>	<u>-92.5%</u>
Total Revenues	<u>77,287</u>	<u>582,933</u>	<u>632,600</u>	<u>(49,667)</u>	<u>-7.9%</u>
Expenses:					
Personnel services	468	4,800	5,625	825	14.7%
Fringe benefits	105	1,059	1,415	356	25.2%
Professional services	27	726	980	254	25.9%
Repairs and maintenance	8	75	110	35	31.8%
Advertising and promotions	-	-	250	250	100.0%
Materials and supplies	2	77	125	48	38.4%
Other services and charges	64	627	855	228	26.7%
Leases	3	666	740	74	10.0%
Contractual services	53,861	510,411	600,000	89,589	14.9%
Materials sales rebate	<u>17,507</u>	<u>54,180</u>	<u>22,500</u>	<u>(31,680)</u>	<u>-140.8%</u>
Total Expenses	<u>72,045</u>	<u>572,621</u>	<u>632,600</u>	<u>59,979</u>	<u>9.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ 5,242</u>	<u>\$ 10,312</u>	<u>\$ -</u>	<u>\$ 10,312</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2012 – April 2012

Municipal Solid Waste Fund

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
Revenues:					
Project Service Fees	\$ 327,606	\$ 3,307,968	\$ 3,900,000	\$ (592,032)	-15.2%
Customer Service Assessment	2,329	23,375	29,000	(5,625)	-19.4%
Contract Admin Costs	730	3,820	3,000	820	27.3%
Interest on Investments	198	3,367	7,100	(3,733)	-52.6%
Total Revenues	<u>330,863</u>	<u>3,338,530</u>	<u>3,939,100</u>	<u>(600,570)</u>	<u>-15.2%</u>
Expenses:					
Personnel services	1,206	12,208	14,870	2,662	17.9%
Fringe benefits	554	5,548	6,175	627	10.2%
Professional services	947	4,938	5,185	247	4.8%
Repairs and maintenance	51	479	690	211	30.6%
Advertising and promotions	200	293	250	(43)	99.0%
Materials and supplies	93	1,392	1,105	(287)	-26.0%
Other services and charges	385	3,562	5,175	1,613	31.2%
Leases	14	1,722	4,200	2,478	59.0%
Depreciation	118	1,208	1,450	242	16.7%
Contractual Services	327,607	3,307,868	3,900,000	592,132	15.2%
Total Expenses	<u>331,175</u>	<u>3,339,218</u>	<u>3,939,100</u>	<u>599,882</u>	<u>15.2%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (312)</u>	<u>\$ (688)</u>	<u>\$ -</u>	<u>\$ (688)</u>	
Capital Outlay:					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 500	\$ 500	
Office equipment	\$ -	\$ -	\$ -	\$ -	
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>	

Central Virginia Waste Management Authority
Statement of Revenues and Expenses – Budget and Actual
July 2012 – April 2012

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>
Revenues:					
Project Service Fees	\$ 474,418	\$ 2,526,395	\$ 3,200,000	\$ (673,605)	-21.1%
Materials Sales Rebate	50,918	338,845	275,000	63,845	23.2%
Interest on Investments	<u>184</u>	<u>1,587</u>	<u>8,885</u>	<u>(7,298)</u>	<u>-82.1%</u>
Total Revenues	<u>525,520</u>	<u>2,866,827</u>	<u>3,483,885</u>	<u>(617,058)</u>	<u>-17.7%</u>
Expenses:					
Personnel services	750	3,300	1,950	(1,350)	-69.2%
Fringe benefits	57	252	80	(172)	-215.0%
Professional services	(111)	3,780	4,740	960	20.3%
Repairs and maintenance	98	420	600	180	30.0%
Advertising and promotions	-	-	-	-	100.0%
Materials and supplies	62	429	690	261	37.8%
Other services and charges	60	629	825	196	23.8%
Contractual services	474,503	2,526,472	3,200,000	673,528	21.0%
Materials sales rebate	<u>50,917</u>	<u>338,838</u>	<u>275,000</u>	<u>(63,838)</u>	<u>-23.2%</u>
Total Expenses	<u>526,336</u>	<u>2,874,120</u>	<u>3,483,885</u>	<u>609,765</u>	<u>17.5%</u>
Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Totals	<u>\$ (816)</u>	<u>\$ (7,293)</u>	<u>\$ -</u>	<u>\$ (7,293)</u>	