



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
FRIDAY, MAY 21, 2010  
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 16, 2010	<b>3 - 12</b>
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**STAFF AGENDA**

<b>ITEM NO.</b>	
5. Curbside Recycling Program	
6. Curbside Education Advisory Committee Report	
7. Municipal Solid Waste Program	
8. Operations and Program Statistics	
9. Technical Advisory Committee Report	
10. Earth Day Wrap Up	
11. Public Information	
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- 13. Consideration of **Resolution 10-15**: Appropriating Sponsorship Funds for Litter Summit, 2010 Curbside Collection Schedule and *Recycling Night at the Diamond* **22 - 23**
- 14. Consideration of **Resolution 10-16**: Amending the 2010 General Operating, Curbside Project, Municipal Solid Waste and Other Special Project Fund Budgets **24 - 25**
- 15. Administrative  
Upcoming Meetings:

Technical Advisory Committee (TAC)	June 3, 2010	9:00 a.m.
Executive Committee	June 7, 2010	2:00 p.m.
Board of Directors (Richmond)	June 18, 2010	9:00 a.m.

**OLD/NEW BUSINESS**

**ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF APRIL 16, 2010**

The minutes of the regular Board of Directors meeting held April 16, 2010 are presented for your consideration and approval.

**Recommended Action:** Approve minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
APRIL 16, 2010  
MINUTES  
CRATER PLANNING DISTRICT COMMISSION  
PETERSBURG, VIRGINIA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Marcia R. Phillips (M-Chesterfield), Chairman  
Mark Kukoski (M-Richmond), Vice-Chairman  
Matthew D. Benka (M-Richmond), Treasurer  
Marcia E. Kelley (M-Henrico), Immediate Past Chair  
Howard Heltman (A-Chesterfield)  
William E. Henley (A-Colonial Heights)  
Paul E. Drumwright (A-Goochland)  
Steve Chidsey (M-Hanover)  
Steve Yob (A-Henrico)  
John Fountain (A-Hopewell)  
James H. Burrell (M-New Kent)  
William Riggleman (A-Petersburg)  
William G. Kuthy (M-Prince George)

**Non-Voting:**

**Staff:**

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

**MEMBERS/ALTERNATES NOT PRESENT**

Elliot Danburg (M-Powhatan), Secretary  
Leigh Dunn (M-Goochland), Director  
W.C. Lawing (M-Ashland)  
Josh Farrar (A-Ashland)  
Jack Miniclier (M-Charles City)  
John T. Bragg (A-Charles City)  
Robert L. Dunn (M-Chesterfield)  
Charles E. Dane (A-Chesterfield)  
Robert C. Key (A-Chesterfield)  
Robert Setliff (M-Hanover)  
Michael Flagg (A-Hanover)  
Steve Herzog (A-Hanover)  
Robert C. Whiteman (M-Henrico)  
Gentry Bell (M-Henrico)  
William I. Mawyer, Jr. (A-Henrico)  
Arthur D. Petrini (A-Henrico)  
Phillip E. Elliott (M-Hopewell)  
James Tacosa (A-New Kent)  
Michael D. Briddell (M-Petersburg)  
Christopher Rapp (A-Powhatan)  
Bill Hamby, Jr. (A-Prince George)  
Dexter White (M-Richmond)

**Guest**

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

## **CHAIRMAN'S AGENDA**

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

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

### **Item No. 2: Minutes of the Regular Meeting of March 19, 2010**

Mrs. K. A. Hynes noted that the spelling of Mr. Dan Gecker's name was incorrect and has been corrected. She informed the Board that the previous meeting included discussions on Chesterfield County's Curbside Program, which included a number of motions and withdrawals. Mrs. Hynes added that Authority staff did capture pertinent information during the discussion. She included that if anyone felt that further information should be included or excluded from the minutes of the March 19 meeting; Authority staff would make those changes.

A motion was made by Mr. J. Fountain (A-Hopewell) seconded by Mr. M. Benka (M-Richmond), and carried that the minutes of the March 19, 2010, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as amended.

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

#### ***Financial Reports for March 2010***

Mrs. N. B. Downey directed the Board's attention to pages 19–25 of the agenda package, which displayed the financial reports for March 2010. 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, 2010. 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 \$65,000 year-to-date.

Concluding, Mrs. Downey reported that the CVWMA will be reviewing actual revenues year-to-date and projecting operations through the end of the fiscal year. The necessary transfers will be presented to the regular meeting of the Board scheduled on Friday, May 21, 2010.

With no further questions or comments from the floor, a motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. M. Kukoski (M-Richmond), and carried that the Financial Reports for March 2010 be approved as submitted.

## **STAFF AGENDA**

### **Item No. 5: 2009 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 reported that 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. Mr. Thompson went on to report that regulations now allow SWPUs to add up to 5 percentage points to their base recycling rate by applying the 4 types of credit tonnage; source reduction, recycling residue, solid waste reused, and non-municipal solid waste recycled. He informed the Board that of the 47 recycling processors surveyed, 30 provided information; a 64 percent response rate for the current year's report. Mr. Thompson noted that request for information is provided to Authority staff on a volunteer basis.

Proceeding, Mr. Thompson reported that the DEQ utilizes two formulas to calculate recycling rate information from materials labeled by the DEQ as principal or supplemental recyclable materials. The base recycling rate is calculated by dividing the principal recyclable materials tonnage by the MSW generated within the region. The adjusted recycling rate is calculated by adding the credit tonnage to the amount of the principal recyclable materials and dividing by the amount of credit tonnage and municipal solid waste generated within the region. Mr. Thompson noted that the adjusted recycling rate cannot exceed 5 percentage points of the base recycling rate.

Continuing, Mr. Thompson reported the most recent EPA/Franklin Associates estimate of 4.5 pounds per person per day of the 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 2009 population for the region. Mr. Thompson noted that there were no significant changes in the principal recyclable materials and their tonnages collected and recycled during 2009 compared to 2008. He included that paper, along with wood waste and yard waste contributes 87 percent of principal recyclable material. Mr. Thompson went on to report that the credit tonnage for the current year in the Solid Waste Reused category consists of construction demolition and debris waste. The base recycling rate comes out to 47.1 percent. Mr. Thompson asserted that using the formula for the adjusted recycling rate, which includes the credit tonnage, the adjusted rate is 52.1 percent.

Concluding, Mr. Thompson reported that in comparing 2008 and 2009 totals, principal recycling materials and credit tonnages are down. He noted that a decrease in municipal solid waste has offset the decrease in recycling tonnage and that this year's rate remains close to the previous year's rate. Mr. Thompson asserted that 2007 was the first year, under the new regulation, that allows up to an additional 5 percentage points by adding the credit tonnage. He added that over the past three years, with the 5 percent credit, the recycling rate has been in the low 50 percent range.

Mr. M. Benka (M-Richmond), Treasurer asked why plastic for 2009 had doubled over 2008. Mr. Thompson responded that the information was provided by Tidewater Fibre Corporation and that more plastic material had been reported.

Mr. J. H. Burrell (M-New Kent) commented that more and more companies and business are recycling and the general public is more aware of the importance of recycling, particularly away from home.

Mrs. Hynes commented that it could be a little bit of a timing difference between the current and previous year and when material was sold. She added that there has been more event recycling and business and single stream recycling. Mrs. Hynes went on to comment that a number of the larger business recyclers in the region did respond; recyclers who did not respond are the same ones who have not responded to the request for information in previous years.

Mr. M. Kukoski (M-Richmond), Vice-Chairman asked that he be forwarded a list of those businesses who responded. Mrs. Hynes responded affirmatively.

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

Mr. B. B. Harris, Director of Operations, reported that operational aspects have been positive and relatively normal during the month of March. He added that curbside tonnage collections for the month of March totaled 3,157 tons; an increase of a little more than 10 percent from the previous year.

Mr. Harris asserted that there were 23 collection days during the month of March, a strong month for collections, with December 2008 and December 2009 being the only two months where collection tonnage exceeded 2010 March totals. Thirteen of the 23 collection days were in Chesterfield County; 1,455 tons in total collections for Chesterfield County, a record month.

Continuing, Mr. Harris reported that with March being a strong month for collection, it made up for some of the deficit from the previous months; year-to-date through the first nine months, curbside collection is 1 percent less than the previous years. Mr. Harris went on to report that set-out rate rebounded from February to 37.3 percent. The Authority continues to receive requests for curbside bins with over 1,000 requests in March. Mr. Harris commented that the number of requests for bins can be contributed to residents receiving their 2010 Collection Schedule Calendars during the month of March and Henrico County's promotion of the program. He added that missed collections for the month were less than 300. There were no penalties assessed to Tidewater Fibre for collections outside contract parameters during the month of March.

Concluding, Mr. Harris reported that Goochland County eliminated funds for the continuation of the curbside recycling program. A representative of the County notified Authority staff of the decision; under the service agreement, a locality can withdraw from the program if funds are not appropriated. Mr. Harris informed the Board that after June 17, 2010 the program will cease in Goochland County; an elimination of over 1,200 homes and collection of about 320 tons per year on average.

Mrs. Hynes commented that Goochland County has been a participant of the CVWMA's Curbside Recycling Program since the inception of the program starting out with 250 homes, which has evolved to more than 1,200 homes. Mrs. Hynes asserted that although Goochland represents a small portion of the regional program, it has been an important part and the County has made some significant strides. She informed the Board that CVWMA staff will be working closely with the County's staff to assist in sustaining a curbside program in the future and enhance drop-off so as to not to diminish recycling efforts that have evolved in the County over the past 20 years.

Proceeding, Mrs. Hynes provided the Board with an update of information on Chesterfield County's decision to remain in the CVWMA's Curbside Recycling Program. She informed the Board that several members of the Authority's Board and staff met with Chesterfield County's Board of

Supervisors following the March 19, 2010 meeting. Mrs. Hynes asserted that the County's new fiscal year budget was approved on Wednesday, April 14. The County has decided to fund their curbside recycling program for single family homes for the next year. Mrs. Hynes went on to report that the County will implement a \$25 annual fee, which will be included in the real estate tax bill for single family homes within the County. County residents will be given the option to "opt out" of the program. This is not allowable under the CVWMA contract. Mrs. Hynes added that for the first year, the County will monitor the program, removing citizens from the billing who have requested to "opt out" of the program. Mrs. Hynes noted that the County will continue to pay the fee for those citizens who have opted out of the program.

Continuing, Mrs. Hynes reported that this information has been publicized through local media sources on several occasions; however, no specific details were provided. She commented that the County is in the process of working out the details of administering and implementing the fee and "opt out" procedures. Mrs. Hynes asserted that the Authority's Call Center has received some calls from County residents following the Board of Supervisors' vote to approve the County's new budget, but not a significant number of calls. Call Center representatives were instructed to refer calls from citizens regarding the County's program to its Waste and Resource Recovery Department. Mrs. Hynes added that the County residents may not be made aware before hand or may not take the time to inquire about the fee; however, may be adamant about not paying the \$25 fee after noticing the additional expense on their real estate tax bill, resulting in some opting out of the program.

Concluding, Mrs. Hynes asserted that Authority staff will continue to work with Chesterfield County by providing information to help sustain their Curbside Recycling Program.

Mr. M. D. Benka (M-Richmond), Treasurer asked Mr. H. Heltman (A-Chesterfield) if the \$25 fee will be included as a separate line item on the residential real estate bill. Mr. H. Heltman (A-Chesterfield) responded that unless Mrs. Hynes has received information he has not been made aware of, he is unsure how the information will be noted on the bill. Mrs. Hynes commented that it is her understanding that the fee will be shown as a separate line item on the real estate tax bill.

Mr. S. Chidsey (M-Hanover) commented that it will be an identifiable line item on the bill.

Mr. Benka asked that the Authority inquire as to whether or not the recycling charge will be tax deductible.

Mrs. M. E. Kelley (M-Henrico) asked how Tidewater Fibre Corporation (TFC) sorts out residents who "opt out" of the program. Mrs. Hynes responded that residents will be given the option to "opt out" of paying the fee in the first year; however, the County will continue to fund all eligible homes in the program. She added that the County will monitor and keep track of those opting out and will evaluate to help make decisions regarding the program in the future.

Mr. Benka asked how would TFC drivers know which citizens have opted out of the program. Mr. Harris responded that the drivers will have no indication of which citizens opted out of the program adding that all recyclables placed at the curb will be picked up during route pick up services.

Mrs. M. E. Kelley (M-Henrico) asked if citizens opted out of the program, would they continue to receive curbside service. Mr. Harris responded affirmatively.

### **Item No. 7: Municipal Solid Waste Program**

Mr. R. Thompson reported that with the arrival of new and bigger trucks, Republic Services consolidated several routes increasing the number of homes per route. Mr. Thompson commented that there were days during the month drivers were unable to complete larger routes resulting in drivers resuming collection services on the following day. An increase of misses along with an added volume of municipal solid waste following the consolidating routes, Republic Services has added back an additional truck each day of the week. Mr. Thompson went on to report that misses totaled 233 for the month of March compared to 221 in February.

Concluding, Mr. Thompson reported that the City of Hopewell “Clean up Week” will commence on Saturday, April 17 through Saturday, April 24 and will take place at the Citizens Convenience Center.

Mr. W. E. Henley (A-Colonial Heights) asked what types of problems were Republic drivers experiencing which complicated their servicing routes. Mr. Thompson responded that additional homes have been added to several routes; the company has experienced vehicle malfunctions and is trying to time its services with the operational hours of the new landfill. He added that these have constituted genuine impediments to Republic Services capacity to provide timely service. Mr. Thompson informed the Board that Authority staff has scheduled a 10:00 a.m. meeting on Friday, April 23 to meet with representatives of Republic Services.

Mr. J. Fountain (A-Hopewell) asked that he be contacted when it is determined that Republic Services drivers will be unable to complete serviceable routes. Mr. Thompson responded affirmatively. He added that Authority staff will ask to be provided with a daily report of service to be relayed to localities.

### **Item No. 8: Operations and Program Statistics**

Mr. Harris reported that Authority staff submitted the amendment to the Solid Waste Management Plan (SWMP) on March 25 to the Department of Environmental Quality (DEQ) who responded with a letter of acknowledgment; the SWMP has been posted on the Authority’s Web site. Mr. Harris went on to report that several eCycling events have been scheduled for the upcoming weeks. This includes the April 17 events; Hanover County at the Verdi Lane Convenience Center and the City of Richmond at the ball field opposite the Arthur Ash Center, across from Robin Hood Road. On April 24, Powhatan County will include eCycling with its tires and appliances event at the fairgrounds and Henrico County will hold its eCycling event at Martin’s (formerly Ukrops) at John Rolfe Parkway. Mr. Harris informed the Board that the April 24 event will be the last eCycling event held at Martin’s locations. In a letter, Martin’s Food Markets have notified the Authority explaining the company’s non-solicitation and sidewalk vending policy. Mr. Harris asserted that the company will no longer allow eCycling events to be held on any of its business sites. Mr. Harris noted that Authority staff is searching for other venues and has contacted Kroger business offices to see if the company would allow for eCycling events to be held on their sites.

Continuing, Mr. Harris directed the Board's attention to a copy of the March program statistical information, which was placed at each seat. He informed the Board that March was a strong month for drop-off, recovering from February; an increase of 3 percent from March 2009. Mr. Harris also noted a 60 percent increase in municipal solid waste at local convenience centers from February 2010; 10 percent from March 2009.

Mr. Harris reported that he along with Mr. S. Chidsey (M-Hanover), Mr. S. Yob (A-Henrico), and Mr. H. Heltman (A-Chesterfield) met with Mr. Bill Richardson, owner of the glass operations at Sustainability Park. Meeting discussions included a proposal for a pilot program for the placement of a separate container to receive glass at drop-off locations that would go directly to the glass facility. Mr. Harris asserted that Mr. Richardson has been asked to arrange for the containers and hauling at a cost no higher than current drop-off costs. Mr. Richardson has also been asked to provide concrete figures to compare with costs for regular drop-off services. Mr. Harris noted that if the pilot program is approved, the program may experience a challenge with getting citizens to sort their glass materials from their other recyclable materials to be placed in the appropriate receptacles.

Mr. J. H. Burrell (M-New Kent) asked Mr. Harris if he knew of any businesses that crushed bottles, cans, and other materials to condense its size. Mr. Harris responded that there are several companies that compact recyclable materials. Mr. S. Chidsey has researched information on those companies. Mr. Chidsey responded that there are people who do it, but the savings does not generally offset the capital cost of the equipment.

Mr. H. Heltman (A-Chesterfield) commented that the electrical requirements are greater and generally someone needs to be present to operate the machine. He added that although there would be a savings on the amount of materials hauled at one time; operationally, it would pose an issue. Mr. Chidsey commented that Hanover County does its best to optimize the load in the drop-off containers.

Mr. Burrell asked Mr. Harris if he would look into the conditions in which drop-off containers are being returned. He asserted that there have been reports of paper material being left in the containers upon return of drop-off containers. Mr. Harris responded affirmatively.

Concluding, Mr. Harris reported that the April Technical Advisory Committee (TAC) meeting was canceled. The next TAC meeting will be held at Tidewater Fibre Corporation's business office in Chester, Virginia on May 6, 2010.

### **Item No. 9: Earth Day**

Mrs. N. W. Drumheller, Public Information Coordinator, informed the Board that invitations to the CVWMA's 20<sup>th</sup> Anniversary Celebration and Earth Day event with the Richmond Flying Squirrels on Wednesday, April 21 were distributed to Board members, elected officials, chief administration officers and CVWMA contractors to name a few. She included that Authority staff is pleased to have received a number of responses to its invitation for Recycling Night at The Diamond and that the gates will open at 6 p.m.; light refreshments will be provided in the Authority's sky box prior to the start of the game. Mrs. Drumheller added that the Authority's new mascot, R3, will be in attendance and Mrs. K. Hynes will be throwing the opening pitch. Tidewater Fibre Corporation (TFC) will be providing recycling receptacles during the game, which will include donated containers supplied by Coca Cola.

### ***Earth Day Ads***

Mrs. Drumheller directed the Board's attention to the front of the room where a number of Authority print ads promoting Earth Day were displayed, which included a baseball ad and free Flying Squirrels souvenir program guides for the baseball season. The ad is in over 500,000 souvenir program guides and will be distributed at each home game; this and the CVWMA partnering with the team has generated positive publicity for both the team and the Authority.

### ***Earth Day and Social Media***

Continuing, Mrs. Drumheller reported that several member localities are hosting special Earth Day events. She included that event information can be found on the Authority's Web site and its Facebook, You Tube, Flickr, and RSS Feeds social media sites.

### **Item No. 10: Public Information**

#### ***Ukrops Monument Avenue 10K***

Mrs. Drumheller reported that Authority staff volunteered to assist with recycling efforts at the March 27 Ukrops Monument Avenue 10K race; an event that attracted approximately 37,000 runners this year. She went on to report that TFC provided three roll-off containers and 30 clear stream containers for collecting cardboard, plastic and other recyclable materials. The CVWMA mascot, R3, made a guest appearance interacting with children and race runners.

Concluding, Mrs. Drumheller directed the Board's attention to the front of the room where a slide presentation was presented. She informed the Board that for the month of March, Authority staff more than tripled its presentations from March of 2009. Mrs. Drumheller noted that there has been an influx of requests for Authority staff to do presentations and provide materials to promote recycling.

She noted that Authority staff performed 27 presentations during the month of March and responded to 12 requests for materials compared to 8 presentations and 14 requests for materials in March 2009. Outreach fiscal year-to-date total is 26,654 compared to 24,707 fiscal year 2009; a 7.88 percent increase.

### **Item No. 11: Administrative**

Mrs. Hynes informed the Board that Mr. Rick Anzolut recently resigned from his position as City Manager for Colonial Heights. Mr. Anzolut has been a member of the CVWMA Board for about 6 years. A resolution will be presented at a future meeting to recognize his service on the Board. Mrs. Hynes noted that the CVWMA Board has two vacancies; one in Chesterfield and one in Colonial Heights.

### ***Upcoming Meetings***

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

Technical Advisory Committee (at TFC)	May 6, 2010	9:00 a.m.
Curbside Education Advisory Committee (at TFC)	May 6, 2010	10:00 a.m.
Executive Committee	May 10, 2010	2:00 p.m.
Board of Directors (Richmond)	May 21, 2010	9:00 a.m.

### **Old 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 9:48 a.m. The motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. J. Fountain (A-Hopewell), and carried that the April 16, 2010 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 16, 2010, 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 21, 2010. Given under my hand and seal of the CVWMA this 21<sup>st</sup> day of May 2010.

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**Marcia R. Phillips, Chairman**

# Resolution of Appreciation

Presented to

***RICHARD A. ANZOLUT, JR.***

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

**WHEREAS**, Richard A. Anzolut, Jr. has served on the Central Virginia Waste Management Authority Board of Directors representing the City of Colonial Heights since December 2004; and

**WHEREAS**, Mr. Anzolut has provided outstanding leadership with the Authority; and

**WHEREAS**, Mr. Anzolut has promoted regional cooperation by supporting Authority programs in the City of Colonial Heights; and

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

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

**THEREFORE, BE IT RESOLVED** that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Richard A. Anzolut, Jr. 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 21<sup>st</sup> day of May 2010**

**Attest:** \_\_\_\_\_  
**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 the Committee that the following be nominated for the officers of the Central Virginia Waste Management Authority for fiscal year 2010-2011:

Chairman	Mark Kukoski (City of Richmond)
Vice-Chairman	Gentry Bell (County of Henrico)
Secretary	Stephen E. Chidsey (County of Hanover)
Treasurer	Matthew D. Benka (City of Richmond)
Director	Leigh Dunn (County of Goochland)
Past Chairman	Marcia R. Phillips (County of Chesterfield)

The elections will be held at the June 18, 2010 Board of Directors meeting, at which time, any Board member may make additional nominations.

The term of elected officers will begin July 1, 2010.

**The Nominating Committee:**

Mrs. M. Kelley (M-Henrico), Chair  
Mr. Jack Miniclier (M-Charles City)  
Mr. Gentry Bell (M-Henrico)

**FINANCIAL REPORTS FOR APRIL 2010**

The financial reports for April 2010 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 \$26,000 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. The revenue is below the budgeted amount due to the interest earned on investments, which is causing a deficit balance in most funds.

**Recommended Action:** Approval of the April 2010 Financial Reports.

Attachments

**Central Virginia Waste Management Authority**  
**Summary Statement of Actual Revenues and Expenses By Fund**  
**July 2009 – April 2010**

**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	\$ 508,827	\$ 441,914	\$ -	\$ 66,913
Curbside Project Fund	4,730,527	4,730,567	-	(40)
Drop-Off Project Fund	517,639	523,753	-	(6,114)
Municipal Solid Waste Fund	3,111,936	3,134,457	-	(22,521)
CFC/HCFC	20,967	21,343	-	(376)
Special Waste Collections	137,809	140,672	-	(2,863)
Waste Tire Fund	39,952	40,155	-	(203)
Appliance and Scrap Metal Hauling	138,030	137,921	-	109
Yard Waste Projects	299,105	300,529	-	(1,424)
Waste Transfer & Disposal	1,863,629	1,871,311	-	(7,682)
	<u>1,863,629</u>	<u>1,871,311</u>	<u>-</u>	<u>(7,682)</u>
<b><i>Totals</i></b>	<b><u>\$ 11,368,421</u></b>	<b><u>\$ 11,342,622</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 25,799</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	\$ -	\$ 6,171	\$ 14,000	\$ 7,829
Office equipment	-	-	2,000	\$ 2,000
<b><i>Total Capital Outlay</i></b>	<b><u>\$ -</u></b>	<b><u>\$ 6,171</u></b>	<b><u>\$ 16,000</u></b>	<b><u>\$ 9,829</u></b>

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2009 – April 2010**

**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	\$ -	\$ 503,312	\$ 503,320	\$ (8)	0.0%
Interest on Investments	254	2,715	20,000	(17,285)	-86.4%
Sponsorships and Grants	<u>2,800</u>	<u>2,800</u>	<u>1,000</u>	<u>1,800</u>	<u>180.0%</u>
<b>Total Revenues</b>	<u>3,054</u>	<u>508,827</u>	<u>524,320</u>	<u>(15,493)</u>	<u>-3.0%</u>
<b>Expenses:</b>					
Personnel services	26,853	272,085	325,250	53,165	16.3%
Fringe benefits	6,932	73,023	88,050	15,027	17.1%
Professional services	1,097	30,889	24,500	(6,389)	-26.1%
Repairs and maintenance	348	2,188	2,830	642	22.7%
Advertising and promotions	439	1,341	5,500	4,159	75.6%
Materials and supplies	327	4,026	6,900	2,874	41.7%
Other services and charges	1,590	11,577	19,050	7,473	39.2%
Leases	553	30,635	36,825	6,190	16.8%
Depreciation	<u>1,537</u>	<u>16,150</u>	<u>22,200</u>	<u>6,050</u>	<u>27.3%</u>
<b>Total Expenses</b>	<u>39,676</u>	<u>441,914</u>	<u>531,105</u>	<u>89,191</u>	<u>16.8%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (36,622)</u>	<u>\$ 66,913</u>	<u>\$ (6,785)</u>	<u>\$ 73,698</u>	
<b>Capital Outlay:</b>					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ 6,171	\$ 7,500	\$ 1,329	
Office equipment	-	-	1,000	\$ 1,000	
Vehicular equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>	
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 6,171</u>	<u>\$ 8,500</u>	<u>\$ 2,329</u>	

**Central Virginia Waste Management Authority  
Statement of Revenues and Expenses – Budget and Actual  
July 2009 – April 2010**

**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	\$ 441,852	\$ 4,365,594	\$ 5,460,000	\$ (1,094,406)	-20.0%
Public Relations Assessment	19,945	198,755	245,000	(46,245)	-18.9%
Customer Service Assessment	14,944	149,066	195,000	(45,934)	-23.6%
Contract Admin Costs	-	10	500	(490)	-98.0%
Sponsorships and Grants	1,000	11,000	-	11,000	0.0%
Interest on Investments	1,110	6,102	42,000	(35,898)	-85.5%
<b>Total Revenues</b>	<u>478,851</u>	<u>4,730,527</u>	<u>5,942,500</u>	<u>(1,211,973)</u>	<u>-20.4%</u>
<b>Expenses:</b>					
Personnel services	14,106	141,743	170,705	28,962	17.0%
Fringe benefits	4,415	44,974	55,200	10,226	18.5%
Professional services	951	21,261	16,210	(5,051)	-31.2%
Repairs and maintenance	121	1,663	1,770	107	6.0%
Advertising and promotions	8,357	61,824	129,500	67,676	52.3%
Materials and supplies	342	4,103	4,205	102	2.4%
Other services and charges	2,337	61,636	65,685	4,049	6.2%
Leases	98	23,004	28,500	5,496	19.3%
Depreciation	517	4,766	10,000	5,234	52.3%
Contractual services	441,851	4,365,593	5,461,000	1,095,407	20.1%
<b>Total Expenses</b>	<u>473,095</u>	<u>4,730,567</u>	<u>5,942,775</u>	<u>1,212,208</u>	<u>20.4%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ 5,756</u>	<u>\$ (40)</u>	<u>\$ (275)</u>	<u>\$ 235</u>	
<b>Capital Outlay:</b>					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ 2,071	\$ 5,000	\$ 2,929	
Office equipment	-	-	1,000	\$ 1,000	
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 2,071</u>	<u>\$ 6,000</u>	<u>\$ 3,929</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2009 – April 2010**

**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>
<b>Revenues:</b>					
Project Service Fees	\$ 51,670	\$ 499,890	\$ 585,000	\$ (85,110)	-14.5%
Materials Sales Rebate	1,898	17,498	35,000	(17,502)	-50.0%
Interest on Investments	39	251	3,000	(2,749)	-91.6%
<b>Total Revenues</b>	<u>53,607</u>	<u>517,639</u>	<u>623,000</u>	<u>(105,361)</u>	<u>-16.9%</u>
<b>Expenses:</b>					
Personnel services	506	4,953	5,895	942	16.0%
Fringe benefits	136	1,386	1,480	94	6.4%
Professional services	55	1,267	1,760	493	28.0%
Repairs and maintenance	12	73	100	27	27.0%
Advertising and promotions	5	39	2,225	2,186	98.2%
Materials and supplies	9	83	145	62	42.8%
Other services and charges	69	722	860	138	16.0%
Leases	4	1,063	1,025	(38)	-3.7%
Contractual services	51,670	499,890	585,000	85,110	14.5%
Materials sales rebate	2,733	14,277	26,250	11,973	45.6%
<b>Total Expenses</b>	<u>55,199</u>	<u>523,753</u>	<u>624,740</u>	<u>100,987</u>	<u>16.2%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (1,592)</u>	<u>\$ (6,114)</u>	<u>\$ (1,740)</u>	<u>\$ (4,374)</u>	

**Central Virginia Waste Management Authority  
Statement of Revenues and Expenses – Budget and Actual  
July 2009 – April 2010**

**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	\$ 317,083	\$ 3,084,160	\$ 3,670,000	\$ (585,840)	-16.0%
Customer Service Assessment	2,223	22,277	28,500	(6,223)	-21.8%
Contract Admin Costs	210	1,090	3,000	(1,910)	-63.7%
Interest on Investments	792	4,409	31,000	(26,591)	-85.8%
<b>Total Revenues</b>	<u>320,308</u>	<u>3,111,936</u>	<u>3,732,500</u>	<u>(620,564)</u>	<u>-16.6%</u>
<b>Expenses:</b>					
Personnel services	2,386	24,038	29,185	5,147	17.6%
Fringe benefits	631	6,475	7,920	1,445	18.2%
Professional services	312	7,950	6,840	(1,110)	-16.2%
Repairs and maintenance	84	482	660	178	27.0%
Advertising and promotions	30	235	3,000	2,765	92.2%
Materials and supplies	102	875	1,290	415	32.2%
Other services and charges	424	4,381	5,255	874	16.6%
Leases	16	3,743	4,450	707	15.9%
Depreciation	211	2,118	3,400	1,282	37.7%
Contractual Services	317,083	3,084,160	3,670,000	585,840	16.0%
<b>Total Expenses</b>	<u>321,279</u>	<u>3,134,457</u>	<u>3,732,000</u>	<u>597,543</u>	<u>16.0%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>	<u>\$ (971)</u>	<u>\$ (22,521)</u>	<u>\$ 500</u>	<u>\$ (23,021)</u>	
<b>Capital Outlay:</b>					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 1,500	\$ 1,500	
Office equipment	\$ -	\$ -	\$ -	\$ -	
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses – Budget and Actual**  
**July 2009 – April 2010**

**Other Special Projects**

	<u>Month to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>% Budget</u> <u>Remaining</u>
<i>Revenues:</i>					
Project Service Fees	\$ 259,284	\$ 2,302,810	\$ 3,825,000	\$ (1,522,190)	-39.8%
Materials Sales Rebate	8,864	195,007	117,000	78,007	66.7%
Interest on Investments	278	1,969	15,700	(13,731)	-87.5%
	<u>268,426</u>	<u>2,499,786</u>	<u>3,957,700</u>	<u>(1,457,914)</u>	<u>-36.8%</u>
<i>Total Revenues</i>					
<i>Expenses:</i>					
Personnel services	450	3,300	3,900	600	15.4%
Fringe benefits	34	252	325	73	22.5%
Professional services	104	6,657	5,800	(857)	-14.8%
Repairs and maintenance	86	496	675	179	26.5%
Advertising and promotions	266	1,575	2,500	925	37.0%
Materials and supplies	59	506	960	454	47.3%
Other services and charges	77	767	1,075	308	28.7%
Contractual services	260,488	2,303,499	3,825,000	1,521,501	39.8%
Materials sales rebate	9,464	194,879	117,000	(77,879)	-66.6%
	<u>271,028</u>	<u>2,511,931</u>	<u>3,957,235</u>	<u>1,445,304</u>	<u>36.5%</u>
<i>Total Expenses</i>					
<i>Transfers In (Out)</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<i>Totals</i>	<u>\$ (2,602)</u>	<u>\$ (12,145)</u>	<u>\$ 465</u>	<u>\$ (12,610)</u>	

**CONSIDERATION OF RESOLUTION 10-15: APPROPRIATING SPONSORSHIP FUNDS FOR LITTER SUMMIT, 2010 CURBSIDE COLLECTION SCHEDULE AND *RECYCLING NIGHT AT THE DIAMOND***

The CVWMA received sponsorship funds of \$2,300 from Altria Client Services, Inc. and \$500 from Tidewater Fiber Corporation for the litter summit the CVWMA coordinated in October 2009. In addition, Dominion sponsored the 2010 curbside collection schedule in the amount of \$10,000, and Tidewater Fiber Corporation donated \$1,000 to sponsor the suite for *Recycling Night at the Diamond*.

**Resolution 10-15**, attached for consideration, will appropriate the funds in the General Fund for the litter summit sponsorship and the funds in the Curbside Project Fund for the curbside collection schedule and the *Recycling Night at the Diamond* sponsorships. .

**Recommended Action:**

Approval of **Resolution 10-15**

Attachments.

# RESOLUTION 10-15

A resolution to amend the CVWMA General Operating Fund Budget and the Curbside Project Fund Budget for the fiscal year beginning July 1, 2009, and ending on June 30, 2010, so as to appropriate funds donated for the litter summit, 2010 curbside collection schedule and *Recycling Night at the Diamond*.

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

1. That the budgets designated as the CVWMA General Operating Fund, and the Curbside Project Fund 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>			
Sponsorships and Grants Revenue	0	2,800	2,800
Special Project Support Expense	500	2,800	3,300
<b>Net Appropriation General Fund</b>		-	
<b>CURBSIDE PROJECT FUND</b>			
Sponsorships and Grants Revenue	0	11,000	11,000
Promotion and Education Expense	77,000	1,000	78,000
Promotional Printing Expense	50,000	10,000	60,000
<b>Net Appropriation Curbside Fund</b>		-	

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

**Adopted this 21<sup>st</sup> day of May, 2010**

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

**CONSIDERATION OF RESOLUTION 10-16: AMENDING THE 2010 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 year. Each line-item has been compared to budget and necessary transfers in excess of \$1,000 in the 2010 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 in the Drop-off Fund or the Other Special Project Funds.

**Computer Support** - A transfer of \$7,000 each in the General and Curbside Fund Budgets and \$2,650 in the MSW Fund Budget is requested in the computer support line item. The CVWMA's computer network system is now being hosted remotely. This eliminates the need for the purchase of a new computer server (~\$12,000-\$15,000 in capital), software upgrades, licenses and eventually new desktops. Although, there is more cost in the computer line item of the budget, savings has been and will further be realized in depreciation, office supplies and potentially telephone and lease costs in the future. The server can be accessed from the internet, so employees can work from home or any location if needed. Further, this new technology will reduce the amount of waste and energy the Authority generates from buying new and running hardware, thus fits in with the philosophy of waste reduction.

**General Operating Fund**

**Regular Salaries and Wages** – A transfer of \$1420 is requested in the Regular Salaries and Wages line item. This transfer is needed due to the difference in accrued salaries in June 2009 and June 2010 which amounted to one extra day of expense in this fiscal year.

**Legal Services** – A transfer of \$1650 will be needed for Legal Services to cover invoices received later in the year for services rendered in the 2009 fiscal year which made this line item understated last year.

The transfers requested in all funds will come from excess funds budgeted in other line items in each of these funds which will cover the amounts needed.

**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 10-16**, attached for consideration, will amend the General Operating Fund, the Curbside Project Fund and the Municipal Solid Waste Fund Budgets to include the transfers.

**Recommended Action:** Approval of **Resolution 10-16**

Attachments

# RESOLUTION 10-16

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:**

1. That the budgets designated as the CVWMA General Operating Fund 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>			
Computer Support	\$ 4,000	\$ 7,000	\$ 11,000
Regular Salaries and Wages	300,500	1,420	301,920
Legal Services	7,750	1,650	9,400
Depreciation	22,200	(3,000)	19,200
Promotional Printing	4,000	(2,600)	1,400
Other/Miscellaneous	3,000	(1,500)	1,500
Audit Fees	8,750	( 300)	8,450
Conference –Staff Development	4,000	( 920)	3,080
Recruitment	500	( 500)	0
VRS Life Insurance	2,450	( 550)	1,900
Office Space Lease	30,250	( 700)	29,550
<b>Net Appropriation General Fund</b>		-	
<b>CURBSIDE PROJECT FUND</b>			
Computer Support	\$ 1,590	\$ 7,000	\$ 8,590
Depreciation	10,000	(4,200)	5,800
Special Projects Support	5,000	(1,000)	4,000
Office Space Lease	27,250	( 750)	26,500
Other Fringe Benefits	1,000	( 550)	450
Temporary Help Fees	500	( 500)	0
<b>Net Appropriation Curbside Fund</b>		-	
<b>MUNICIPAL SOLID WASTE PROJECT FUND</b>			
Computer Support	\$ 1,110	\$ 2,650	\$ 3,760
Depreciation	3,400	( 850)	2,550
Special Project Support	860	( 860)	0
Promotional Printing	3,000	( 940)	2,060
<b>Net Appropriation MSW Fund</b>		-	

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

**Adopted this 21<sup>th</sup> day of May, 2010**

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