



CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA  
MAY 17, 2013  
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 19, 2013	3 - 12
3.	Chairman's Report	
	Resolution of Appreciation for John Bragg	13
	Resolution of Appreciation for Phil Elliott	14
4.	Nominating Committee Report	

**STAFF AGENDA**

<b>ITEM NO.</b>		
5.	Consideration of <b>Resolution 13-15</b> : Amending the 2013 Curbside Project Fund Budget	16 - 17
6.	Consideration of <b>Resolution 13-16</b> : Reaffirming the Adoption of the Pay and Classification Plan for Fiscal Year 2013-2014	18 - 19
7.	Curbside Recycling Program	
8.	Municipal Solid Waste (MSW) Program	
9.	Operations and Program Statistics	
10.	Technical Advisory Committee	
11.	Public Information	



12. Financial Reports for April 2013

20 - 26

13. Administrative

Upcoming Meetings

Technical Advisory Committee (TAC) Meeting.....	June 6	9 a.m.
Executive Committee .....	June 10	2 p.m.
Board of Directors (Richmond) .....	June 21	9 a.m.

**OLD/NEW BUSINESS**

**ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF APRIL 19, 2013**

Minutes of the April 19, 2013 CVWMA Board of Directors' meeting are attached for review and consideration.

**Recommended Action:** Approve minutes.

Attachments

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
APRIL 19, 2013  
MINUTES  
CRATER PLANNING DISTRICT COMMISSION  
PETERSBURG, VIRGINIA**

**MEMBERS/ALTERNATES PRESENT**

**Voting:**

Steve Chidsey (M-Hanover), Chair  
Robert C. Whiteman (M-Henrico), Director  
Mark Kukoski (M-Richmond), Immediate Past Chair  
Lee Sloppy (M-Ashland)  
Marcia R. Phillips (M-Chesterfield)  
Wayne Hazzard (M-Hanover)  
J. Allen Lane (M-Henrico)  
Marcia E. Kelley (M-Henrico)  
Phillip E. Elliott (M-Hopewell)  
James H. Burrell (M-New Kent)  
Steven Hicks (M-Petersburg)

**Non-Voting:**

Charles E. Dane (A-Chesterfield)  
Jon Clary (A-Henrico)

**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

**MEMBERS/ALTERNATES NOT PRESENT**

Matthew D. Benka (M-Richmond), Vice Chairman  
Robert C. Key (M-Chesterfield), Treasurer  
Leigh Dunn (M-Goochland), Secretary  
Jennifer Schontag (A-Ashland)  
John T. Bragg (M-Charles City)  
Dr. Sheryl D. Bailey (A-Chesterfield)  
Robert L. Dunn (M-Chesterfield)  
Jeff Howard (A-Chesterfield)  
Tom Mattis (M-Colonial Heights)  
William E. Henley (A-Colonial Heights)  
David Lloyd (A-Goochland)  
Chip England (A-Hanover)  
Michael Flagg (A-Hanover)  
William I. Mawyer, Jr. (A-Henrico)  
Arthur D. Petrini (A-Henrico)  
David Fratarcangelo (A-Hopewell)  
David Bednarczyk (A-New Kent)  
William Riggleman (A-Petersburg)  
Elliot Danburg (M-Powhatan)  
Christopher Rapp (A-Powhatan)  
Bill Hamby, Jr. (M-Prince George)  
Rod M. Compton (A-Prince George)  
James A. Jackson (M-Richmond)

**Guest**

Larry B. Boyd, Administrative Project Analyst for  
City of Richmond  
Tad Phillips, General Manager for  
Tidewater Fibre Corporation

With a quorum in attendance Chairman S. Chidsey (M-Hanover) called the meeting to order at 9:00 a.m.

## **CHAIRMAN'S AGENDA**

Chairman Chidsey asked for a moment of silence for family and friends affected by this week's tragedy at the Boston Marathon.

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

Chairman Chidsey acknowledged and introduced Mr. Tad Phillips, new General Manager for Tidewater Fibre Corporation. Chairman Chidsey then opened the floor to receive public comment. With no requests from the public to address the Board, Chairman Chidsey closed the public comment period.

### **Item No. 2: Minutes of the Regular Meeting of March 15, 2013**

A motion was made by Mr. W. Hazzard (M-Hanover), seconded by Mr. R. C. Whiteman (M-Henrico), and carried that the minutes of the March 15, 2013, Central Virginia Waste Management Authority (CVWMA) Board of Directors' meeting be approved as submitted.

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

#### ***Resolution of Appreciation for Nannie B. Downey***

Chairman Chidsey presented the Resolution of Appreciation for Mrs. Nannie B. Downey. He asked Mrs. K. A. Hynes, Executive Director, to read the resolution.

A motion was made by Mr. W. Hazzard (M-Hanover), seconded by Mr. J. H. Burrell (M-New Kent), and carried to approve the Resolution of Appreciation for Nannie B. Downey and include it in the minutes of the April 19, 2013 meeting.

Mrs. Downey expressed thanks to the CVWMA Board for their recognition. She asserted that she enjoyed the experience and will miss seeing everyone. She jokingly commented that she will not miss the drive up and down I-95 every day.

Mrs. Hynes commented that Mrs. Downey, a resident of Colonial Heights, has a good trek to the office every day and that the Authority appreciates all of her efforts and everything she has done for CVWMA for the last six years. She added that the Authority has made another good friend and is sorry to lose Mrs. Downey but certainly wish her the best of luck in her retirement and hopes she will stop by for lunch once in a while.

Mrs. Hynes invited everyone to enjoy cake during the meeting and provide thanks and best wishes to Mrs. Downey following the meeting.

### ***Appointment of the Nominating Committee***

Mr. M. Kukoski (M-Richmond) informed the Board that he, Mr. M. D. Benka (M-Richmond), and Mrs. M. R. Phillips (M-Chesterfield) will serve on the Nominating Committee.

Chairman Chidsey thanked Mr. Kukoski for his willingness to serve in that capacity adding that the Board looks forward to the committee's nomination.

Mrs. Hynes reminded the Board of the process for election. She asserted that the Nominating Committee will present the slate of officers for the 2013-14 fiscal year, at the May 17 Board of Directors' meeting. 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 2013***

Mrs. N. B. Downey, Director of Administration and Finance, presented the Treasurer's Report on behalf of Mr. R. C. Key (M-Chesterfield), CVWMA Treasurer. She began her report by directing the Board's attention to pages 12-18 of the agenda package, which displayed the Financial Reports for March and year to date as of March 31, 2013. She informed the Board that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of March 31, 2013. The CVWMA has a combined net income of about \$106,000 year-to-date.

Mrs. Downey informed the Board that CVWMA will be reviewing actual revenues and expenses year-to-date and projecting operations through the end of the fiscal year. Any necessary transfers will be presented to the Board at its May 17 meeting.

Chairman Chidsey then opened the floor for a motion to accept and file the Treasurer's Report for March 2013 as submitted. A motion was made by Mr. J. H. Burrell (M-New Kent), seconded by Mr. M. Kukoski (M-Richmond), and carried that the Treasurer's Report for March 2013 be approved, accepted, and filed as submitted.

### **STAFF AGENDA**

#### **Item No. 5: 2012 Recycling Rate Report**

Mr. R. D. Thompson, Operations Assistant, presented his report with a slide presentation reporting that the regulations for the development of the Solid Waste Management Plan require regions (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 30th for the previous calendar year that documents the recycling efforts of the area.

Continuing, Mr. Thompson reported 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 unit must have a population density less than 100 persons per square mile or an unemployment rate 50 percent greater than the statewide average to qualify for a 15 percent recycling rate.

Mr. Thompson reported that under the 2012 legislation, those with a population less than 100,000 are now only required to submit a report every 4 years. He went on to report that of the 48 recycling processors surveyed, 31 provided information; a 65 percent response rate.

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, MSW volume is calculated based on the most recent EPA estimate of 4.43 pounds per person per day of waste generated which is multiplied by the estimated population for the region.

Mr. Thompson's slide presentation also included information on the principal recyclable materials and tonnage collections in 2011 and 2012. He asserted that paper along with yard and wood waste represents 86 percent of the tonnage collected 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 52.9 percent. Using the formula for the adjusted recycling rate (which includes the credit tonnage), the rate adjusts to 57.4 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 57.4 percent.

Concluding, Mr. Thompson provided a comparison of the 2011 & 2012 totals and recycling rate.

Mr. W. Hazzard (M-Hanover) asked assuming these are goals, what would be the impact to the Authority if goals were not met. Mrs. Hynes reiterated from Mr. Thompson's report that 25 percent is mandated by the Commonwealth and that all Solid Waste Planning Units must have a solid waste plan in place which the Authority provides for the region. She added that if the recycling rate is not met, the locality or solid waste planning may have difficulty in obtaining or modifying a solid waste permit.

Mr. Hazzard then asked if there were any monetary penalties, or if it just slows down the process. Mrs. Hynes responded affirmatively, new permits or modifications would likely be denied by DEQ.

Mr. S. Hicks (M-Petersburg) asked about the reason for the decline in plastic from 2011 to 2012. Mr. Thompson responded that there was an error in the report submitted by Walmart last year which resulted in a miscalculation. He asserted that plastic is actually up this year as reported by TFC. Mrs. Hynes commented that overstated information from Walmart did not have a significant impact on the overall recycling rate.

Mrs. M. E. Kelley (M-Henrico) asked if recycling processors who do not submit a report are the same every year. Mr. Thompson responded affirmatively. He added that the major processors and those contracted with the Authority have always been responsive. Mrs. Kelly then asked what is done about processors who do not respond. Mrs. Hynes asserted that unfortunately there is no mandate for

recycling processors to report. She added that CVWMA contracts require its contractors to report and that Authority staff does its best to get the larger processors to respond.

Chairman Chidsey asked where food waste fits into the equation. Mr. Thompson responded over 8,000 tons of food waste was collected which would fall under the principal recycling category. Mr. Harris added that the number was so small that it was not listed as a separate category.

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

Mr. B. Harris directed the Board's attention to a PowerPoint presentation and reported that March was another good month for curbside collection. He noted that the tonnage total for the month was 2,962 tons; up 3.5 percent from last March with one less collection day. Mr. Harris went on to report that through nine months, collection is up 5.1 percent above the previous year. He added that collection is on pace for a record year and should end the year between 35,500 and 36,000 tons. Mr. Harris noted that the previous highest total was 34,600.

Proceeding, Mr. Harris reported that March was another good month for Tidewater Fibre Corporation with missed collection. He asserted that the company had 178 reported misses during the month. Mr. Harris noted that collection service was cancelled on March 6 due to inclement weather. Collection service was placed on a slide schedule which did not impact collection volumes or service.

Mr. Harris reported that 95-gallon cart sales are back down to more normal levels with over 200 carts sold during the month of March. He added that higher sales total reported on in previous months were attributed mostly to Chesterfield County's utility stuffer and the calendar. Mr. Harris went on to report that since the sale of carts in August of 2011, over 5,300 carts have been sold year-to-date. Mr. Harris stated that this number combined with the number of carts issued in Ashland and Colonial Heights, there are about 13,500 residents with carts; 5 percent of the total eligible households in the program.

Continuing, Mr. Harris reminded the Board on March 12, the City of Petersburg had its first curbside recycling collection. He asserted that since the start of the program in the City, collections total about 135 tons and of that 101 tons was recyclable and over 1/3 was residue. Mr. Harris included that tonnage by red week versus blue week shows that red week was higher in tonnage with consistent residue levels from week to week.

Concluding, Mr. Harris reported that the CVWMA Call Center received over 1,800 calls from Petersburg residents during March. He asserted that residents are now more informed about the program and that the call volume is leveling off.

Mr. R. C. Whiteman (M-Henrico), Director asked if the CFS containers with the yellow lid is for trash or recyclable materials. Mr. Harris responded that container with the yellow lid is for trash and that the green containers are for recyclables that should not be placed at the curb alongside the trash containers.

Mrs. Hynes commented that there is still work to be done to educate Petersburg residents about the curbside recycling program and that Authority staff will be working with CFS and City officials to try and resolve the contamination issue.

Mr. Whiteman asked if CFS has been performing to expectations. Mr. Harris responded that there are still few issues, to be resolved, but the contractor is performing under the terms of the contract.

Mr. M. Kukoski (M-Richmond) asked if there is any correlation in the increased rates and the containers. Mr. Harris responded that while the cart has a significant impact on increasing tonnage as is evidenced by the results in Colonial Heights, there are not enough carts in the system to attribute the total program tonnage increase for the year to the cart.

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

Mr. R. D. Thompson, Operations Technician, reported that Allied Waste finished the month of March with 72 misses; 70 in Hopewell and 2 in Ashland. Mr. Thompson went on to report that Container First Services (CFS) had a total of 291 misses; 243 in Petersburg and 48 in Colonial Heights.

Proceeding, Mr. Thompson reported that the month of March was the first full month of trash collection in Petersburg for CFS. He asserted that the transition from Allied Waste to CFS went well. He added that roll out trash and recycling carts were completed the last week of February. Mr. Thompson went on to report that on March 7 CFS began collecting trash in Petersburg. He noted that the first week of service went well and that there were few issues the following week with alternate and alley collections. Mr. Thompson added that there is some concern with the amount of bulk items being left at the curb and the number of recycling carts filled with trash and placed at the curb on trash collection day.

Concluding, Mr. Thompson reported that the City of Hopewell will have their community clean up week from April 20 through the 27. He added that during that time, additional containers and pulls will be placed at the convenience center.

Chairman Chidsey asked Mr. Thompson to provide the Board with information on the amount per cubic yard allotted in the contract. Mr. Thompson asserted that the Authority's contract with CFS allows Petersburg residents to place 10-yards of waste at the curb to be collected on their scheduled collection day. He noted that the previous contract only allowed for a pickup truck load.

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

Mr. Harris reported that Authority staff is working on the RFP for the MSW collection in the City of Hopewell and Town of Ashland. He asserted that the current contract expires on June 30, 2014. He asserted that the new proposed contract will be issued next week.

Proceeding, Mr. Harris reported a few changes in the Drop-off Program. He asserted that the Drop-off container was removed from Peabody Field on Dutch Avenue in Petersburg which was collecting more trash than recyclable materials. Mr. Harris noted that the move will not impact the program. Mr. Harris reiterated information reported on by Mr. J. Clary (A-Henrico) at the Board's March 15, 2013 meeting on the Springfield Road transfer station. He asserted that constructed will be a 18,600 square foot transfer station and placed on the site will be a second co-mix and paper bin. These bins will be placed in separate areas to facilitate utilization by the public.

Concluding, Mr. Harris provided the Board with information on upcoming eCycling events in combination with other events that will be held over the next two months. He concluded that this and other information can be found on the CVWMA website.

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

Mr. Harris reported that the TAC met on Thursday, April 11. Discussions during the meeting regarded the tonnage and set-out percentage increases in the curbside recycling program in Ashland and Colonial Heights and considerations for the renewal and procurement of curbside recycling services. Mr. Harris noted that the current contract expires June 30, 2016 and includes a seven year renewal option. He included that Authority staff was directed to ask Tidewater Fibre to present a renewal proposal with considerations that were identified by staff during the meeting. He informed the Board that this will be discussed at CVWMA's May and June TAC meetings. Mr. Harris added that representatives for TFC will be invited to attend to discuss their proposal and to answer questions.

Mr. Harris reported further discussions included an update on the Petersburg MSW and recycling collection, the 2012 Recycling Rate report, upcoming collection events, contacts for the Disaster Recovery Services contractors, and rate information for tire recycling.

Concluding, Mr. Harris reported that the next meeting is scheduled for Thursday, May 2.

## **Item No. 10: Earth Day**

Mrs. N. W. Drumheller, Public Information Coordinator, informed the Board CVWMA staff is working with member jurisdictions on celebrating Earth Day 2013. The City of Petersburg will hold its Earth Day event on Monday, April 22 and that on Saturday, April 13 Chesterfield County held its Environmental Fair where over 7,000 people attended. Mrs. Drumheller asserted that CVWMA staff participated in Chesterfield's event and that about 1,500 people visited the Authority's booth. Mrs. Drumheller added that she was fortunate to have volunteers from Alpha Kappa Alpha Sorority, Inc.'s Pi Rho Omega Chapter assist her during the event. She commented that it was rewarding to have the volunteers assist for six hours and that she took their names and numbers to contact for future events.

Proceeding, Mrs. Drumheller reported that on Thursday, April 18 the Authority held a tour of TFC's Material Recovery Facility (MRF). She asserted that participants included several members of the City of Richmond Clean City Commission, and invited were account representatives for local media who've worked with Authority. Mrs. Drumheller stated that account representatives were invited to attend to give them the opportunity to see the facility and discuss with Authority staff different campaign messages. Participants also included two representatives from the VA Department of Conservation and Recreation, Stormwater Management Section. Mrs. Drumheller informed the Board that another tour is scheduled for next Thursday, April 25 for elected officials of Powhatan County. Finally, she noted that the Authority has been running a nice variety of ads in local papers and online.

## **Item No. 11: Public Information**

### ***Promotion and Outreach***

Mrs. Drumheller shared with the Board, the result of the Authority's partnership with Richmond Flying Squirrels and WTVR CBS 6. She asserted that in 2012, an educational video on curbside recycling was created featuring Richmond's Flying Squirrels Mascot, Nutzy with a message that "Even a Flying Squirrel Recycles!" Mrs. Drumheller asserted that before the Richmond's Flying Squirrels 2013 season opening day, she posted the video on Authority's Twitter account and the

Squirrels Baseball forwarded the post to their over 10,000 followers. Mrs. Drumheller commented that Richmond's Flying Squirrels forward of the information to their followers is a huge return for a small investment made by the Authority. She added that the video was viewed on CVWMA's Facebook page by over 900 people.

Proceeding, Mrs. Drumheller directing the Board attention to a PowerPoint presentation reported that the Authority received over 100,000 visits to its website as of March 31, 2013. She asserted that visits during the previous fiscal year were about the same. Mrs. Drumheller went on to report that CVWMA continues to see a strong online presence wanting information. She added that in addition, she continues to hear directly from the public especially those under 40 years of age that CVWMA add more customer enhancements to the website. Mrs. Drumheller went on to report that online customers are asking to enter requests online rather than their calling in missed collections, extra container stickers, collection schedules, etc. She noted that the Authority is taking steps in responding to the public suggestion to enhance outreach efforts. Mrs. Drumheller noted that staff plans to talk about additional website enhancements at the upcoming curbside Education Advisory Committee meeting in May.

Moving on, Mrs. Drumheller reported that one-third of the total calls to the CVWMA Call Center for the month were from Petersburg residents. Mrs. Drumheller commented that in some cases Authority Call Center representatives have spent up to 30-minutes with one caller providing recycling information.

### ***Education Award***

Mrs. Drumheller reported that CVWMA staff has been working closely with representative of Virginia Commonwealth University (VCU), Environmental Studies Program and The Rice Center. She added that this past year Authority staff had been working together on a Carbon Awareness Program which is partially funded through a Dominion Foundation grant. Mrs. Drumheller went on to report that CVWMA helped developed the carbon and recycling educational component for the workshop and Pam Cooper, Chesterfield County provided an educational mobile unit. She added that this partnership program involves high school science teachers from Chesterfield, Henrico, Powhatan, Charles City and Prince George counties and the City of Richmond.

Proceeding, Mrs. Drumheller reported that Authority staff along with VCU's Environmental Studies submitted the Carbon Awareness Workshop for one of VCU's Currents of Change Awards. She added that The VCU Division of Community Engagement gives out four "Currents of Change Awards" for projects that involve the community annually. Mrs. Drumheller then announced that the Carbon Awareness Workshop has been selected to receive the 2013 Service Award. She stated that the award ceremony will take place in early May. Mrs. Drumheller noted that there was no additional cost to the CVWMA other than staff time for its part in the partnership with VCU.

### ***Curbside Education Advisory Committee***

Concluding, Mrs. Drumheller informed the Board that the Curbside Education Advisory Committee will meet on Monday, May 6, 2013 at 1 p.m. Staff will recap Public Relations and Marketing for this fiscal year as well as discuss initiatives for the next fiscal year. Mrs. Drumheller invited anyone interested to attend.

## **Item No.12: Administrative**

Mrs. Hynes reported that efforts are still being made on Mrs. Downey's replacement and that she continues to review the pool of applicants for a qualified candidate. She added that until then, she has knowledge of the accounting system and that the Authority has a part-time accounting person who is willing to step in if necessary.

Mrs. Hynes reported that she will be attending the Virginia Recycling Association Conference in Virginia Beach on May 7 and 8. She went on to reiterate information reported on by Mrs. Drumheller, that the Curbside Education Advisory Committee will meet on Monday, May 6. Mrs. Hynes invited representatives of jurisdictions that participate in the curbside recycling program to attend to hear information on what the Authority does in the area of public education for the curbside recycling program.

Continuing, Mrs. Hynes informed the Board that Chairman Chidsey over the years has been actively involved in community events and that most recently he participated in Ashland's Bandstand: Raise the Roof at Randolph-Macon College. She then turned the floor over to Mr. R. C. Whiteman (M-Henrico) who attended the event.

Mr. Whiteman commented that he was impressed with the entire event. He added that over 400 area residents participated in the event and that at the Executive Committee's April 8 meeting, Authority staff and committee members presented Mr. Chidsey with a special Oscar award.

Chairman Chidsey commented that his participation in the event was a great experience that brought the community together. Mrs. Hynes informed the Board that after adjournment of the meeting, staff will share the video of Chairman Chidsey's performance for interested Board members.

## **Old/New Business**

Chairman Chidsey 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 Chidsey opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:38 a.m. The motion was made by Mr. M. Kukoski (M-Richmond), seconded by Mrs. M. R. Phillips (M-Chesterfield), and carried that the April 19, 2013 Board of Directors' meeting be adjourned.



## **CERTIFICATE**

I, Stephen E. Chidsey, Chairman of the CVWMA certify that the foregoing minutes are true and correct copy of the minutes of the April 19, 2013, 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 17, 2013. Given under my hand and seal of the CVWMA this 17<sup>th</sup> day of May 2013.

---

**Stephen E. Chidsey, Chairman**

# Resolution of Appreciation

Presented to

***JOHN T. BRAGG***

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

**WHEREAS**, John T. Bragg has served as a member on the Central Virginia Waste Management Authority Board of Directors since June 2012 and as an alternate from November 1997 to May 2012 representing the County of Charles City; and

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

**WHEREAS**, Mr. Bragg has promoted regional cooperation by supporting Authority programs in the County of Charles City; and

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

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

**BE IT RESOLVED** that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends John T. Bragg 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 17<sup>th</sup> day of May 2013

Attest: \_\_\_\_\_

**Stephen E. Chidsey,**  
**Chairman of the Board**

# Resolution of Appreciation

Presented to

***PHILLIP E. ELLIOTT***

UPON COMPLETION OF HIS SERVICE AS MEMBER OF THE

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS

**WHEREAS**, Phillip E. Elliott has served on the Central Virginia Waste Management Authority Board of Directors representing the City of Hopewell since August 2000; and served on the Executive Committee from August 2002 to June 2007 (as Treasurer from August 2002 to June 2004); and

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

**WHEREAS**, Mr. Elliott has promoted regional cooperation by supporting Authority programs in the City of Hopewell; and

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

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

**BE IT RESOLVED** that the Board of Directors of the Central Virginia Waste Management Authority recognizes, thanks and commends Phillip E. Elliott 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 17<sup>th</sup> day of May 2013

Attest: \_\_\_\_\_

**Stephen E. Chidsey,**  
**Chairman of the Board**



**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 2013-2014:

Chairman	Stephen E. Chidsey (County of Hanover)
Vice-Chairman	Matthew D. Benka (City of Richmond)
Secretary	Recommendation Pending
Treasurer	Robert C. Key (County of Chesterfield)
Director	Robert C. Whiteman (County of Henrico)

The elections will be held at the June 21, 2013 Board of Directors' meeting, at which time, any Board member may make additional nominations.

The term of elected officers will begin July 1, 2013.

The Nominating Committee:  
Mr. M. Kukoski (M-Richmond), Chair  
Mr. M. Benka (M-Richmond)  
Mrs. M. R. Phillips (M-Chesterfield)

**CONSIDERATION OF RESOLUTION 13-15: AMENDING THE 2013 CURBSIDE PROJECT FUND BUDGET**

The CVWMA staff has reviewed revenues and expenses by line item and made projections through the end of the fiscal year. Each line item was compared to budget to identify any necessary transfers in excess of \$1,000 in the 2013 budget. There are no transfers in excess of \$1,000 necessary in any of the funds.

However, it is necessary to appropriate the funds for the public education and customer service assessments and corresponding expenditures in the Curbside Project Fund for the addition of the City of Petersburg to curbside recycling effective March 1, 2013. The public education assessment was used predominantly for printed materials to educate residents about recycling and the new program. The customer service assessment was used to upgrade the computer application to accommodate phone calls for service and inquiries for the recycling program.

**Resolution 13-15**, attached for consideration, will amend the 2012-2013 Curbside Project Fund Budget to appropriate monies received under the new service agreement with the City of Petersburg for public education and customer service.

**Recommended Action:**

Approval of **Resolution 13-15**

Attachment

# RESOLUTION 13-15

A resolution to amend the CVWMA Curbside Project Fund for the fiscal year beginning July 1, 2012, and ending on June 30, 2013, so as to appropriate funds for public education and customer service for the new curbside side recycling program in the City of Petersburg effective March 1, 2013.

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

1. That the budget designated as the CVWMA Curbside Project Fund Budget for the fiscal year beginning July 1, 2012, and ending on June 30, 2013, is hereby amended as follows:

<u>Account</u>	<u>2012-2013 Approved Budget</u>	<u>Amendment</u>	<u>2012-2013 Revised Budget</u>
<b>CURBSIDE PROJECT FUND</b>			
<i>Revenue:</i>			
Public Relations Assessment	\$ 189,000	\$ 2,730	\$ 191,730
Customer Service Assessment	98,000	2,860	200,860
<i>Expenses:</i>			
Promotional Printing	25,000	2,730	27,730
Computer Support	12,310	2,860	15,170
<b>Net Appropriation Curbside Fund</b>			

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

**Adopted this 17<sup>th</sup> day of May 2013**

Attest: \_\_\_\_\_  
**Stephen E. Chidsey, Chairman**

**CONSIDERATION OF RESOLUTION 13-16: REAFFIRMING AND ADOPTING THE PAY AND CLASSIFICATION PLAN FOR FISCAL YEAR 2013-2014**

The CVWMA Board approved the 2013-2014 Operating Budget presented by staff at the regular meeting on December 14, 2012. As the CVWMA budget is adopted well in advance of the fiscal year, it was deemed prudent to review the budget in May to ensure sufficient funds to allow for a 1% increase for staff. The increase would help employees cover increased health insurance costs as well as taxes that were increased by the federal government effective January 1, 2013.

Staff has reviewed the upcoming budget and current and anticipated levels of activity. Revenue from the sale of 96 gallon carts and from the paper rebate in the drop off program were budgeted conservatively and are expected to exceed budget. In addition, CVWMA will realize further savings in computer support with upgraded technology and machines.

Therefore, the 1% wage increase budgeted for fiscal year 2013-2014 is deemed sustainable. **Resolution 13-16**, attached for consideration, will reaffirm and adopt the Pay and Classification Plan for the fiscal year 2013-2014 as presented and approved in December 2012.

**Recommended Action:**

Approval of **Resolution 13-16**

Attachment

# RESOLUTION 13-16

A resolution reaffirming and adopting the Pay and Classification Plan for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

## THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY RESOLVES:

1. That the Pay and Classification Plan for the fiscal year beginning July 1, 2013, and ending June 30, 2014, included as part of the 2013-2014 Operating Budget approved by the Board of Directors at the regular meeting on December 14, 2012, is hereby affirmed by the CVWMA Board of Directors. The CVWMA Executive Director is hereby authorized to make disbursements in accordance with the 2013-14 approved Pay and Classification Plan, and
2. That the Pay and Classification Plan includes an open range pay scale consisting of thirty two grades, and
3. That the Pay and Classification Plan reflects a 1% salary increase for all employees, and
4. That Section 10; Appendix A of the Authority's *Personnel Policies, Benefits and Procedures Manual* includes the pay scale and grading system for 2013-14, and
5. That this resolution shall be in full force and effect on and after the first day of July 2013, and shall constitute the Pay and Classification Plan for the fiscal year commencing on that date.

**Adopted this 17<sup>th</sup> day of May 2013**

Attest: \_\_\_\_\_  
**Stephen E. Chidsey, Chairman**

**FINANCIAL REPORTS FOR APRIL 2013**

The financial reports for April 2013 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 \$72,000 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 April 2013 Financial Reports

Attachments.

**Central Virginia Waste Management Authority**  
**Summary Statement of Actual Revenues and Expenses By Fund**  
**July 2012 through April 2013**

---

**Summary - All Funds**

	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>Transfers In (Out)</u>	<u>Totals</u>
General Operating Fund	\$ 534,117	\$ 463,202	\$ -	\$ 70,915
Curbside Project Fund	5,378,498	5,388,370	-	(9,872)
Drop-Off Project Fund	625,262	600,624	-	24,638
Municipal Solid Waste Fund	3,036,118	3,044,028	-	(7,910)
CFC/HCFC	13,213	13,267	-	(54)
Special Waste Collections	136,490	136,744	-	(254)
Waste Tire Fund	43,654	43,747	-	(93)
Appliance and Scrap Metal Hauling	105,200	105,877	-	(677)
Other Projects	18,581	18,581	-	-
Yard Waste Projects	385,699	386,542	-	(843)
Waste Transfer & Disposal	<u>1,608,268</u>	<u>1,612,343</u>	<u>-</u>	<u>(4,075)</u>
<b><i>Totals</i></b>	<b><u>\$ 11,885,100</u></b>	<b><u>\$ 11,813,325</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 71,775</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	\$ 4,220	\$ 4,220	\$ 10,000	\$ 5,780
Office equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ -</u>
<b><i>Total Capital Outlay</i></b>	<b><u>\$ 4,220</u></b>	<b><u>\$ 4,220</u></b>	<b><u>\$ 10,000</u></b>	<b><u>\$ 5,780</u></b>

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses - Budget and Actual**  
**July 2012 through April 2013**

**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	\$ -	\$ 533,205	\$ 533,205	\$ -	0.0%
Miscellaneous/Other	-	544	500	44	8.8%
Interest on Investments	10	368	7,580	(7,212)	-95.1%
Sponsorships and Grants	-	-	-	-	0.0%
	<u>10</u>	<u>534,117</u>	<u>541,285</u>	<u>(7,168)</u>	<u>-1.3%</u>
<b>Expenses:</b>					
Personnel services	29,882	296,872	361,150	64,278	17.8%
Fringe benefits	8,179	86,855	96,830	9,975	10.3%
Professional services	692	24,904	29,510	4,606	15.6%
Repairs and maintenance	172	2,128	2,700	572	21.2%
Advertising and promotions	100	1,691	1,250	(441)	-35.3%
Materials and supplies	451	4,887	5,375	488	9.1%
Other services and charges	824	10,125	14,260	4,135	29.0%
Leases	2,978	31,399	38,115	6,716	17.6%
Depreciation	348	4,341	6,125	1,784	29.1%
	<u>43,626</u>	<u>463,202</u>	<u>555,315</u>	<u>92,113</u>	<u>16.6%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>14,030</u>	<u>(14,030)</u>	
<b>Totals</b>	<u>\$ (43,616)</u>	<u>\$ 70,915</u>	<u>\$ -</u>	<u>\$ 70,915</u>	
<b>Capital Outlay:</b>					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ 2,110	\$ 3,500	\$ 1,390	
Office equipment	-	-	-	-	
Vehicular equipment	-	-	-	-	
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 2,110</u>	<u>\$ 3,500</u>	<u>\$ 1,390</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses - Budget and Actual**  
**July 2012 through April 2013**

**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	\$ 503,797	\$ 4,862,670	\$ 5,760,000	\$ (897,330)	-15.6%
Public Relations Assessment	16,493	160,911	189,000	(28,089)	-14.9%
Customer Service Assessment	17,291	167,871	198,000	(30,129)	-15.2%
96-gal Cart Revenue	11,210	175,905	93,600	82,305	87.9%
Contract Admin Costs	-	-	500	(500)	-100.0%
Sponsorships and Grants	-	10,000	10,000	-	0.0%
Interest on Investments	40	1,141	8,460	(7,319)	-86.5%
	<u>548,831</u>	<u>5,378,498</u>	<u>6,259,560</u>	<u>(881,062)</u>	<u>-14.1%</u>
<b>Total Revenues</b>					
<b>Expenses:</b>					
Personnel services	14,597	145,837	176,005	30,168	17.1%
Fringe benefits	4,307	43,053	52,025	8,972	17.2%
Professional services	891	25,225	24,685	(540)	-2.2%
Repairs and maintenance	175	3,060	2,160	(900)	-41.7%
Advertising and promotions	4,121	63,065	62,000	(1,065)	-1.7%
Materials and supplies	315	3,982	3,575	(407)	-11.4%
Other services and charges	1,176	48,918	63,175	14,257	22.6%
Leases	2,279	22,354	26,825	4,471	16.7%
Depreciation	243	2,882	5,375	2,493	46.4%
Contractual services	503,797	4,862,490	5,760,000	897,510	15.6%
96-gal Cart Expense	10,583	167,504	89,210	(78,294)	-87.8%
	<u>542,484</u>	<u>5,388,370</u>	<u>6,265,035</u>	<u>876,665</u>	<u>14.0%</u>
<b>Total Expenses</b>					
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>5,475</u>	<u>(5,475)</u>	
<b>Totals</b>	<u>\$ 6,347</u>	<u>\$ (9,872)</u>	<u>\$ -</u>	<u>\$ (9,872)</u>	
<b>Capital Outlay:</b>					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ 2,110	\$ 6,000	\$ 3,890	
Office equipment	-	-	-	-	
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 2,110</u>	<u>\$ 6,000</u>	<u>\$ 3,890</u>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses - Budget and Actual**  
**July 2012 through April 2013**

**Drop Off Project Fund**

	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total</b>		<b>% Budget</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Variance</u></b>	<b><u>Remaining</u></b>
<b>Revenues:</b>					
Project Service Fees	\$ 49,488	\$ 485,737	\$ 650,000	\$ (164,263)	-25.3%
Materials Sales Rebate	14,900	139,474	135,000	4,474	3.3%
Interest on Investments	<u>2</u>	<u>51</u>	<u>600</u>	<u>(549)</u>	<u>-91.5%</u>
<b>Total Revenues</b>	<u>64,390</u>	<u>625,262</u>	<u>785,600</u>	<u>(160,338)</u>	<u>-20.4%</u>
<b>Expenses:</b>					
Personnel services	498	5,070	6,115	1,045	17.1%
Fringe benefits	115	1,156	1,535	379	24.7%
Professional services	22	958	1,190	232	19.5%
Repairs and maintenance	8	85	115	30	26.1%
Advertising and promotions	-	858	250	(608)	-243.2%
Materials and supplies	5	101	80	(21)	-26.3%
Other services and charges	59	663	525	(138)	-26.3%
Leases	109	1,076	980	(96)	-9.8%
Contractual services	49,488	485,737	650,000	164,263	25.3%
Materials sales rebate	<u>11,193</u>	<u>104,920</u>	<u>101,250</u>	<u>(3,670)</u>	<u>-3.6%</u>
<b>Total Expenses</b>	<u>61,497</u>	<u>600,624</u>	<u>762,040</u>	<u>161,416</u>	<u>21.2%</u>
<b>Transfers In (Out)</b>	<u>-</u>	<u>-</u>	<u>(23,560)</u>	<u>23,560</u>	
<b>Totals</b>	<b><u>\$ 2,893</u></b>	<b><u>\$ 24,638</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 24,638</u></b>	

**Central Virginia Waste Management Authority**  
**Statement of Revenues and Expenses - Budget and Actual**  
**July 2012 through April 2013**

**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	\$ 270,629	\$ 3,011,162	\$ 3,900,000	\$ (888,838)	-22.8%
Customer Service Assessment	2,332	23,928	29,500	(5,572)	-18.9%
Contract Admin Costs	-	380	2,000	(1,620)	-81.0%
Interest on Investments	28	648	6,615	(5,967)	-90.2%
	<u>272,989</u>	<u>3,036,118</u>	<u>3,938,115</u>	<u>(901,997)</u>	<u>-22.9%</u>
<b>Total Revenues</b>					
<b>Expenses:</b>					
Personnel services	1,396	15,068	17,035	1,967	11.5%
Fringe benefits	462	4,704	5,075	371	7.3%
Professional services	87	5,272	6,565	1,293	19.7%
Repairs and maintenance	50	541	730	189	25.9%
Advertising and promotions	-	119	500	381	99.0%
Materials and supplies	75	758	885	127	14.4%
Other services and charges	217	2,668	3,255	587	18.0%
Leases	257	2,525	2,450	(75)	-3.1%
Depreciation	121	1,211	1,620	409	25.2%
Contractual Services	270,629	3,011,162	3,900,000	888,838	22.8%
	<u>273,294</u>	<u>3,044,028</u>	<u>3,938,115</u>	<u>894,087</u>	<u>22.7%</u>
<b>Total Expenses</b>					
<b>Transfers In (Out)</b>					
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Totals</b>					
	<u>\$ (305)</u>	<u>\$ (7,910)</u>	<u>\$ -</u>	<u>\$ (7,910)</u>	
<b>Capital Outlay:</b>					
	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	
Computer equipment	\$ -	\$ -	\$ 500	\$ 500	
Office equipment	\$ -	\$ -	\$ -	\$ -	
<b>Total Capital Outlay</b>	<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 through April 2013**

---

**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	\$ 227,796	\$ 2,132,970	\$ 2,855,000	\$ (722,030)	-25.3%
Materials Sales Rebate	14,473	177,839	425,000	(247,161)	-58.2%
Interest on Investments	10	296	4,005	(3,709)	-92.6%
	<u>242,279</u>	<u>2,311,105</u>	<u>3,284,005</u>	<u>(972,900)</u>	<u>-29.6%</u>
<i>Expenses:</i>					
Personnel services	39	423	490	67	13.7%
Fringe benefits	3	32	40	8	20.0%
Professional services	110	4,622	5,680	1,058	18.6%
Repairs and maintenance	43	545	620	75	12.1%
Materials and supplies	27	327	435	108	24.8%
Other services and charges	63	640	795	155	19.5%
Contractual services	228,081	2,134,028	3,180,000	1,045,972	32.9%
Materials sales rebate	13,899	176,484	100,000	(76,484)	-76.5%
	<u>242,265</u>	<u>2,317,101</u>	<u>3,288,060</u>	<u>970,959</u>	<u>29.5%</u>
<i>Transfers In (Out)</i>	<u>-</u>	<u>-</u>	<u>4,055</u>	<u>(4,055)</u>	
<i>Totals</i>	<u>\$ 14</u>	<u>\$ (5,996)</u>	<u>\$ -</u>	<u>\$ (5,996)</u>	