

AGENDA

ROANOKE VALLEY RESOURCE AUTHORITY
1020 HOLLINS ROAD, NE
ROANOKE, VA 24012
FEBRUARY 26, 2025
12:00 P.M.

I. OPENING CEREMONIES

- A. Call to Order
- B. Roll Call
- C. Welcome Guests
- D. Requests to Postpone Add to or Change the Order of Agenda Items

II. BUSINESS ITEMS

Action:

- A. RVRA Purchasing Policy

Information:

- B. Draft FY 2025-2026 Annual Budget and Reserve Funds

III. CONSENT AGENDA

Consent agenda items are routine and approved by a single resolution. If discussion is required, any item may be removed from the consent agenda and considered separately.

- A. Minutes of January 22, 2025

IV. REPORTS

- A. JANUARY FINANCIALS
 1. Statement of Cash Balances
 2. Statement of Operations
 3. Reconciliation of Net Income to Cash Provided by Operations for Month ending January 31, 2025 (Cash Basis)
 4. Summary of Reserve Funds
 5. Summary of Cash Reserve Funds Transferred from Roanoke Valley Regional Solid Waste Management Board
 6. Cumulative Statement of Operations
 7. VRA2021A Bond Issuance
- B. WASTE TONNAGE REPORT
- C. FY24-25 MONTHLY TRAILER REPORT
- D. RESIDENTIAL WASTE REPORT
- E. WOODWASTE REPORT
- F. RECYCLING REPORT
- G. HOUSEHOLD HAZARDOUS WASTE REPORT
- H. AIR SPACE REPORT
- I. PROJECT STATUS REPORT

- V. PUBLIC QUESTIONS OR COMMENTS RECEIVED**
- VI. CHIEF EXECUTIVE OFFICER REPORT**
- VII. BOARD MEMBER COMMENTS**
- VIII. CLOSED SESSION pursuant to the *Code of Virginia, 1950* as amended, as follows:**
 - Section 2.2-3711(A)(1) – Discussion of Personnel Matters regarding the performance evaluation of the Chief Executive Officer.
- IX. CLOSED MEETING CERTIFICATION**
- X. ADJOURNMENT**

BUSINESS - ACTION
ITEM# II.A

**AT A REGULAR MEETING OF THE ROANOKE VALLEY RESOURCE AUTHORITY
(RVRA); ROANOKE, VIRGINIA; HELD AT THE RVRA TINKER CREEK TRANSFER
STATION**

MEETING DATE: February 26, 2025

AGENDA ITEM: Consider approval of updated Purchasing Policy

SUBMITTED BY: Jonathan A. Lanford, Chief Executive Officer

RECOMMENDATION: Approve

SUMMARY OF INFORMATION:

RVRA staff, with tremendous support from Jim Guynn's office, have been working to update our Purchasing Policy. A draft version was presented and discussed at the January 22, 2025 meeting. A copy is attached. Please let me know if you have questions or need further information.

RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY

Adopted this <DATE> of <MONTH>, 2025
NO. <NUMBER>

A RESOLUTION adopting new procurement regulations pursuant to the Virginia Public Procurement Act in the form of a new Procurement Manual for the Roanoke Valley Resource Authority.

BE IT RESOLVED by the Roanoke Valley Resource Authority that:

1. The attached document entitled "Roanoke Valley Resource Authority, Procurement Manual," dated <DATE>, 2025, is hereby adopted as the procurement regulations of the Roanoke Valley Resource Authority to implement the Virginia Public Procurement Act pursuant to section 2.2-4302 of the Code of Virginia.
2. All prior resolutions or other actions of the Roanoke Valley Resource Authority addressing the subject of public procurement of goods, services, construction, and insurance from nongovernmental sources are hereby superseded and repealed.

ATTEST: _____
Lorie C. Bess
RVRA Board Secretary

ROANOKE VALLEY RESOURCE AUTHORITY

PROCUREMENT MANUAL

Approved via Resolution No. <NUMBER>,
adopted <DATE>, 2025

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ROANOKE VALLEY RESOURCE AUTHORITY

PROCUREMENT MANUAL

1. General Provisions.

1.1 Title. The regulations set forth below may be cited as the “Roanoke Valley Resource Authority Procurement Regulations.”

1.2 Definitions.

A. The following words and phrases have the following meanings ascribed to them unless the context clearly indicates that a different meaning is intended:

1. *Purchaser* means the Chief Executive Officer of the RVRA or an employee of the RVRA authorized by the Chief Executive Officer to procure and make purchases pursuant to these regulations.
2. “RVRA” means the Roanoke Valley Resource Authority.
4. “*Va. Code*” means the Code of Virginia when used to cite to provisions thereof.
5. “*VPPA*” means the Virginia Public Procurement Act, Va. Code §§ 2.2-4300 et seq.

B. Terms used in these regulations that are defined in the VPPA or Va. Code tit. 15.2, ch. 43.1 have the meanings ascribed to them in such statutes.

1.3 Applicability. These regulations apply to and govern all procurement by the RVRA from nongovernmental sources subject to the VPPA. Should there be a conflict between these regulations and the VPPA, the VPPA will govern.

1.4 Authority. The RVRA implements the VPPA by adopting these regulations pursuant to Va. Code § 2.2-4302. Pursuant to Va. Code §§ 2.2-4302 and 15.2-5113(E), the Chief Executive Officer is designated hereby to act on behalf of the RVRA in accordance with these regulations for all purposes that these regulations address, including, but not limited to, the signing of contracts with the effect of binding the RVRA thereby.

1.5 Procurement and Contract Forms. The RVRA, with the assistance of its general counsel, shall develop and, from time to time, modify contract and procurement forms and form language for the purpose of implementing these regulations.

1.6 RVRA Board—Approvals and Reporting. Except in the case of an emergency purchase, the Chief Executive Officer must obtain the RVRA Board’s approval for each contract for construction by whatever means procured and each contract for professional services by whatever means procured prior to signing that contract. The Chief Executive Officer shall

report any emergency purchase of construction or professional services to the RVRA Board at its next meeting.

2. General Procurement Policies.

2.1 Procurement Method Determination. For each purchase from a nongovernmental source, the purchaser must determine, in order:

1. Whether the requirement necessitates an emergency purchase;
2. If not, whether the requirement necessitates a sole source purchase;
3. If not, whether a cooperative contract will satisfy the requirement;
4. If not, whether the estimated contract value is \$10,000 or less;
5. If not, whether the estimated contract value is the amount specified in Va. Code § 2.2-4303(G) or less;
6. If so, whether unsealed bidding or unsealed request for proposals should be used; or
7. If not, whether competitive sealed bidding, competitive negotiation, or, for construction, design-build or construction management at-risk should be used.

2.2 Estimated Contract Value. The purchaser must determine the estimated or anticipated total value of the contract unless the purchase is an emergency. The estimated or anticipated total value of the contract includes all monetary and non-monetary considerations from all parties for the initial period of the contract, and includes all possible renewal periods. The expected trade-in value of equipment should not be considered when determining the anticipated value of a contract. When determining the estimated or anticipated total value of a contract, the purchaser must factor in all cost elements such as travel related expenses (e.g., travel, lodging, and meals) and direct bill expenses (e.g., copying costs, postage, shipping, and handling costs, and long-distance charges).

2.3 Contact with Contractors. Suppliers' and manufacturers' representatives are valuable sources of information and may be contacted when developing purchase requirements. Visits to contractors should be arranged in a manner that will assure a full, courteous, and mutually beneficial exchange of information. Such assistance must be considered normal sales effort and does not entitle a contractor to any preference. Commitments cannot be made which would lead a supplier to believe they will subsequently receive an order. Under no circumstances shall a bidder or offeror be permitted to evaluate or assist in evaluating competitors' bids or offers.

2.4 Solicitation of DSBSD-certified Contractors. The RVRA shall include businesses selected from the Virginia Department of Small Business and Supplier Diversity's directory

listing (<https://directory.sbsd.virginia.gov/#/directory>) pursuant to Va. Code § 2.2-4310(A) whenever the RVRA makes solicitations.

2.5 Price Reasonableness Determination. A written price reasonableness determination is required to determine if prices bid or offered are fair and reasonable when:

- (i) When competition is restricted or lacking;
- (ii) When the prices offered do not appear to be fair and reasonable;
- (iii) For sole source procurements;
- (iv) When a single response (quotation, bid, or offer) is received;
- (v) For contract changes and modifications; or
- (vi) For contract renewals.

The written determination of a fair and reasonable price requires that the price is acceptable to both the RVRA and the bidder or offeror, considering all circumstances. Circumstances include, but are not limited to, the degree of competition, market conditions, quality, location, inflation, value, technology and unique requirements of the RVRA. The written determination may be based on price analysis (i.e., comparison with prices previously paid, prices charged for functionally similar items, prices paid by other consumers, prices set forth in a public price list or commercial catalog, or state estimates) or through the analysis of price-to-unit variations, value analysis (i.e., make-or-buy study), or cost analysis. The purchaser should carefully research the good or service and determine in writing what is a fair and reasonable price. For example, if the good or service has been provided before, the purchaser should find out what price was previously paid and research and determine if another public body has purchased the same commodity. This will provide valuable pricing information that can be used in the course of negotiations and in determining price reasonableness. The written analysis must be supported by factual evidence in sufficient detail to demonstrate why the proposed price is deemed to be reasonable. If a determination is made that the prices offered are not fair and reasonable, then a decision has to be made whether to rebid seeking broader competition, revise specifications and rebid the requirement, or to negotiate, if authorized. A combination of these methods may be necessary. If it is a negotiated procurement, then the price should be negotiated to one that is fair and reasonable. The purchaser shall ensure that such written determination is attached to the applicable order or is otherwise made a part of the procurement file.

2.6 Public Posting.

2.6.1 Requirement. Whenever these regulations require or provide for an item or notice to be advertised, issued, posted, or published, the RVRA employee required to advertise, issue, post, or publish the item or notice shall do so by posting the item or notice on the RVRA's website. Examples of items and notices to which this requirement applies include, but are

not limited to, informal solicitations, invitations for bid, requests for proposals, requests for qualifications, notices of intent to award, and notices of award. The RVRA also may advertise the item or notice in a newspaper of general circulation in the geographic area in which its member jurisdictions are located or post the advertisement in the public area where invitations for bids and requests for proposals generally are posted, or both.

2.6.2 Documentation. Documentation to support the RVRA's compliance with the posting requirements must be contained in or attached electronically to the procurement file. It is not necessary to date-and-time stamp routine award notices or to file them when they are removed from posting; however, the RVRA must ensure that the posting requirement is met and be able to withstand a protest or challenge pertaining to compliance with the posting requirement. If a protest is anticipated, the notice of intent to award should be date-and-time stamped when it is posted and removed, and the notice of intent to award should be made part of the procurement file.

2.7 Cancellation of Solicitations. An invitation for bids, a request for proposals, any other solicitation, or any and all bids or proposals, may be canceled or rejected. When canceling a written solicitation, the purchaser must post a cancellation notice. The reason for cancellation shall be made a part of the procurement file. The RVRA shall not cancel or reject an invitation for bids, a request for proposals, or any other solicitation, bid, or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror. Those responsible for opening bids or proposals must be notified of the cancellation to prevent responses from being inadvertently opened. The purchaser must return sealed bids or proposals on canceled programs unopened if hard copy bids or proposals were received. If a procurement is canceled after receipt and opening of bids or proposals, original documents will remain a part of the procurement file. Bidders or offerors should be notified in writing that the procurement has been canceled and that duplicate proposals, if provided, will be destroyed unless the offeror requests their return.

2.8 Paper Responses. Invitations for bids, requests for proposals, requests for qualifications, and informal solicitations must provide an option for suppliers to respond electronically. If paper responses are accepted, an electronic date-and-time stamp machine should be used to establish receipt times. When paper responses are received, the responses must be date stamped and the time noted or stamped on the envelope showing the time of receipt. The receipt time deadline must strictly comply with the date and time stated in the solicitation. The purchaser shall be responsible for deciding when the receipt deadline has arrived. It is the responsibility of the bidder or offeror to have the bid or proposal at the specified location by the appointed time.

2.8.1 Sealed Bids. Sealed bids must be held unopened in a secure area until the date and time established for opening in the solicitation. They shall then be publicly opened, and only the following information is read aloud:

- A. Bidders' names;
- B. Unit prices or lot prices, as may be applicable;

- C. Discount terms offered, if discount terms are to be considered in making the award; and
- D. Brand names and model numbers, if requested by the attendees.

Questions on other bid contents should not be answered until after evaluation is complete and an award decision has been made.

2.8.2 Sealed Proposals. Sealed proposals must be held unopened in a secure area until after the solicitation close date and time. Public openings are not required by law for proposals submitted under competitive negotiation, but doing so avoids the appearance of impropriety. If a public opening of proposals is conducted, only the names of the firms submitting proposals shall be disclosed. Questions on the proposals of other offerors should not be answered until after evaluation and negotiations are complete and an award decision has been made.

2.8.3 Late Bids Proposals, or Other Responses. Bids, proposals, or qualification statements received after the date and time specified for receipt in the solicitation shall not be considered. For late sealed bids, proposals, or qualification statements, the envelope shall be date and time stamped, marked “late,” and retained unopened in the procurement file. Late unsealed bids or proposals in response to an informal solicitation will be marked “late” and placed in the procurement file.

2.9 Acceptable Signatures. The bid, proposal, or qualification statement and all addenda returned by the bidder or offeror must be signed. The bid, proposal, or qualification statement must be signed. The person signing the bid or proposal or submitting the bid, proposal, or qualification statement electronically must be a person authorized by the bidder or offeror to submit and sign the bid, proposal, or qualification statement. The person signing must include his or her title, and if requested, must verify his or her authority to bind the company to the contract. Failure to sign the face of the bid, proposal, or qualification statement in the space provided will result in rejection of the bid, proposal, or qualification statement unless the unsigned bid, proposal, or qualification statement is accompanied by other signed documents indicating the bidder’s or offeror’s intent to be bound.

2.10 Single Response to a Solicitation. There are occasions when only one bid or proposal is received for a solicitation, even though multiple sources are solicited. When considered to have a significant budgetary impact and competitive sources are known to exist, the purchaser should investigate to determine why other bidders or offerors did not respond and make a determination whether to award or to reject the bid or proposal and resolicit. If it is determined to make the award based on a single response, the buyer must make a written price reasonableness determination.

2.11 Amendment or Withdrawal prior to Submission Deadline. A bidder or offeror may amend or withdraw its bid or proposal if the purchaser receives such a request in a writing

signed by a person authorized to represent the bidder or offeror before the deadline for the submission of bids or proposals.

2.12 Waiver of Informalities. An informality is a minor defect or variation of a bid or proposal from the exact requirements of the invitation for bids, or the request for proposals, which does not affect the price, quality, quantity, or delivery schedule for the goods, services, or construction being procured. The purchaser may, in the purchaser's sole discretion, waive such an informality or permit the bidder or offeror to correct the defect or variation, whichever is in the best interests of the RVRA. Examples include the failure of a bidder or offeror to:

- A. Return the number of signed bids or proposals required by the solicitation;
- B. Sign the face of the bid or proposal in the space provided, but only if the unsigned bid or proposal is accompanied by other signed documents indicating the bidder's or offeror's intent to be bound.; or
- C. Acknowledge receipt of an addendum to the solicitation, but only if it is clear from the bid or proposal that the bidder or offeror received the addendum and intended to be bound by its terms, or the addendum involved had a negligible effect on price, quantity, quality, or delivery.

2.13 Contract Security.

2.13.1 Bid Bonds. A bid bond in the amount of five percent of the bid and meeting all requirements of Va. Code § 2.2-4336 is required for all non-transportation-related construction contracts in excess of the amount set forth in Va. Code § 2.2-4336, unless the contract is awarded as an emergency purchase. Nothing shall preclude the RVRA from requiring a bid bond for a non-transportation-related construction contracts with a value at or less than the amount set forth in Va. Code § 2.2-4336 or other contracts.

2.13.2 Performance and Payment Bonds. Both a performance bond and a payment bond, each in the sum of the contract amount and meeting all requirements of Va. Code § 2.2-4337, are required for all non-transportation-related construction contracts in excess of the amount set forth in Va. Code § 2.2-4337. Nothing shall preclude the RVRA from requiring a bid bond for a non-transportation-related construction contracts with a value at or less than the amount set forth in Va. Code § 2.2-4337 or other contracts.

2.13.3 Forms and Review. The Chief Executive Officer, with the assistance of the RVRA's general counsel, will develop and, from time to time, modify both forms for bid, performance, and payment bonds to be included with solicitations and procedures for reviewing submitted bonds. The purchaser shall ensure the solicitation requires the bidders and contractor to use the RVRA's forms for surety bonds.

2.13.4 Alternative Forms of Security. In lieu of a bid bond, a performance bond, or a payment bond, the RVRA may accept (i) a certified check, a cashier's check, or a cash escrow in

the face amount required for that bond or (ii) if approved by the RVRA's general counsel, a personal bond, a property bond, or a bank or savings institution's letter of credit on certain designated funds in the face amount required for that bond.

2.14 Responsibility Determination. In determining whether a bidder or offeror is responsible, a number of factors, including but not limited to the following, are considered. The bidder or offeror should:

- A. Be a regular dealer, supplier, or when required in the solicitation an authorized dealer of the goods or services offered;
- B. Have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;
- C. Have a satisfactory record of performance;
- D. Have a satisfactory record of integrity; and
- E. Have the necessary facilities, organization, experience, technical skills, and financial resources to fulfill the terms of the purchase order or contract

2.15 Responsiveness Determination. To be considered for an award, a bid must comply in all material respects with the invitation for bids. Responsiveness relates to compliance with the provisions of the solicitation, including specifications and terms and conditions. Failure to comply with the requirements set forth in the invitation for bids may result in a bid being declared nonresponsive, e.g., failure to sign a bid, failure to return the required bid documents, substitution of vendor's terms, deletion of terms and conditions stated in the invitation for bids, failure to offer a product or service that meets the requirements of the invitation for bids, and the like. A bidder who fails to provide prices for all categories of labor in the pricing schedule of a time and materials service contract is considered nonresponsive. This is true whether the price was left blank or the bidder entered a figure of \$0. To avoid inconsistent treatment of bidders the following statement should be included in the pricing schedule of such solicitations: "Any bidder who enters \$0 on a pricing blank or leaves it blank shall be considered nonresponsive." Bidders who provide multiple prices for goods and services where a single price was solicited are also nonresponsive. If a bid is found to be nonresponsive, the purchaser must prepare a written determination as to why the bid is nonresponsive and include it in the procurement file.

2.16 Multiple Awards. When the terms and conditions of multiple awards are so provided in the invitation for bids or request for proposals, awards may be made to more than one bidder or offeror. Unless otherwise specified in the solicitation, the RVRA may award a multiple line-item procurement in whole or in part or on an individual line-item basis. In determining whether to make separate line-item awards on a multiple line-item solicitation, consideration should be given to the administrative costs to the RVRA of processing individual purchase documents, and separate invoices and checks.

2.17 Public Access to Procurement Records.

- A. Procurement records are open to the public in accordance with the Virginia Freedom of Information Act, subject to the provisions of Va. Code § 2.2-4342.
- B. Unsealed bids and unsealed proposal records shall be open to the inspection of any citizen, or any interested person, firm or corporation in accordance with the Virginia Freedom of Information Act only after award of the contract.
- C. The RVRA, with the assistance of its general counsel, may develop forms to be used when bidders or offerors request that the RVRA protect portions of their bids or proposals as trade secrets or proprietary information. The classification of an entire bid or proposal document, a prequalification application, line-item prices, or total bid or proposal prices, or any of them, as proprietary or trade secrets is prohibited. If, after being given reasonable time, the bidder or offeror refuses to withdraw an entire classification designation, the bid will be considered nonresponsive or the proposal will be rejected.
- D. To protect the RVRA and its employees from possible claims for damages because of the improper release of information, the RVRA will not release any information that a bidder, offeror, or contractor has claimed to be a trade secret or proprietary information unless ordered to do so by a court of competent jurisdiction. If a party seeking information disagrees with the designation of the information as proprietary or a trade secret, upon concurrence of the RVRA's general counsel, the RVRA may advise the party seeking the information that the party will have to obtain a court order and request to be named as a defendant in the suit involving the bidder, offeror, or contractor which designated the information as proprietary as well as the RVRA.

3. Emergency Purchases.

3.1 General. An emergency is an occurrence of a serious and urgent nature that demands immediate action. Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements must be obtained using normal purchasing procedures. The potential loss of funds at the end of a fiscal year is not considered an emergency.

3.2 Types of Emergency Procurements. The nature of the emergency will determine what pre-award action the purchaser will take, as follows:

- A. For an emergency purchase required to protect personal safety or property, the purchaser should direct the purchaser's efforts to finding a source and directing the contractor to proceed; however, such procurement must be made with such competition as is practicable under the circumstances. The purchaser is responsible for negotiating a fair and reasonable price and subsequently documenting the procurement action.

- B. For other types of emergency purchases, the purchaser should seek competition to the maximum extent possible, check the contractor's qualifications, and verify insurance coverage, information on any warranty offered, and any other data pertinent to the procurement.

3.3 Approval. The purchaser shall communicate the need for an emergency purchase to the Chief Executive Officer and obtain the Chief Executive Officer's approval before beginning an emergency procurement. This communication and the Chief Executive Officer's approval should be in a writing, e.g., via electronic mail or text, if practicable under the circumstances, and the writing should be included in the procurement file.

3.4 Award. The purchaser, with the assistance of the business manager, shall prepare a confirming contract as soon as practicable after directing the contractor to proceed. The purchaser shall ensure that this contract describes in detail any agreements, including price, that the purchaser made orally with the contractor.

3.5 Documentation and Notice.

- A. The purchaser shall prepare a written determination for signature by the Chief Executive Officer stating the nature of the emergency and the reason for selection of the particular contractor. The business manager shall include this determination with the procurement file.
- B. The purchaser, with the assistance of the business manager, shall issue, post, or publish the required notice of an emergency award. The notice must at a minimum state that the procurement has been declared an emergency and state that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. The notice of an emergency award shall be posted on the RVRA's website and at a prominent location in the offices of the RVRA where public notices are posted regularly.

4. Sole Source Purchases.

4.1 General. A sole source procurement is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a sole source situation, distinguishing it from a proprietary purchase where the product required is restricted to the manufacturer stipulated but is sold through distributors and competition between those distributors can be obtained. A sole source justification based solely on a single contractor's capability to deliver in the least amount of time is not appropriate because availability alone is not a valid basis for justifying a sole source procurement. For sole source requirements exceeding \$10,000, a written quotation must be obtained from the contractor.

4.2 Approval Requirements.

- 4.2.1 Up to and Including \$10,000.** Sole source procurement procedures are not required for purchases of \$10,000 or less.
- 4.2.2 Over \$10,000.** The Chief Executive Officer must approve all sole source procurements with an estimated contract value over \$10,000. The business manager shall include the written determination in the procurement file. Sole source procurements that originally included a renewal provision, for which approval for multiple years was obtained, do not need to be forwarded for approval until expiration of the term for which approval was obtained.
- 4.3 Negotiating a Contract.** Upon satisfying the approval requirements above, the purchaser shall negotiate and award a contract that is in the best interest of the RVRA without competitive sealed bidding or competitive negotiation. Negotiations can be conducted on adding terms and conditions favorable to the RVRA and deleting or changing terms that are one-sided in favor of the contractor. It is important to know the market and the contractor's situation in regard to the market. In noncompetitive negotiation, one must be exceptionally well prepared and negotiate to the extent that is practicable. The purchaser shall include written documentation of the negotiations in the procurement file.
- 4.4 Price Reasonableness Determination.** The purchaser must prepare a written price reasonableness determination and include this determination in the procurement file.
- 4.5 Award and Execution of Contract.** After obtaining approval, negotiating a contract, and making a price reasonableness determination, the purchaser shall issue a contract for signature by the contractor and the Chief Executive Officer.
- 4.6 Posting Requirements.** The purchaser, with the assistance of the business manager, shall issue, post, or publish the required notice of a sole source award. The notice must at a minimum state that only one source was determined to be practicably available and state that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. The notice of a sole source award shall be posted on the RVRA's website.

5. Joint and Cooperative Procurement.

5.1 General.

- 5.1.1 Joint Procurement.** Subject to the requirements of these regulations, the RVRA may participate in, sponsor, conduct, or administer a joint procurement agreement in conjunction with one or more other public bodies, or public agencies or institutions or localities of the several states, of the United States or its territories, the District of Columbia or the United States General Services Administration, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods, services, or construction.

5.1.2 Cooperative Procurement. Subject to the requirements of these regulations and to the extent permitted by Va. Code § 2.2-4304(B), the RVRA may purchase from another public body's contract or from the contract of the Metropolitan Washington Council of Governments or the Virginia Sheriffs' Association even if it did not participate in the request for proposals or invitation for bids, if the request for proposals or invitation for bids specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies. The purchaser is responsible for identifying the requisite cooperative procurement language in the other public body's solicitation (as opposed to in the awarded contract) prior to making any order off of the other public body's contract.

5.2 Procurement Policies and Procedures to Be Followed. If the RVRA is the party conducting the procurement, the procurement shall comply with the policies and procedures set forth within these regulations. If the RVRA is not the party conducting the procurement, then the procurement shall comply with the policies and procedures of the public body conducting the procurement.

5.3 Sponsoring a Cooperative Contract. When it desires to allow the use of a contract by other public bodies, the RVRA must include the cooperative procurement provision in the special terms and conditions incorporated into the invitation for bids or request for proposals.

6. Small Purchases.

6.1 General. The VPPA permits the RVRA to establish small purchase procedures, if adopted in writing, not requiring the use of competitive sealed bidding or competitive negotiation for single or term contracts if the aggregate or sum of all phases up to and including the amounts specified in Va. Code § 2.2-4303(G) for goods, nonprofessional services, non-transportation-related construction, and professional services; however, such small purchase procedures must provide for competition wherever practicable. The RVRA has established the following small purchase procedures for use by its purchasers when acquiring goods, nonprofessional services, non-transportation-related construction, and professional services up to and including these amounts.

6.2 Single Quote. Where the purchaser's estimated contract value is up to and including \$10,000, the purchaser may make the purchase upon receipt of a minimum of one written or oral (e.g., telephone) quotation. The purchaser may consider additional quotations, whether solicited or unsolicited. If more than one quote is received, the award shall be made to the lowest responsive and responsible quoter. If prices do not appear to be fair and reasonable, the purchaser shall document the procurement file to that effect, including stating the basis for the determination, and then obtain additional quotations.

6.3 Informal Solicitation. When the purchaser's estimated contract value is over \$10,000 up to and including the applicable amount specified in Va. Code § 2.2-4303(G), the purchaser shall procure using unsealed bids if precise specifications or scope of work can be prepared or unsealed proposals if precise specifications or scope of work cannot be prepared.

6.3.1 Unsealed Bids.

- A. The purchaser must state in or attach to the solicitation all of the following:
 - 1. A cover sheet;
 - 2. Detailed line-item descriptions of what is being procured;
 - 3. The RVRA's general terms and conditions;
 - 4. Any appropriate special terms and conditions;
 - 5. The term of the resulting contract;
 - 6. Instructions for responding electronically to the solicitation;
 - 7. A deadline for the submission of unsealed bids not less than three business days, or 24 business hours, after the solicitation is posted.
- B. A reasonable amount of time should be allowed for vendors to respond based on the nature of the procurement and any subsequent amendments. All responses must be received at the designated location by the date and time stated in the solicitation.
- C. Award must be made to the lowest responsive and responsible bidder
- D. An award notice must be posted on the RVRA's website for ten days.

6.3.2 Unsealed Proposals.

- A. The purchaser must state in or attach to the solicitation all of the following:
 - 1. A cover sheet;
 - 2. A general description of what is being sought;
 - 3. Detailed line-item descriptions;
 - 4. The evaluation criteria and weights to be used in evaluation;
 - 5. The RVRA's general terms and conditions;
 - 6. Any appropriate special terms and conditions, including unique capabilities or qualifications that will be required;
 - 7. The term of the resulting contract;

8. Instructions for responding electronically to the solicitation; and
9. A deadline for the submission of unsealed bids not less than three business days, or 24 business hours, after the solicitation is posted.

- B. All responses must be received at the designated location by the date and time stated in the solicitation. Offers may be opened and evaluated upon receipt.
- C. The purchaser must evaluate and rank the offers received and, upon completion of the evaluation, conduct negotiations with the offeror or offerors selected.
- D. Award must be made to the highest-ranking offeror.
- E. An award notice must be posted on the RVRA's website for ten days.

7. **Prequalification.**

7.1 General. The RVRA may prequalify contractors for a particular construction project and limit consideration of bids or proposals to prequalified contractors. The RVRA must use the procedures contained in this section for prequalification of contractors for a particular construction project.

7.2 Objective. For projects that will be procured via the design-bid-build method as defined in section 10.3(C), the objective of prequalification is to identify as many fully qualified bidders as possible to bid on the proposed work. For projects that will be procured via the construction management at risk method as defined in section 10.3.(B)(2) or the design-build contract method as defined in section 10.3(D), the objective of prequalification shall be to determine which offerors' submissions demonstrate the greatest conformance with the requirements set forth in the request for qualifications, resulting in a "short list" of not less than three and not more than five offerors. Prequalification is most frequently used for projects with sophisticated building systems, a unique site or constructability issue or where project scheduling or sequencing is critical.

7.3 Advertisement, Due Date, and Forms. The RVRA shall advertise the request for qualifications on the RVRA's website. The date set for receipt of the responses to a request for qualifications must be at least 30 calendar days from the date of the initial advertisement. The request for qualifications may require that applications for prequalification submitted by contractors when applying to be prequalified for a particular construction project be submitted on a form included with the request for qualifications.

7.4 Evaluation Panel. The purchaser shall establish and chair an evaluation panel for the prequalification to review the prequalification applications submitted by interested contractors and determine which, if any, of those contractors shall be prequalified. The evaluation panel must consist of at least three members and may include architects, engineers, and project managers contracted to assist with the procurement for which the prequalification is being conducted. The panel's composition must comply with the

requirements of these regulations concerning design-build and construction management procurements if the procurement is for a design-build or construction management contract.

7.5 Denial of Prequalification.

A. Va. Code § 2.2-4317(C) permits the RVRA to deny prequalification to any construction contractor only if the RVRA finds at least one of the following:

1. The contractor does not have sufficient financial ability to perform the contract. Evidence that the contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type required for the project shall be sufficient to establish financial ability;
2. The contractor does not have appropriate experience to perform the construction project in question;
3. The contractor or any officer, director or owner thereof has had judgments entered against him within the past ten years for the breach of contracts for governmental or nongovernmental construction;
4. The contractor has been in substantial noncompliance with the terms and conditions of prior construction contracts with a public body, without good cause. The RVRA may not utilize this provision to deny prequalification unless the facts underlying such substantial noncompliance were documented in writing in the prior construction project file and such information relating thereto was given to the contractor at that time, with the opportunity to respond;
5. The contractor or any officer, director, owner, project manager, procurement manager or chief financial official thereof has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting;
6. The contractor or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government; and
7. The contractor failed to provide to the RVRA, in a timely manner, any information requested by the RVRA relevant to (1) through (6) above.

B. The RVRA shall deny prequalification to any contractor who does not have the requisite Virginia license issued by the Virginia Board of Contractors to perform work in Virginia.

7.6 Written Notification of Decision and Rebuttal.

- A. In accordance with Va. Code § 2.2-4357, the RVRA shall notify any contractor refused permission to participate, or disqualified from participation, in public contracts shall be notified in writing. Prior to the issuance of a written determination of disqualification or ineligibility, the RVRA shall (i) notify in writing each contractor that submitted the prequalification application of the results of the evaluation, (ii) disclose the factual support for the determination, and (iii) allow the contractor an opportunity to inspect any documents that relate to the determination, if so requested by the contractor within five business days after receipt of the notice. The written notice to each contractor shall be delivered by electronic mail to the electronic mail address provided with the contractor's prequalification application.
- B. Within ten business days after receipt of the notice, the contractor may submit rebuttal information challenging the evaluation. The RVRA shall issue its written determination of disqualification or ineligibility based on all information in possession of the RVRA, including any rebuttal information, within five business days of the date the RVRA received such rebuttal information.
- C. If the evaluation reveals that the contractor should be allowed permission to participate in the public contract, the RVRA shall cancel the proposed disqualification action. If the evaluation reveals that the contractor should be refused permission to participate, or disqualified from participation, in the public contract, the RVRA shall so notify the contractor. The notice shall state the basis for the determination, which shall be final unless the contractor appeals the decision within ten days after receipt of the notice by instituting legal action as provided in Va. Code § 2.2-4364. If, upon appeal, it is determined that the action taken was improper, the sole relief shall be restoration of eligibility.

7.7 Establishing Contractor Qualification Criteria. Contractor experience qualification criteria must be sufficiently general so that contractors with the qualifications and experience to satisfactorily complete the proposed project will not be arbitrarily excluded. Therefore, experience criteria must be expressed in terms related to the project's construction—e.g., functional type, job site access, height and physical size, foundation system, structural system, exterior wall system, electrical service and distribution, mechanical system, number of subcontractors used on a typical job, roofing system, and other similar criteria.

7.8 Prequalification of Non-construction Contractors. It is sometimes necessary to prequalify products or suppliers and only solicit those who have been prequalified. In such cases, a list is maintained of specific products or contractors which have been evaluated and determined to be acceptable in meeting predetermined minimum acceptable levels of quality or performance pursuant to Va. Code § 2.2-4317(A). This prequalification is performed in advance of any particular purchase. By having a prequalification procedure, the time in the purchase cycle can be reduced. The prequalification requirements must be

established and potential contractors advised by letter or public posting, or both, sufficiently in advance of the anticipated procurement to allow for evaluation and qualification of potential contractors or products, or both. A contractor whose product or service has been determined not qualified must be advised in writing. Solicitations are sent only to those contractors determined to be qualified.

8. Competitive Sealed Bidding.

8.1 General. Competitive sealed bidding is a method for acquiring goods, printing, non-capital outlay construction and nonprofessional services for public use when the estimated cost is over \$100,000.

8.2 When Used. The goods or service to be procured when using this method must be capable of being described so that bids submitted by potential contractors can be evaluated against the description in the invitation for bids and an award made to the lowest responsive and responsible bidder. When the terms and conditions of multiple awards are so provided in the invitation for bids, awards may be made to more than one bidder.

8.3 General Process. Competitive sealed bidding includes the issuance of a written invitation for bids containing the specifications, scope of work, or purchase description and the contractual terms and conditions applicable to the procurement. The terms or conditions of the solicitation must include how the RVRA will publicly post the notice of the award or make the announcement of the decision to award the contract. The requirements set forth in the invitation for bids may include special qualifications required of potential contractors, life-cycle costing, value analysis, and any other criteria such as testing, quality, workmanship, delivery and suitability for a particular purpose which may help in determining acceptability. Invitations for bids must describe the requirements accurately and completely. Unnecessarily restrictive specifications or terms and conditions that unduly limit competition must be avoided. In addition to the public notice, bids are to be solicited directly from potential bidders. In the competitive sealed bid process, bids are publicly opened and read aloud. The bids are evaluated based upon the requirements set forth in the invitation for bids.

8.4 Preparation and Issuance of Invitation for Bids.

8.4.1 Format. Prepare the invitation for bids using the RVRA's standard format and contents. Establish a due date and time that will allow sufficient time for potential bidders to seek clarification and for the issuance of an addendum, if necessary. The due date shall not be less than ten days from the issue date of the invitation for bids. The solicitation must provide an option for suppliers to respond electronically. Instructions for identifying and addressing bids shall be included with the invitation for bids.

8.4.2 Scope. Specify in detail the materials, equipment, and supplies to be furnished or the scope of work to be performed by the contractor, including or incorporating by reference the specifications, drawings, and contractual terms and conditions applicable to the procurement.

8.4.3 Prebid Conferences and Site Visits. All prebid conferences and site visits must be mentioned in both the invitation for bids and any advertisement. If attendance at such a conference or site visit is a prerequisite for submitting a bid, the public notice period must be at least ten days after issuance to provide adequate opportunity for potential bidders to obtain a copy of the invitation for bids and attend.

8.4.4 Addenda. If it is necessary to amend an invitation for bids, the purchaser shall prepare and post an addendum. Signed acknowledgment of addenda must be returned to the RVRA prior to the date and time of the opening or with the bid. Failure to return the addendum may be grounds for declaring the bid nonresponsive. When an addendum for an invitation for bids is issued, there must be a minimum of ten days from the date of the addendum to the due date set for the receipt of bids. If there are not ten days from the date of the addendum to the due date set for receipt of bids, then the due date shall be extended to meet the minimum ten days' notice.

8.5 Receipt and Opening of Bids. Bids shall be received until the date and time specified in the invitation for bids. Bids are then publicly opened and read aloud. Late bids shall not be considered. Bid receipt deadlines and public openings scheduled during a period of suspended state business operations will be deemed rescheduled for processing at the appropriate times on the next regular business day. The public opening of bids for construction type contracts shall be held 24 hours after the date and time set for submission of bids.

8.6 Evaluation of Bids. After bid opening, each bid is evaluated to determine if it is responsive to the invitation for bids. The responsive bids are then evaluated according to the criteria or evaluation procedure, or both, described in the invitation for bids to determine which is the lowest bid and whether any preferences must be applied. The lowest responsive bidder is then evaluated to determine if the bidder is responsible.

8.7 Negotiation with the Lowest Responsible Bidder. If the bid from the lowest responsible bidder exceeds available funds, the RVRA may negotiate with the apparent low bidder to obtain a contract price within available funds. If the purchaser decides to negotiate in such circumstances, the decision must be documented in writing in advance of the negotiations. Otherwise, unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted. "Available funds" are those budgeted by the RVRA for the requirement and designated as such prior to the issuance of the invitation for bids. The purpose of this provision is not to force a bidder to take a lower price but rather to negotiate an acceptable change in requirements, including price, that is agreeable to both parties. Negotiations might include an extended delivery date, reduced quantity, or different accessories, with a corresponding reduction in price.

8.8 Mistakes in Bids. Bids containing mistakes shall not be corrected or withdrawn after award of a contract or issuance of a purchase order. No plea or claim of mistake in a bid or resulting contract shall be available as a defense in any legal proceeding brought upon a contract or purchase order awarded to a bidder as a result of the breach or nonperformance

of such contract or purchase order. If the RVRA denies the request for withdrawal of a bid, the RVRA shall notify the bidder in writing, stating the reasons for its decision, and shall award the contract to such bidder at the bid price, provided such bidder is a responsive and responsible bidder.

8.8.1 Mistake in Judgment. Bids may not be withdrawn if the mistakes are attributable to errors in judgment, and such mistakes may not be waived or corrected.

8.8.2 Mistake Not due to Judgment.

8.8.2.1 Mistake Where the Intended Correct Bid is Evident. If the mistake and the intended correct bid are clearly evident from the bid itself, the bid shall be corrected to the intended correct bid and may not be withdrawn. Examples of mistakes that may be clearly evident in the bid document are typographical errors, errors in extending unit prices, transposition errors, and arithmetical errors.

8.8.2.2 Mistake Where the Intended Correct Bid is Not Evident. A bidder may be permitted to withdraw a low bid if a mistake is clearly evident from the bid documents submitted by the bidder or a comparison with other bids, or both.

8.8.3 Mistakes in Construction Bids. A bidder for a public construction contract may withdraw the bidder's bid from consideration if the bid price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, the mistake was a clerical mistake as opposed to a judgmental mistake, and mistake was actually because of an unintentional arithmetic error or an unintentional omission of a quantity of work, labor, or material made directly in the compilation of the bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents, and materials used in the preparation of the bid sought to be withdrawn. The bidder shall submit to the purchaser the bidder's original work papers, documents, and materials used in the preparation of the bid within one day after the date fixed for submission of bids. The work papers shall be delivered by the bidder in person or by registered mail at or prior to the time fixed for the opening of bids. Such work papers, documents and materials may be considered as trade secrets or proprietary information subject to the conditions of Va. Code § 2.2-4342(F) if the statutory requirements are met. The bids shall be opened one day following the time fixed by the RVRA for the submission of bids. Thereafter, the bidder shall have two hours after the opening of bids within which to claim in writing any mistake as defined herein and withdraw the bidder's bid. The RVRA shall not award contract until the two-hour period has elapsed. Such mistake shall be proved only from the original work papers, documents and materials delivered as required herein.

8.9 Consequences of Withdrawal of Bids.

A. If a bid is withdrawn, the lowest remaining bid shall be deemed to be the apparent low bid.

- B. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
- C. No bid may be withdrawn when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent.

8.10 Denial of Withdrawal of Bid. If the RVRA denies the withdrawal of a bid, the RVRA shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder. The decision denying withdrawal of a bid shall be final and conclusive unless the bidder appeals the decision within ten days after receipt of the decision by instituting legal action as provided in the Va. Code § 2.2-4364.

8.11 Award. The contract must be awarded to the lowest responsive and responsible bidder. The purchaser shall post the appropriate award notice and contract. For non-construction contracts, the purchaser shall post a notice of intent to award for ten days prior to the Chief Executive Officer's execution of the contract if a protest is anticipated or a notice of award for ten days following the Chief Executive Officer's execution of the contract if a protest is not anticipated. For construction contracts, the purchaser shall post a notice of intent to award for at least ten days prior to the Chief Executive Officer's execution of the contract; this notice period affords time to ensure contract security, insurance, and other requirements are met before signature and affords the requisite time for any protest.

9. Competitive Negotiation.

9.1 General.

- A. Competitive negotiation may be the procurement method used for goods, nonprofessional services, and construction up to the contract amount set forth in Va. Code § 2.2-4303(D) when it is not practicable or fiscally advantageous to use competitive sealed bidding.
- B. Competitive negotiation has the advantage of flexibility for describing in general terms what is being sought and the factors to be used in evaluating responses. It offers the opportunity, through negotiation, to change the content of an offer and pricing after opening. Negotiation is the dialogue that occurs to achieve mutually satisfactory objectives and benefits and to reconcile differences through mediation. This discussion provides the means for both the buyer and seller to reach agreement on a contract's content, terms, and conditions. In the course of negotiation, both parties should be able to reach a mutually acceptable agreement. Competitive negotiation is not "horse trading," "haggling," or an auction. Competitive

negotiation, properly carried out, requires skill and extensive preparation on the part of the negotiators to achieve specific procurement objectives.

- C. This method of procurement requires the issuance of a request for proposals that describes in general terms the requirement, the factors that will be used to evaluate the proposal, the RVRA's general terms and conditions, and any special conditions, including any unique capabilities or qualifications that will be required. In a sealed procurement, all responses must be held unopened until the date and time specified for their receipt.

9.2 For Other Than Professional (i.e. "Nonprofessional") Services.

9.2.1 Preparation and Issuance of a Requests for Proposals.

- A. A written request for proposals is issued to describe in general terms that which is to be procured. The request for proposals must specify and list the specific requirements to be addressed by the offerors that will be used in evaluating the proposals and will contain other applicable contractual terms and conditions, including any unique capabilities or qualifications required of the contractor. When the terms and conditions of multiple awards are so provided in the request for proposals, awards may be made to more than one offeror. The terms or conditions of the request for proposals must state the manner in which public notice of the award or the announcement of the decision to award shall be given by the RVRA.
- B. If the method for receiving "best and final offers" is to be used in the negotiation and evaluation process, then this must be stated in the request for proposals for the offerors' notification and consideration.
- C. Mandatory requirements should be kept to a minimum and refer only to those areas that are required by law or regulation or are such that they cannot be waived and are not subject to negotiation. The use of "shall" or "must" indicates a mandatory requirement. The request for proposals should specify any optional information desired. The criteria to be used in evaluation and the weights, expressed as a percentage, for each criterion shall be stated in the request for proposals. A breakout of subcomponent weights need not be listed. Price shall be one of the factors considered, but it need not be the determining factor.
- D. In writing the scope of work or technical specifications for a request for proposals, the purchaser should use the term "contractor" to describe the person or firm that is to perform the requirements of the contract after award and the term "offeror" to describe who is to submit a response to the request for proposals. Instructions for identifying and addressing proposals shall be included with the request for proposals.
- E. The purchaser shall establish a proposal submission due date and time which provides sufficient time for potential offerors to develop a proposal. The minimum

time period is ten days from issue date of the request for proposals. The time period used may be greater than the required ten days based on the complexity of the requirement and whether or not a preproposal conference is required. When an addendum for a sealed solicitation is issued, there must be a minimum of ten days from the date of the addendum to the due date set for the receipt of bids, or the due date shall be extended.

- F. All preproposal conferences or site visits must be mentioned in the request for proposals and any advertisement of the request for proposals. If attendance at such a conference or site visit is a prerequisite for submitting a proposal, the public notice period must be at least ten days after issuance to provide adequate opportunity for potential offerors to obtain a copy of the request for proposals and attend.
- G. Advertisement of the request for proposals shall be posted publicly in accordance with these regulations. In addition to advertising in eVA, request for proposals may be advertised in a newspaper of general circulation in the area in which the contract is to be performed. Posting on the Department of General Services' central electronic procurement website ("eVA") is required if the purchaser elects not to publish notice of the request for proposals in a newspaper of general circulation in the area in which the contract is to be performed. The advertisement should be a brief statement about the requirement, information on how to receive a copy of the solicitation, and any preproposal conference. The solicitation shall also provide an option for suppliers to respond electronically.
- H. If it is necessary to amend a request for proposals, the purchaser shall prepare and post an addendum. Signed acknowledgment of addenda must be returned to the RVRA prior to the date and time of the opening or with the proposal. Failure to return the addendum may be grounds for declaring the bid nonresponsive. When an addendum for a request for proposals is issued, there must be a minimum of ten days from the date of the addendum to the due date set for the receipt of proposals. If there are not ten days from the date of the addendum to the due date set for receipt of proposals, then the due date shall be extended to meet the minimum ten days' notice.

9.2.2 Receipt and Evaluation of Sealed Proposals.

- A. Public openings of proposals are not required. If a public opening is held, the name of each individual or firm that submitted a proposal in a timely manner is the only information read aloud and made available to the offerors and general public.
- B. The purchaser or an evaluation panel shall evaluate the proposals. As an option, evaluators may request presentations or discussions with offerors, as necessary, to clarify material in the offerors proposals, to help determine those fully qualified and best suited. Proposals are evaluated on the basis of the criteria set forth in the request for proposals, using the scoring weights previously determined. All request for proposals responses are to be evaluated. Proposals not meeting requirements

should be scored lower. Only bids in response to an invitation for bids may be determined to be nonresponsive. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the purchaser. Offerors who fail to submit required documentation or meet mandatory requirements, in such time, for evaluation purposes may be eliminated from further consideration. Two or more offerors determined to be fully qualified and best suited are then selected for negotiation. Price is considered, but need not be the sole determining factor.

- C. During the evaluation phase the evaluators may determine that only one offeror is fully qualified, or that one offeror is *clearly* more highly qualified than the others under consideration. The purchaser shall prepare and retain in the procurement file a written determination to document the meaningful and convincing facts supporting the decision for selecting only one offeror and negotiating with that offeror. The determination shall be signed by the Chief Executive Officer.

9.2.3 Negotiation and Award.

- A. Negotiations are conducted with each of the offerors so selected. Negotiation allows the modification of proposals, including price. Offers and counter offers may be made as many times with each offeror as is necessary to secure a reasonable contract. After negotiations have been conducted with each of the selected offerors, the proposals shall be rescored unless there have been no changes in any of the items negotiated or only one proposal is under consideration. The evaluators select the offeror which, in their opinion, has made the best proposal. In all cases, the purchaser shall obtain written confirmation from the offeror on any modifications of the original proposal. Once a notice of intent to award is posted, no further negotiation shall be conducted.
- B. When a provision for receiving best and final offers is included in the request for proposals, after negotiations, offerors are given the opportunity to submit a best and final offer. After the offeror submits a best and final offer, no further negotiation shall take place with that offeror. The offeror's proposal, if already received and scored, may be rescored to combine and include the information contained in the best and final offer with the technical evaluation score previously assigned, and the award decision made. The procurement file shall be documented to show the basis for the award, and include the final rescored of the proposals following negotiation and receipt of best and final offers.
- C. For competitively negotiated procurements, once evaluation and negotiations have been completed with selected offeror or offerors, the purchaser must prepare a written narrative summarizing the rationale for the ratings that are developed for each proposal negotiated. The summary must address the merits of the proposal relative to the evaluation ratings; it shall not compare proposals to each other. The purchaser is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. Offerors may inspect the

proposal records after evaluation and negotiations are complete, but prior to award. Any record of evaluations by the purchaser or an evaluation panel should be a compilation of the evaluation panel's ratings and not done by or for each panel member.

- D. If a protest is anticipated, the purchaser must post a notice of intent to award for ten days; otherwise, the purchaser must post a notice of award for ten days immediately following the actual time of award. The award document is a contract, bilaterally signed and incorporating, by reference, the terms and conditions of the request for proposals and the contractor's proposal, together with all written modifications thereof.

9.3 For Professional Services.

9.3.1 Overview.

- A. The request for proposals shall indicate in general terms the nature of the project and the professional services which are sought, specify the factors which will be used in evaluating the proposals, and incorporate by reference the appropriate contractual terms and conditions of the RVRA. The contractual terms and conditions for a professional services contract may differ from the general terms and conditions applicable to contracts for construction, goods, and nonprofessional services. The request for proposals will state any unique capabilities or qualifications which will be required of the contractor.
- B. The request for proposals may specify the method to be utilized during negotiations in arriving at the fee amount for services; however, it shall not call for offerors to furnish estimates of man-hours, labor rates, or cost for services with their proposals because the process of competitive negotiation for professional services is a qualification-based selection. If no method is specified, the offerors may propose methods for negotiating the fee amount. In addition, for architectural or professional engineering services, the RVRA shall not request or require offerors to list any exceptions to the RVRA's proposed contractual terms and conditions until after the qualified offerors are ranked for negotiations.
- C. Proprietary information from offerors shall not be disclosed to the public or to the competitors provided such proprietary information is appropriately identified in the proposal, as required by Va. Code § 2.2-4342(F).
- D. Offerors who submitted proposals but were not selected may contact the RVRA for a debriefing. The RVRA shall provide an explanation as to why the firm was not selected.

9.3.2 Advertisements for Professional Services Procurements. Public notice of the request for proposals shall be given a minimum of ten days prior to the date set for receipt of proposals. In addition to the above, proposals may be solicited directly from potential offerors.

9.3.3 Procedures for Contractor Selection.

9.3.3.1 Evaluation Panel. The purchaser shall assemble an evaluation panel including the purchaser, as chair, and two other RVRA employees. The evaluation panel shall base the selection on qualifications, suitability, and capability followed by competitive fee versus scope of work negotiations with the selected offeror.

9.3.3.2 Initial Review. The evaluation panel shall receive, evaluate, and rank the offerors based on the information provided in their proposals and verify that the top-ranked offeror is licensed to provide the solicited professional services in Virginia. Any offeror not properly registered and licensed shall be disqualified. Additionally, the evaluation panel shall verify that the offeror is not debarred or enjoined. Debarment and injunction status can be determined by registered users at the Commonwealth's eVA website.

9.3.3.3 Interviews. The evaluation panel shall interview a minimum of the top two ranked offerors who are deemed to be fully qualified, responsible, and suitable on the basis of their initial proposals. Discussions of fees, rates, costs, etc., shall not be included in these evaluations or the interviews. The evaluation panel shall allow the offeror to present more detailed information on the request for proposals criteria; on specific qualifications and expertise of the personnel proposed to be assigned to the RVRA; on the concepts, methods and approaches proposed for the provision of the professional services; and other pertinent information. The evaluation panel shall evaluate responses of each interviewed offeror along with other material and data submitted, the offeror's past performance, and responses from references, and rank in order the offerors as best suited for the project.

9.3.3.4 Negotiation. The evaluation panel shall negotiate with the offeror ranked first as to overall suitability and qualifications. If a contract satisfactory and advantageous to the RVRA can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the RVRA, the award shall be made to that offeror. Otherwise, negotiations with the first-ranked offeror shall be terminated formally in writing, and the evaluation panel then shall proceed to negotiate with the offeror ranked second. If not successful, the evaluation panel shall terminate the negotiations with the second-ranked offeror and proceed to the third-ranked offeror, and so on. At any time, negotiations may be terminated and the procurement readvertised.

9.3.4 Award Process. Once agreement has been reached with the highest-ranked offeror with whom the RVRA can reach agreement, the purchaser shall prepare an award recommendation for the Chief Executive Officer's approval. If a protest is anticipated, the purchaser shall post a notice of intent to award for ten days prior to the Chief Executive Officer's execution of the contract. Otherwise, the purchaser shall post a notice of award for ten days following the Chief Executive Officer's execution of the contract.

9.3.5 Term Contracts for Architectural and Professional Engineering Services. Term contracts are a useful and effective tool for the RVRA in managing its planning, maintenance, and renovation programs and quickly handling the emergency procurement

of professional services. Term contracts shall include the terms and conditions and pricing for work which may be issued during the term of the contract. The regulations below govern the use of these contracts.

9.3.5.1 Applicability.

- A. Term contracts for architectural and professional engineering services may be used for engaging one or more architectural or professional engineering contractors to provide investigations, cost estimates, designs, and related services for multiple small projects for a period of time subject to the limitations below. The projects must require similar expertise.
- B. Some advantages for the RVRA include a reduction in the cost and time of advertising for services, a shorter response time from the contractor, and an improved efficiency and clarity in the production of the contract documents for the RVRA. For the contractor, it is usually more cost effective to provide the services on multiple small projects.

9.3.5.2 Limitations. For each term contract for architectural and professional engineering services:

- A. The contract must be limited to the duration set forth in Va. Code § 2.2-4303.1;
- B. The contract must be renewable for no more renewal terms than permitted by Va. Code § 2.2-4303.1;
- C. The sum of all projects performed in a contract term shall not exceed the amount set forth in Va. Code § 2.2-4303.1; and
- D. The fee for any single project shall not exceed the amount set forth in Va. Code § 2.2-4303.1.

9.3.5.3 Request for Proposals. The request for proposals shall include a description of the nature and types of the potential projects, the disciplines or expertise required by the contract, and the nature of services expected to be required. The request for proposals shall also describe factors pertinent to the evaluation and selection process.

9.3.5.4 Term Contracts Not Exclusive. The term contract is not exclusive. The RVRA may issue separate requests for proposals for similar work and other projects as the need may occur.

9.3.5.5 Multiple Contract Awards from a Solicitation. If the terms and conditions for multiple awards are included in the request for proposals, the RVRA may award contracts to more than one offeror. Where multiple awards are made, the RVRA must have established procedures for distributing the projects among the contractors during the contract term.

9.3.5.6 Survival of Contract until Work Completed. It is understood that the contractor's work on a project may not be completed during the contract's term; however, all terms and conditions of the contract, including all rights and obligations, shall survive until that work is completed, except the RVRA's right to issue, and the contractor's right to accept, additional projects.

9.3.5.7 Renewal of Contract. The RVRA may, at its sole discretion, renew the contract for up to the number of renewal terms permitted by Va. Code § 2.2-4303.1, provided the option to renew was indicated in the request for proposals. If the RVRA exercises its option to renew, the next contract term will begin no sooner than 12 months following the execution of the contract resulting from the original solicitation or the RVRA's previously exercised renewal. A new aggregate limit for the sum of all projects performed in a single contract term of the amount set forth in Va. Code § 2.2-4303.1 shall apply to the next contract term, without regard to the dollar amounts of projects issued to that contractor during the previous contract term. Any unused amounts from the previous contract term are forfeited and shall not carry forward to the next contract term. Subsequent renewals shall follow the same procedures.

10. Design-Build and Construction Management Contracting.

10.1 Scope. This regulation applies to all RVRA construction contracts using the design-build or construction management methods of contracting. This regulation does not apply to construction contracts procured by competitive negotiation pursuant to Va. Code § 2.2-4303(D).

10.2 Purpose. The purpose of this regulation is to implement the authority granted by Va. Code § 2.2-4382 to engage in design-build and construction management contracting.

10.3 Definitions. For purposes of this section 10, the words and phrases set forth in this section have the meanings ascribed to them by this section unless the context clearly indicates that a different meaning is intended.

- A. *“Complex project”* has the meaning set forth for that term in Va. Code § 2.2-4379.
- B. *“Construction management contract”* means a contract in which a party is retained by the RVRA to coordinate and administer contracts for construction services for the benefit of the RVRA, and may also include, if provided in the contract, the furnishing of construction services to the RVRA.
 1. *“Construction management agency”* means a construction project delivery method in which the RVRA enters into contracts for the delivery of a construction project and the construction manager administers those contracts on the RVRA's behalf.
 2. *“Construction management at-risk”* means a construction project delivery method in which (i) the construction manager is required to deliver the

project within a Guaranteed Maximum Price and (ii) provides or is at-risk for all or a portion of the construction to be provided.

- C. *“Design-bid-build”* means a project delivery method in which the RVRA sequentially awards two separate contracts, the first for professional services to design the project and the second utilizing competitive sealed bidding for construction of the project according to the design.
- D. *“Design-build contract”* means a contract between the RVRA and another party in which the party contracting with the RVRA agrees to both design and build the structure, roadway or other item specified in the contract.
- E. *“Guaranteed Maximum Price”* means a pricing arrangement in a construction management contract in which the construction manager is compensated for actual costs incurred plus a fixed fee subject to a ceiling price, the construction manager is responsible for cost overruns, and cost savings are returned to the RVRA.

10.4 Background. Pursuant to Va. Code § 2.2-4382(A), the RVRA adopted these regulations in order to authorize the use of construction management and design-build contracting for the delivery of construction projects.

10.5 Policy.

10.5.1 General. The process of competitive sealed bidding is the default method of construction procurement for the RVRA. However, under certain circumstances, the RVRA may use design-build contracting or construction management contracting, or both, for the delivery of specific construction projects in accordance with the requirements of these regulations.

10.5.2 Process to Be Followed. In general, the procurement procedure for these types of contracts will consist of a combination of the procedure for prequalification of construction contractors set forth in Va. Code § 2.2-4317(B) and the procedure for the procurement of goods and non-professional services set forth in Va. Code § 2.2-4302.2. All procurement and contracting procedures for design-build and construction management contracts shall be as set forth in these regulations.

10.5.3 Professional Advisor. Prior to making a determination as to the use of a design-build contract or a construction management contract for a specific construction project, the RVRA shall have an architect or professional engineer with professional competence appropriate to the project who will advise the RVRA regarding the use of design-build or construction management contracting for that project and who will assist the RVRA with the preparation of the request for proposals and the evaluation of proposals submitted by interested offerors in response to the request for proposals for that project. The RVRA shall have (i) an architect or professional engineer meeting the requirements of this section in its employ, (ii) made arrangements with a member of the RVRA for the use of an architect or professional engineer meeting the requirements of this section employed with that member

or (iii) an architect or professional engineer meeting the requirements of this section under contract.

10.6 Procedures.

10.6.1 Procedures for Design-Build Contracting.

10.6.1.1 Criteria for Use of Design-Build Contracting. Pursuant to Va. Code § 2.2-4382(E)(1), design-build contracts may be used for projects, provided that (i) the project is a complex project and (ii) the procurement method for the project is approved by the RVRA Board. The approval by RVRA Board must be provided on a “per project” basis in a public forum and prior to the RVRA issuing a request for qualifications for the project. The written approval of the RVRA Board shall be maintained in the procurement file.

10.6.1.2 Written Determination Required for Procurement of Design-Build Contract. In order for a design-build contract to be procured for a particular construction project:

- A. The purchaser must submit a memorandum to the Chief Executive Officer requesting the use of a design-build contract.
- B. The memorandum requesting the use of a design-build contract must:
 1. Justify and substantiate that the criteria for use of a design-build contract set forth in section 10.6.1.1 are met;
 2. Indicate how the RVRA will benefit from using a design-build contract;
 3. Identify the architect or professional engineer meeting the requirements of section 10.5.3 for the project for which the design-build contract is sought and set forth the competency of that architect or professional engineer in the following categories:
 - a. Education, training and general experience;
 - b. Prior experience with projects of similar size, scope and complexity; and
 - c. Prior experience with design-build contracts or substantially similar experience; and
 4. Include a written justification that the design-bid-build project delivery method is not practical or not fiscally advantageous, or both.
- C. The Chief Executive Officer must determine and set forth in writing in advance of the commencement of any procurement of a design-build contract that the design-bid-build project delivery method is either not practicable or not fiscally

advantageous, and such writing shall document the basis for the determination to utilize design-build, including the determination of the project's complexity.

10.6.1.3 Evaluation Panel. The Chief Executive Officer shall appoint an evaluation panel of no fewer than three voting members, including the architect or professional engineer identified pursuant to section 10.6.1.2(B)(3).

10.6.1.4 Two-Step Selection Process. On projects approved for design-build contracting, procurement of the contract shall be a two-step competitive negotiation process. The first step shall consist of a prequalification based on an advertised request for qualifications, and the second step shall consist of a competitive negotiation based on a request for proposals issued to prequalified and selected offerors.

10.6.1.5 Step 1—Prequalification.

10.6.1.5.1 Request for Qualifications.

- A. The purchaser shall prepare a request for qualifications for approval by the Chief Executive Officer. The request for qualifications shall:
 1. Indicate in general terms that which is sought to be procured;
 2. Include the determination made by the Chief Executive Officer pursuant to section 10.6.1.2(C);
 3. Contain the RVRA's facility requirements, the building and site data, and any available site and survey data;
 4. Require that each potential offeror have both a contractor appropriately licensed and in good standing as a Class A general contractor in the Commonwealth of Virginia and an architect or professional engineer registered in the Commonwealth of Virginia as part of its project team;
 5. Include any unique capabilities or qualifications which will be required of the offeror;
 6. Specify the factors which will be used in evaluating the potential offeror's qualifications;
 7. Include an evaluation of the potential offeror's past ten years' experience to determine whether the potential offeror has constructed, by any method of project delivery, at least three projects of similar program and size;
 8. Request of potential offerors only such information as is appropriate for an objective evaluation of all potential offerors pursuant to such criteria; and

9. Include or incorporate by reference a procedure whereby comments concerning specifications or other provisions in the request for qualifications can be received and considered prior to the time set for receipt of qualifications.
- B. Once the Chief Executive Officer has approved the request for qualifications, the purchaser shall publish notice of the request for qualifications from potential offerors at least 30 days prior to the date set for receipt of qualifications by posting on the RVRA's website. The request for qualifications must specify whether qualifications submittals must be submitted only on paper or electronic submittals are acceptable.

10.6.1.5.2 Selection of Qualified Offerors. The evaluation panel shall evaluate each responding potential offeror's qualifications submittal and any other relevant information and shall select between three and five offerors deemed fully qualified and best suited among those submitting their qualifications on the basis of the selection criteria set forth in the request for qualifications. An offeror may be denied prequalification only upon those grounds specified in Va. Code § 2.2-4317(C). At least 30 days prior to the date established for the submission of proposals, the RVRA shall advise in writing each offeror which sought prequalification whether that offeror has been prequalified and whether that offeror is one of the between three and five offerors selected on the basis of the criteria set forth in the request for qualifications. In the event that an offeror is denied prequalification or is not one of the between three and five offerors selected on the basis of the criteria set forth in the request for qualifications, the written notification to such offeror shall state the reasons for such denial of prequalification or selection and the factual basis of such reasons.

10.6.1.6 Step 2—Competitive Negotiation.

10.6.1.6.1 Request for Proposals.

- A. The purchaser shall prepare a request for proposals for approval by the Chief Executive Officer. The request for proposals shall:
 1. Include and define the criteria of the specific construction project in areas such as site plans; floor plans; exterior elevations; basic building envelope materials; fire protection information plans; structural, mechanical (e.g., HVAC), and electrical systems; and special telecommunications;
 2. Define the criteria to be used by the evaluation panel to evaluate each proposal;
 3. Include or incorporate by reference a procedure whereby comments concerning specifications or other provisions in the request for proposals can be received and considered prior to the time set for receipt of proposals; and

4. Define such other requirements, if any, as the Chief Executive Officer determines appropriate for that particular construction project.
- B. At least 30 days prior to the date set for receipt of proposals, the RVRA shall invite those potential offerors prequalified and selected under section 10.6.1.5.2 to submit sealed technical and cost proposals. The request for proposals must specify whether proposals must be submitted only on paper or electronic submittals are acceptable. An offeror's cost proposal shall be sealed separately from its technical proposal. Upon receipt of an offeror's technical and cost proposals, the RVRA shall secure and keep sealed the offeror's cost proposal until evaluation of all technical proposals is completed.

10.7.1.6.2 Selection of Design-Build Contractor.

- A. The evaluation panel shall evaluate each of the technical proposals based on the criteria set forth in the request for proposals. As a part of the evaluation process, the evaluation panel may require presentations or discussions with offerors, as necessary, to clarify material in the offeror's proposal. In its conversations with offerors, the evaluation panel shall exercise care to discuss the same RVRA information with all offerors. In addition, the evaluation panel shall not disclose any trade secret or proprietary information for which the offeror has invoked protection pursuant to Va. Code § 2.2-4342(F).
- B. Based upon its review of each offeror's technical proposal, the evaluation panel shall determine whether any changes to the offeror's technical proposal should be made to clarify the proposal. If such changes are required, the purchaser shall require each such offeror to provide the necessary revisions to its technical proposal within an appropriate period of time determined by the purchaser.
- C. Based on any revisions to the technical proposals, the evaluation panel and an offeror may negotiate additive or deductive modifications, or both, to the offeror's cost proposal. In addition, an offeror may submit sealed additive or deductive modifications, or both, to its original sealed cost proposal which are not based upon revisions to the technical proposals.
- D. At the conclusion of this process, the evaluation panel shall open and tabulate the cost proposals. The evaluation panel shall add to or deduct from the appropriate cost proposal any cost adjustments contained in amendments submitted by an offeror.
- E. Based on any revisions to the technical proposals, the evaluation panel shall evaluate and rank the proposals. Price must be a critical basis for award of the contract but need not be the sole determining factor. After ranking the proposals, the evaluation panel shall conduct negotiations with two or more offerors submitting the highest ranked proposals.

- F. Should the Chief Executive Officer determine in writing that only one offeror is fully qualified or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.
- G. After negotiations have been conducted with each offeror selected for negotiations pursuant to subsections (E) or (F) of this section, the evaluation panel shall make its recommendation on the selection of the construction manager to the Chief Executive Officer based on its evaluation and negotiations. The Chief Executive Officer shall select the offeror which the Chief Executive Officer determines is fully qualified and has submitted the proposal providing the best value in response to the request for proposals.
- H. The purchaser will notify all offerors who submitted proposals which offeror was selected for the project by posting an intent to award the contract and, once awarded, a notice of award of the contract in accordance with these regulations' requirements for posting notices of intent to award and notices of award. Upon request, the RVRA shall make available to the unsuccessful offerors documentation of the process used for the final selection.

10.6.2 Procedures for Construction Management Contracting.

10.6.2.1 Criteria for Use of Construction Management Contracting.

- A. Pursuant to Va. Code § 2.2-4382(E)(1), construction management contracts may be used for projects, provided that (i) the project is a complex project and (ii) the procurement method for the project is approved by the RVRA Board. The approval by the RVRA Board must be provided on a "per project" basis in a public forum and prior to the RVRA issuing a request for qualifications for the project. The written approval of the RVRA Board shall be maintained in the procurement file.
- B. Pursuant to Va. Code § 2.2-4382(E)(3), the construction management contract must be entered into no later than the completion of the schematic phase of design, unless prohibited by authorization of funding restrictions.

10.6.2.2 Written Determination Required for Procurement of Construction Management Contract. In order for a construction management contract to be procured for a particular construction project:

- A. The purchaser must submit a memorandum to the Chief Executive Officer requesting the use of a construction management contract.
- B. The memorandum requesting the use of a construction management contract must:
 1. Justify and substantiate that the criteria for use of a construction management contract set forth in section 10.6.2.1 are met;

2. Indicate how the RVRA will benefit from using a construction management contract;
3. Identify the architect or professional engineer meeting the requirements of section 10.5.3 for the project for which the construction management contract is sought and set forth the competency of that architect or professional engineer in the following categories:
 - a. Education, training and general experience;
 - b. Prior experience with projects of similar size, scope and complexity; and
 - c. Prior experience with construction management contracts or substantially similar experience;
4. Identify the specific type of construction management contract that the purchaser desires to procure (i.e., construction management agency or construction management at-risk) and the reasons for selecting that specific type of construction management contract; and
5. Include a written justification that the design-bid-build project delivery method is not practical or not fiscally advantageous, or both.

C. The Chief Executive Officer must determine and set forth in writing in advance of the commencement of any procurement of a construction management contract that the design-bid-build project delivery method is either not practicable or not fiscally advantageous to the public, and such writing shall document the basis for the determination to use construction management contracting, including the determination of the project's complexity.

10.6.2.3 Evaluation Panel. The Chief Executive Officer shall appoint an evaluation panel of no fewer than three voting members, including the architect or professional engineer identified pursuant to section 10.6.3.

10.6.2.4 Two-Step Selection Process. On projects approved for construction management contracting, procurement of the contract shall be a two-step competitive negotiation process. The first step shall consist of a prequalification based on an advertised request for qualifications, and the second step shall consist of a competitive negotiation based on a request for proposals issued to prequalified and selected offerors.

10.6.2.5 Step 1—Prequalification.

10.6.2.5.1 Request for Qualifications.

- A. The purchaser shall prepare a request for qualifications for approval by the Chief Executive Officer. The request for qualifications shall:
 - 1. Indicate in general terms that which is sought to be procured;
 - 2. Include the determination by the Chief Executive Officer made pursuant to section 10.6.2.2;
 - 3. Contain the RVRA's facility requirements, the building and site data, and any available site and survey data;
 - 4. Require that each potential offeror provide:
 - a. Evidence that such offeror is appropriately licensed and in good standing as a Class A general contractor in the Commonwealth of Virginia;
 - b. Evidence that such offeror has the ability to obtain appropriate insurance coverage for the project;
 - c. Evidence that such offeror has the appropriate bonding capacity for the project;
 - d. A listing of experience of at least three projects of similar scope and complexity, including for each such project the construction cost, the construction schedule, and contact information for the owner or owner's representative; and
 - e. A list of at least three references, including contact information for each;
 - 5. Include any unique capabilities or qualifications which will be required of the offeror;
 - 6. Specify the factors which will be used in evaluating the potential offeror's qualifications;
 - 7. Include an evaluation of the potential offeror's past ten years' experience to determine whether the potential offeror has constructed, by any method of project delivery, at least three projects of similar program and size;
 - 8. Request of potential offerors only such information as is appropriate for an objective evaluation of all potential offerors pursuant to such criteria; and
 - 9. Include or incorporate by reference a procedure whereby comments concerning specifications or other provisions in the request for

qualifications can be received and considered prior to the time set for receipt of qualifications.

B. Once the Chief Executive Officer has approved the request for qualifications, the purchaser shall publish notice of the request for qualifications from potential offerors at least 30 days prior to the date set for receipt of qualifications by posting on the RVRA's website. The request for qualifications must specify whether qualifications submittals must be submitted only on paper or electronic submittals are acceptable.

10.6.2.5.2 Selection of Qualified Offerors. The evaluation panel shall evaluate each responding potential offeror's qualifications submittal and any other relevant information and shall select between three and five offerors deemed fully qualified and best suited among those submitting their qualifications on the basis of the selection criteria set forth in the request for qualifications. An offeror may be denied prequalification only upon those grounds specified in Va. Code § 2.2-4317(C) At least 30 days prior to the date established for the submission of proposals, the RVRA shall advise in writing each offeror which sought prequalification whether that offeror has been prequalified and whether that offeror is one of the between three and five offerors selected on the basis of the criteria set forth in the request for qualifications. In the event that an offeror is denied prequalification or is not one of the between three and five offerors selected on the basis of the criteria set forth in the request for qualifications, the written notification to such offeror shall state the reasons for such denial of prequalification or selection and the factual basis of such reasons.

10.6.2.6 Step 2—Competitive Negotiation.

10.6.2.6.1 Request for Proposals.

A. The purchaser shall prepare a request for proposals for approval by the Chief Executive Officer. The request for proposals shall:

1. Include and define the criteria of the specific construction project in areas such as site plans; floor plans; exterior elevations; basic building envelope materials; fire protection information plans; structural, mechanical (e.g., HVAC), and electrical systems; and special telecommunications;
2. Define the pre-design phase, design phase, bid phase, and construction phase services to be provided by the construction manager;
3. Require the offeror's cost proposal to include the offeror's lump sum price for all requested pre-construction phase (e.g., the predesign phase, design phase and bid phase) services;
4. Provide for the establishment of a lump sum price or a Guaranteed Maximum Price for all requested construction services;

5. Define the criteria to be used by the evaluation panel to evaluate each proposal;
6. Include, for any Guaranteed Maximum Price construction management contract, contract terms providing that:
 - a. Not more than ten percent of the construction work, as measured by the cost of the work, shall be performed by the construction manager with its own forces;
 - b. The remaining 90 percent of the construction work shall be performed by subcontractors of the construction manager which the construction manager shall procure by publicly advertised competitive sealed bidding to the maximum extent practical; and
 - c. The construction manager shall provide documentation detailing the reasons any construction work is not procured by publicly advertised competitive sealed bidding, and such documentation is to be placed in the contract file. However, sections 10.6.2.6.1(A), (B), and (C) herein shall not apply to construction management contracts involving infrastructure projects.
 - d. Unless the Chief Executive Officer has waived this requirement, the Guaranteed Maximum Price shall be established at the completion of working drawings.
7. Include or incorporate by reference a procedure whereby comments concerning specifications or other provisions in the request for proposals can be received and considered prior to the time set for receipt of proposals; and
8. Define such other requirements, if any, as the Chief Executive Officer determines appropriate for that particular construction project.

B. At least 30 days prior to the date set for receipt of proposals, the RVRA shall invite those potential offerors prequalified and selected under section 10.6.2.5.2 to submit sealed technical and cost proposals. The request for proposals must specify whether proposals must be submitted only on paper or whether electronic submittals are acceptable. An offeror's cost proposal shall be sealed separately from its technical proposal. Upon receipt of an offeror's technical and cost proposals, the RVRA shall secure and keep sealed the offeror's cost proposal until evaluation of all technical proposals is completed.

10.6.2.6.2 Selection of Construction Management Contractor.

- A. The evaluation panel shall evaluate each of the technical proposals based on the criteria set forth in the request for proposals. As a part of the evaluation process, the evaluation panel may require presentations or discussions with offerors, as necessary, to clarify material in the offeror's proposal. In its conversations with offerors, the evaluation panel shall exercise care to discuss the same RVRA information with all offerors. In addition, the evaluation panel shall not disclose any trade secret or proprietary information for which the offeror has invoked protection pursuant to Va. Code § 2.2-4342(F).
- B. Based upon its review of each offeror's technical proposal, the evaluation panel shall determine whether any changes to the offeror's technical proposal should be made to clarify the proposal. If such changes are required, the purchaser shall require each such offeror to provide the necessary revisions to its technical proposal within an appropriate period of time determined by the purchaser.
- C. Based on any revisions to the technical proposals, the evaluation panel shall evaluate and rank the proposals. Price must be a critical basis for award of the contract but need not be the sole determining factor. After ranking the proposals, the evaluation panel shall conduct negotiations with two or more offerors submitting the highest ranked proposals.
- D. Should the Chief Executive Officer determine in writing that only one offeror is fully qualified or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.
- E. After negotiations have been conducted with each offeror selected for negotiations pursuant to subsections (C) or (D) of this section, the evaluation panel shall make its recommendation on the selection of the construction manager to the Chief Executive Officer based on its evaluation and negotiations. The Chief Executive Officer shall select the offeror which the Chief Executive Officer determines is fully qualified and has submitted the proposal providing the best value in response to the request for proposals.
- F. The purchaser will notify all offerors who submitted proposals which offeror was selected for the project by posting an intent to award the contract and, once awarded, a notice of award of the contract in accordance with these regulations' requirements for posting notices of intent to award and notices of award. Upon request, the RVRA shall make available to the unsuccessful offerors documentation of the process used for the final selection.
- G. The RVRA may post on its website when and where the general contractor plans to advertise bid packages for subcontracting opportunities when appropriate.

10.7 Solicitation Language, Contract Language, and Forms.

10.7.1 General. The RVRA will cause its general counsel to develop and, from time to time, modify all language for solicitations of design-build contracts and construction management contracts pursuant to these regulations. Each design-build contract and construction management contract must be approved as to form by the RVRA's general counsel or the designee thereof prior to its signature by the Chief Executive Officer.

10.7.2 Guaranteed Maximum Price Contracts. Each Guaranteed Maximum Price construction management contract shall include contract terms providing that:

- A. Not more than ten percent of the construction work, as measured by the cost of the work, shall be performed by the construction manager with its own forces;
- B. The remaining 90 percent of the construction work shall be performed by subcontractors of the construction manager which the construction manager shall procure by publicly advertised competitive sealed bidding to the maximum extent practical; and
- C. The construction manager shall provide documentation detailing the reasons any construction work is not procured by publicly advertised competitive sealed bidding, and such documentation is to be placed in the contract file. However, sections 10.7.2(A), (B), and (C) herein shall not apply to construction management contracts involving infrastructure projects.
- D. The Guaranteed Maximum Price shall be established at the completion of working drawings, unless the Chief Executive Officer has waived this requirement.

10.7.3 Forms. The Chief Executive Officer may cause to be produced and require the use by his subordinates, potential offerors, and contractors of such forms and checklists related to the solicitation and administration of design-build contracts and construction management contracts pursuant to these regulations as the Chief Executive Officer deems appropriate.

10.8 Responsibilities.

10.8.1 Purchaser. The purchaser, with the assistance of the business manager, is responsible for:

- A. Identifying the architect or professional engineer to serve as professional advisor pursuant to section 10.5.3.
- B. Preparing and submitting to the Chief Executive Officer the memorandum requesting and justifying the use of a design-build contract.
- C. Preparing and submitting to the Chief Executive Officer requests for qualifications and requests for proposals.
- D. Administering any resulting design-build contract or construction management contract.

- E. Reporting capital project data annually to the Commonwealth of Virginia's Department of General Services if required by Va. Code § 2.2-4383(B).

10.8.2 Chief Executive Officer. The Chief Executive Officer is responsible for:

- A. Making the written determination that the design-bid-build project delivery method is either not practicable or not fiscally advantageous.
- B. Appointing the evaluation panel for the procurement of each design-build contract and construction management contract.
- C. Reviewing and approving requests for qualifications and requests for proposals prior to their issuance.
- D. Reviewing and approving the selection of a design-build contractor or a construction management contractor based on the recommendations of the evaluation panel.

10.8.3 General Counsel. The RVRA's general counsel is responsible for:

- A. Developing and modifying all language for solicitations of design-build contracts and construction management contracts pursuant to these regulations.
- B. Approving as to form each design-build contract and construction management contract prior to its signature by the Chief Executive Officer.
- C. Providing legal advice to the RVRA throughout the procurement processes described in these regulations.

Statutory Parameters – January 1, 2025

§ 2.13 – When Bonds Required for Construction Contracts

Bid Bond Required	over \$500,000
Performance and Payment Bonds Required	over \$500,000

§ 5.1.2 – Cooperative Procurement Exclusions

- A. Contracts for architectural or engineering services; and
- B. Construction, except for:
 1. The installation of artificial turf and track surfaces;
 2. Stream restoration;
 3. Stormwater management practices; or
 4. The installation of playground equipment, including all associated and necessary construction and maintenance.

§ 6 – Small Purchase Thresholds

Goods	\$200,000
Nonprofessional Services.....	\$200,000
Non-transportation-related Construction	\$300,000
Professional Services (e.g., A/E).....	\$80,000
Transportation-related Construction	\$25,000

§ 9.3.5 – Limitations on Term A/E Contracts

Term	One year
Renewals	No more than three one-year renewal terms
Maximum amount expendable under contract.....	\$10,000,000
Maximum amount per project.....	\$2,500,000

**NEW BUSINESS
ITEM NO.II.B.**

AT A REGULAR MEETING OF THE ROANOKE VALLEY RESOURCE AUTHORITY (RVRA);
ROANOKE, VIRGINIA; HELD AT THE RVRA TINKER CREEK TRANSFER STATION

MEETING DATE: February 26, 2025

AGENDA ITEM: Draft FY 2025–2026 Annual Budget and Reserve Funds

SUBMITTED BY: Jonathan A. Lanford, CEO
Brad D. Brewer, Finance Manager

SUMMARY OF INFORMATION:

Staff is pleased to present the Board with a draft of its proposed FY 2025-2026 Annual Budget and Reserve Funds. Staff has worked closely with the assistance of the budget review team to develop a draft budget. The draft FY'26 budget in the total amount of \$19,116,734 is balanced and represents an overall increase of \$2,367,144 (+ 14.1%) from the FY'25 budget of \$16,749,590. The proposed draft FY'26 budget includes an increase of \$1.50/ton (+2.7%) in Municipal tipping fees. It also includes an increase of \$2.00/ton (+ 3.0%) for Commercial and Private tipping fees.

With no further adjustments to revenues or expenses, the net impact would be an increase in its budgeted Transfer to Reserves of \$1,102,663 (66.1%).

Staff is also proposing an increase in its Wood Waste tipping fees from \$38/ton to \$39/ton, to more appropriately cover increases in its costs and remain consistent with current market conditions.

Projected Total Revenues (\$19,116,734) include the following major impact(s):

1. A projected net increase in Disposal Fees of \$1,480,855 (+9.0%) primarily due to a projected increase of approximately \$1,249,200 in Contracted Municipal Solid Waste (MSW) and \$219,000 in increased Commercial tipping fees; and
2. A projected new revenue stream of \$831,289 from the sale of renewable natural gas (RNG); and
3. A projected net increase in Interest Income of \$50,000 in line with current market conditions.

Projected Total Expenses (\$19,116,734) include the following major impact(s):

1. A projected total increase in Personnel costs of \$265,993 (+6.9%) primarily due to proposed, average, merit/performance salary adjustments of 3% (\$63,589).
2. A projected total increase in Operating costs of \$1,003,827 (+10.7%) primarily due to:
 - a. Projected net increase in MSW Transportation costs of \$289,774 primarily due to projected transportation contractor cost increase of 5%

(\$198,550) and a projected increase of \$91,224 due to increased tonnage; and

- b. Projected increase in Waste Water Transportation costs of \$475,558 primarily due to increased leachate quantities associated with operating an expanded landfill.
3. A projected total increase of \$1,102,663 in Transfers to the Reserves.

There are other minor adjustments to specific revenue and expenditure line items.

FISCAL IMPACT:

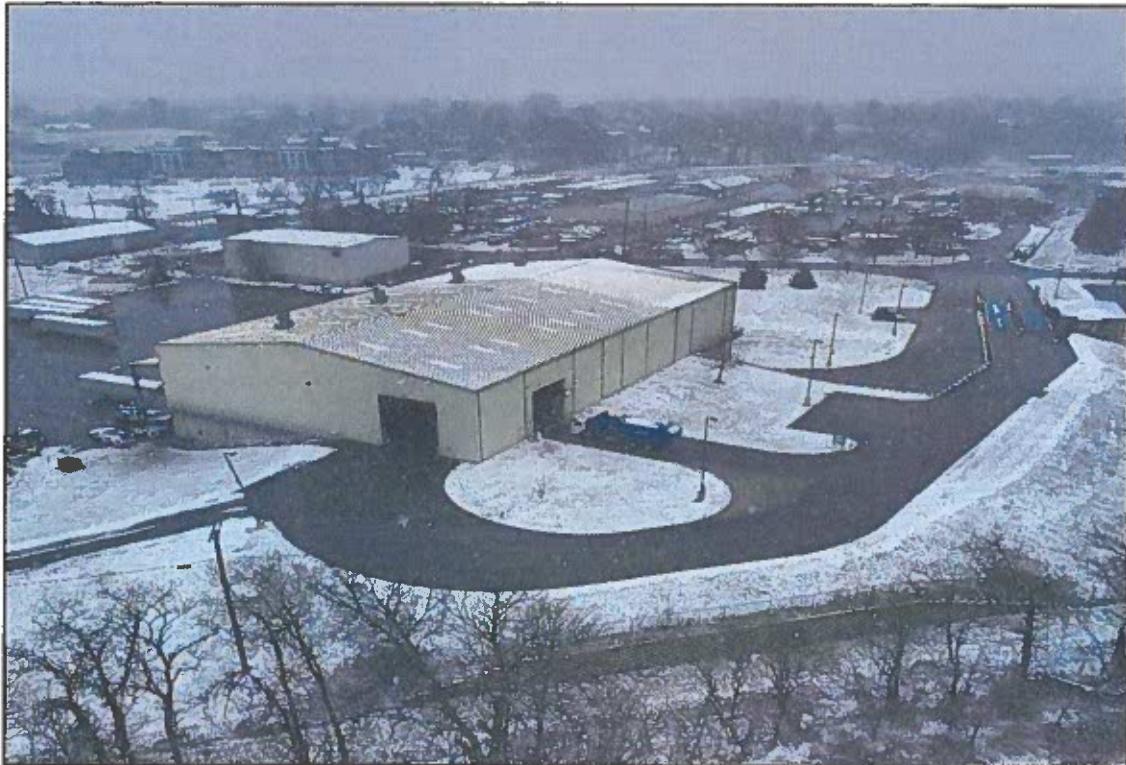
The draft budget, as proposed, allows for proper funding of the anticipated operating and capital expenditures based on realistic revenue estimates.

STAFF RECOMMENDATION:

It is recommended that the Board direct any changes deemed appropriate for inclusion into the final FY'26 budget to be presented at its March 26, 2025, meeting.

ROANOKE VALLEY RESOURCE AUTHORITY

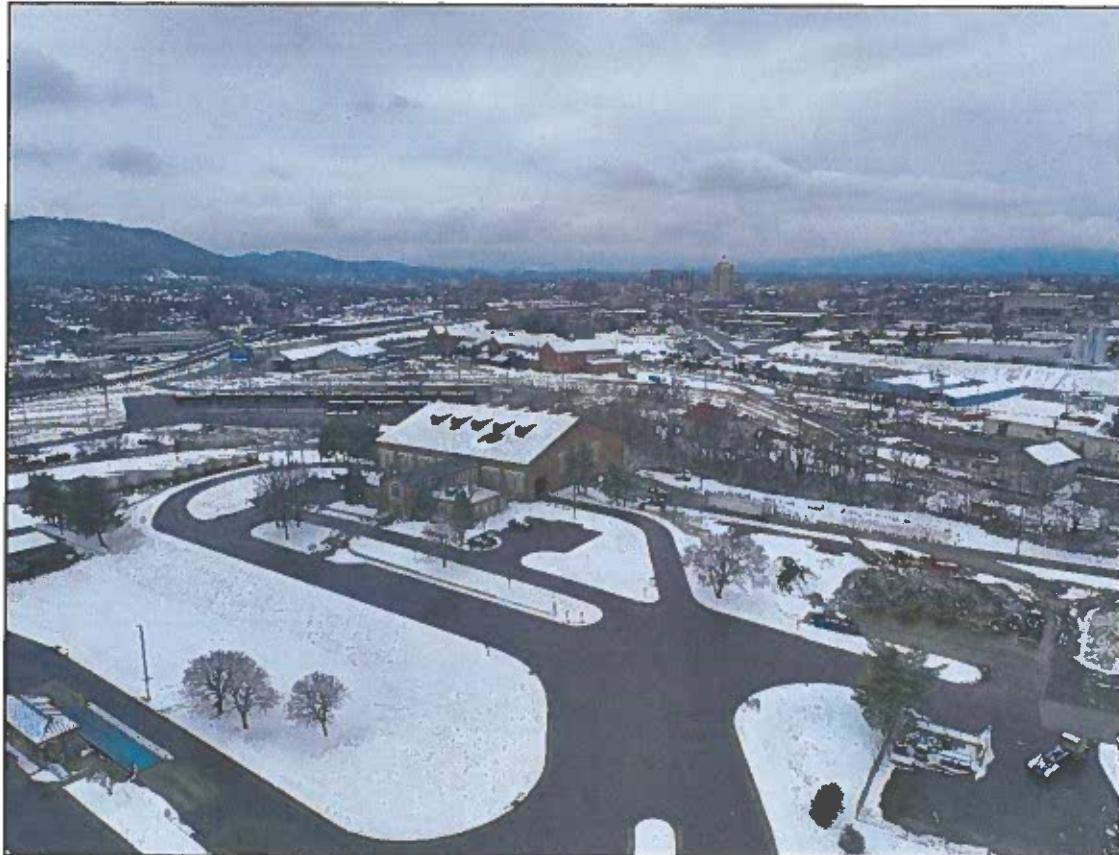
FY 2025-26
ANNUAL
OPERATING &
RESERVES
BUDGET



SALEM TRANSFER STATION

ROANOKE VALLEY RESOURCE AUTHORITY

2025-26
OPERATING
BUDGET



TINKER CREEK TRANSFER STATION

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REVENUE

	2025-2026
Disposal Fees	\$ 17,950,445
Interest Income	\$ 200,000
Transfer from Contingency Reserve Fund	\$ -
Sale of Recyclable Material	\$ 50,000
Miscellaneous - Mulch	\$ 50,000
Miscellaneous Sales	\$ 35,000
RNG Revenue	\$ 831,289
	Total \$ 19,116,734

EXPENSES

Personnel

Administrative	\$ 1,112,348
Tinker Creek Transfer Station	\$ 1,153,961
Salem Transfer Station	\$ 659,459
Smith Gap Landfill	\$ 1,178,968

Totals \$ 4,104,736

Operating

Administrative	\$ 1,044,293
Tinker Creek Transfer Station	\$ 3,553,836
Salem Transfer Station	\$ 2,358,915
Smith Gap Landfill	\$ 3,388,866

Totals \$ 10,345,910

CAPITAL

Totals \$ -

RESERVES

Administrative	\$ -
Tinker Creek Transfer Station	\$ 550,000
Salem Transfer Station	\$ 235,000
Smith Gap Landfill	\$ 1,985,313

Totals \$ 2,770,313

DEBT SERVICE

Principal

\$ 1,229,057

Interest \$ 666,718

Totals \$ 1,895,775 \$ 1,895,775

TOTALS

Administrative	\$ 2,156,641
Tinker Creek Transfer Station	\$ 5,257,797
Salem Transfer Station	\$ 3,253,374
Smith Gap Landfill	\$ 6,553,147
Debt Service	\$ 1,895,775

Total \$ 19,116,734

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
REVENUE						
Disposal Fees	\$12,147,125	\$14,681,825	\$14,651,255	\$15,688,893	\$16,469,590	\$17,950,445
Interest Income	\$ 150,000	\$ 50,000	\$ 5,000	\$ 100,000	\$ 150,000	\$ 200,000
Transfer from Contingency Reserve Fund	\$ 147,572	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of Recyclable Material	\$ 60,000	\$ 68,000	\$ 125,000	\$ 50,000	\$ 50,000	\$ 50,000
Mulch sales	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Miscellaneous	\$ 47,900	\$ 24,900	\$ 24,900	\$ 24,900	\$ 30,000	\$ 35,000
RNG Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 831,289
TOTAL	\$12,597,597	\$14,874,725	\$14,856,155	\$15,913,793	\$16,749,590	\$19,116,734
EXPENSES						
Personnel	\$ 3,295,455	\$ 3,332,196	\$ 3,519,781	\$ 3,717,368	\$ 3,838,743	\$ 4,104,736
Operating	\$ 8,014,111	\$ 6,635,818	\$ 7,110,754	\$ 8,074,125	\$ 9,342,083	\$10,345,910
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Reserves	\$ 10,000	\$ 3,122,725	\$ 2,326,674	\$ 2,221,753	\$ 1,667,650	\$ 2,770,313
Debt Service	\$ 1,278,031	\$ 1,783,986	\$ 1,898,946	\$ 1,900,547	\$ 1,901,114	\$ 1,895,775
TOTAL	\$12,597,597	\$14,874,725	\$14,856,155	\$15,913,793	\$16,749,590	\$19,116,734
DISPOSAL FEES						
Municipal \$ per ton	53.50	53.50	55.00	55.00	56.50	58.00
Private \$ per ton	62.75	62.75	64.50	65.75	67.50	69.50
% INCREASE in expenses	-8.9%	18.1%	-0.1%	7.1%	5.3%	14.1%

CODE	DESCRIPTION	FY23-24 Actual	FY24-25 Budget	FY24-25 6 Month Actuals	FY25-26 Budget	JUSTIFICATION
9202	Total Tipping Fees	\$16,832,584	\$16,469,590	\$8,819,434	\$17,950,445	<p>Based on tonnage receipts of : 319,700</p> <p>Municipal 97,200 tons \$ 5,815,525</p> <p>Commercial 58,000 tons \$ 4,053,175</p> <p>Private 42,000 tons \$ 3,179,625</p> <p>Residential 11,500 tons \$ 712,500</p> <p>Contracted MSW 111,000 tons \$ 4,189,620</p> <p>Total \$ 17,950,445</p>
15100	Interest Income	\$ 487,569	\$ 150,000	\$ 201,359	\$ 200,000	Operating \$ 200,000
16916	Sale of Recyclable Material	\$ 56,463	\$ 50,000	\$ 24,410	\$ 50,000	Sale of Recyclable Scrap Metal & Miscellaneous
18100	Miscellaneous Revenue	\$ 35,544	\$ 30,000	\$ 3,570	\$ 35,000	MVP Annual Easement Fee \$ 35,000
18120	Mulch Revenue	\$ 44,879	\$ 50,000	\$ 30,983	\$ 50,000	Mulch Sales
18118	RNG Revenue	\$ -	\$ -	\$ -	\$ 831,289	Renewable Natural Gas
	TOTAL REVENUE	\$ 17,457,039	\$16,749,590	\$9,079,756	\$19,116,734	

TIPPING FEES

CODE	DESCRIPTION	FY24-25 Budget	FY25-26 Budget	JUSTIFICATION		
16906	City of Roanoke	\$ 2,442,000	\$ 2,506,850	Municipal Waste 41,000 tons @ 58 \$ 2,378,000 Wood Waste 2,900 tons @ 39 \$ 113,100 Tires 60 tons @ 255 \$ 15,300 90 mixed @ 5 \$ 450 City of Roanoke Total \$ 2,506,850		
16907	County of Roanoke	\$ 2,252,900	\$ 2,190,200	Municipal Waste 37,000 tons @ 58 \$ 2,146,000 Wood Waste 1,000 tons @ 39 \$ 39,000 Tires 20 tons @ 255 \$ 5,100 20 mixed @ 5 \$ 100 County of Roanoke Total \$ 2,190,200		
16908	Town of Vinton	\$ 186,120	\$ 190,475	Municipal Waste 3,200 tons @ 58 \$ 185,600 Wood Waste 125 tons @ 39 \$ 4,875 Tires - tons @ 255 \$ - - mixed @ 5 \$ -		
16911	City Of Salem	\$ 904,150	\$ 928,000	Municipal Waste 16,000 tons @ 58 \$ 928,000 Wood Waste - tons @ 39 \$ - Tires - tons @ 255 \$ - - mixed @ 5 \$ -		
City of Salem Total					\$ 928,000	

2025-2026 BUDGET

TIPPING FEES

CODE	DESCRIPTION	FY24-25 Budget	FY25-26 Budget	JUSTIFICATION				
16914	Commercial	\$ 3,961,025	\$ 4,053,175	Commercial Waste 58,000 tons @ 69.50 \$ 4,031,000 Wood Waste 400 tons @ 38 \$ 15,200 Tires 20 tons @ 255 \$ 5,100 375 mixed @ 5 \$ 1,875 Commercial Total \$ 4,053,175				
16920	Contracted Municipal Solid Waste	\$ 2,940,420	\$ 4,189,620	Contracted MSW 65,000 CW tons @ 29.82 \$ 1,938,300 30,000 BFI tons @ 59.14 \$ 1,774,200 16,000 AlCo tons @ 29.82 \$ 477,120 Contracted MSW \$ 4,189,620				
16915	Private	\$ 3,046,475	\$ 3,179,625	Private Waste 42,000 tons @ 69.50 \$ 2,919,000 Wood Waste 3,400 tons @ 38 \$ 129,200 Tires 500 tons @ 255 \$ 127,500 785 mixed @ 5 \$ 3,925 Private Total \$ 3,179,625				
16917	Residential	\$ 736,500	\$ 712,500	Residential Waste Based on Uniform Disposal Allocation City of Roanoke 43.5% \$ 309,938 County of Roanoke 41.7% \$ 297,112 Town of Vinton 3.6% \$ 25,650 City of Salem 11.2% \$ 79,800 Household 11,500 Tons @ 58 \$ 667,000 Wood Waste 1,000 Tons @ 38 \$ 38,000 Tires 1,500 Tires @ 5 \$ 7,500 Residential Total \$ 712,500				
	TOTAL TIPPING FEES	\$ 16,469,590	\$ 17,950,445					

CODE	DESCRIPTION	FY23-24 Actual	FY24-25 Budget	FY24-25 6 Month Actuals	FY25-26 Budget	JUSTIFICATION			
101010	Salaries	\$ 2,225,196	\$ 2,458,305	\$ 1,128,800	\$ 2,570,067	Salaries for 40 employees			
101015	Overtime	\$ 160,324	\$ 100,000	\$ 81,090	\$ 125,000	Extra work required on Saturdays, Weekdays & Holidays			
101020	Part - time	\$ 119,242	\$ 100,000	\$ 60,088	\$ 120,000	Operations, Buildings, and Grounds Maintenance			
202100	F.I.C.A.	\$ 185,481	\$ 203,360	\$ 93,463	\$ 215,353	7.65%	of salaries, overtime, part time		
202200	Retirement - VRS	\$ 351,774	\$ 420,616	\$ 211,353	\$ 487,028	18.95%	of salaries	40 employees	\$ 2,570,067
202840	Def. Comp. Match	\$ 11,251	\$ 15,000	\$ 4,426	\$ 12,250	Deferred Compensation Match			
202300	Group Health Insurance	\$ 298,229	\$ 367,189	\$ 168,821	\$ 385,323	33	participating employees	8.0%	Annual \$ single 23 \$ 203,511 em&sp 3 \$ 42,567 family 6 \$ 107,049 Em & Ch 1 \$ 11,196 HRA \$ 21,000
202310	Group Dental Insurance	\$ 12,068	\$ 15,000	\$ 6,147	\$ 13,383	Selected Dental Coverage			
202400	Life Insurance - VRS	\$ 29,743	\$ 32,941	\$ 13,664	\$ 34,439	1.34%	of salaries	40 employees	\$ 2,570,067
202500	Long Term Dis. Ins.	\$ 6,951	\$ 7,252	\$ 4,003	\$ 7,582	0.59%	salaries	RVRA pays 50%	\$7,582
202510	Short Term Dis. Ins.	\$ 451	\$ 1,000	\$ 192	\$ 500	RVRA pays 100%			
202700	Workers' Comp. Ins.	\$ 42,527	\$ 50,000	\$ 29,973	\$ 45,108	Workers' Comp. Insurance 40 employees			
202750	Retirement Health Insurance Credit	\$ 6,608	\$ 7,375	\$ 3,464	\$ 7,710	0.3%	of salaries	40 employees	\$ 2,570,067
202800	Termination Pay	\$ 78,770	\$ 20,000	\$ 40,895	\$ 45,000	Flex Leave and Banked Sick Leave Payments			
202810	Cash-in FLP	\$ 40,748	\$ 40,705	\$ 19,409	\$ 35,992	Flexible Leave pay out			
202830	Employee Benefits	\$ -	\$ -	\$ -	\$ -	Retiree Health Insurance			
TOTAL PERSONNEL		\$ 3,569,363	\$ 3,838,743	\$ 1,865,788	\$ 4,104,735				

CODE	DESCRIPTION	FY24-25 BUDGET	FY25-26 BUDGET	JUSTIFICATION		
101010	Salaries	\$ 724,588	\$ 757,980	Salaries for	6	employees
101015	Overtime	\$ -	\$ -	Extra work required on Saturdays & Holidays		
101020	Part - time	\$ -	\$ -	Operations, Buildings, and Grounds Maintenance		
101116	Supplements	\$ -	\$ -	Outstanding performance recognition		
202100	F.I.C.A.	\$ 55,431	\$ 57,985	7.65%	of salaries, overtime, part time	
202200	Retirement - VRS	\$ 123,977	\$ 143,637	18.95%	of salaries	6 employees \$ 757,980
202840	Deferred Comp. Match	\$ 2,250	\$ 2,250	Deferred Compensation Match		
202300	Hospitalization	\$ 60,824	\$ 71,569	5 participating employees	8.0%	Annual \$ single 2 \$ 17,697 em&sp 1 \$ 14,189 family 2 \$ 35,683 Em & Ch 0 \$ - HRA \$ 4,000
202310	Dental	\$ 2,245	\$ 2,245	Selected Dental Coverage		
202400	Life Insurance - VRS	\$ 9,709	\$ 10,157	1.34%	of salaries	6 employees \$ 757,980
202500	Long Term Disability Ins.	\$ 2,138	\$ 2,236	0.59% salaries	RVRA pays 50% \$ 2,236	
202510	Short Term Disability Ins.	\$ 150	\$ 75	RVRA pays 100%		
202700	Workers' Comp. Ins.	\$ 529	\$ 476	Workers' Comp. Insurance	6	employees
202750	Retirement Health Insurance Credit	\$ 2,174	\$ 2,274	0.30%	of salaries	6 employees \$ 757,980
202800	Termination Pay	\$ 20,000	\$ 45,000	Annual and sick leave payments		
202810	Cash-in FLP	\$ 16,825	\$ 16,464	Flexible Leave pay out		
202830	Employee Benefits	\$ -	\$ -	Retiree Health Insurance		
	TOTAL PERSONNEL	\$ 1,020,840	\$ 1,112,348			

CODE	DESCRIPTION	FY24-25 Budget	FY25-26 Budget	JUSTIFICATION		
101010	Salaries	\$ 627,025	\$ 661,323	Salaries for 12 employees		
101015	Overtime	\$ 44,000	\$ 50,000	Extra work required on Saturdays, Evenings & Holidays		
101020	Part - time	\$ 70,000	\$ 100,000	Operations, Buildings, and Grounds Maintenance		
101116	Supplements	\$ -	\$ -	Outstanding performance recognition		
202100	F.I.C.A.	\$ 56,688	\$ 62,066	7.65% of salaries, overtime, part time		
202200	Retirement - VRS	\$ 107,284	\$ 125,321	18.95% of salaries	12 employees	\$ 661,323
202840	Deferred Comp. Match	\$ 4,500	\$ 4,500	Deferred Compensation Match		
202300	Hospitalization	\$ 105,722	\$ 112,470	11 participating employees	8.0% Annual \$ single 8 \$ 70,786 em&sp 0 \$ - family 3 \$ 35,683 Em & Ch 0 \$ -	
				HRA \$ 6,000		
202310	Dental	\$ 4,488	\$ 4,488	Selected Dental Coverage		
202400	Life Insurance - VRS	\$ 8,402	\$ 8,862	1.34% of salaries	12 employees	\$ 661,323
202500	Long Term Disability Ins.	\$ 1,850	\$ 1,951	0.59% salaries	RVRA pays 50%	\$ 1,951
202510	Short Term Disability Ins.	\$ 300	\$ 150	RVRA pays 100%		
202700	Workers' Comp. Ins.	\$ 14,739	\$ 13,265	Workers' Comp. Insurance	12 employees	
202750	Retirement Health Insurance Credit	\$ 1,881	\$ 1,984	0.30% % of salaries	12 employees	\$ 661,323
202800	Termination Pay	\$ -	\$ -	Annual and sick leave payments		
202810	Cash-in FLP	\$ 6,953	\$ 7,581	Flexible Leave pay out		
202830	Employee Benefits	\$ -	\$ -	Retiree Health Insurance		
	TOTAL PERSONNEL	\$ 1,053,832	\$ 1,153,960			

CODE	DESCRIPTION	FY24-25 Budget	FY25-26 Budget	JUSTIFICATION		
101010	Salaries	\$ 434,713	\$ 396,520	Salaries for 8 employees		
101015	Overtime	\$ 25,000	\$ 25,000	Extra work required on Saturdays & Holidays		
101020	Part - time	\$ 5,000	\$ 5,000	Operations, Buildings, and Grounds Maintenance		
101116	Supplements	\$ -	\$ -	Outstanding performance recognition		
202100	F.I.C.A.	\$ 35,551	\$ 32,629	7.65% of salaries, overtime, part time		
202200	Retirement - VRS	\$ 74,379	\$ 75,140	18.95% % of salaries 8 employees	\$ 396,520	
202840	Deferred Comp. Match	\$ 3,000	\$ 3,000	Deferred Compensation Match		
202300	Hospitalization	\$ 80,349	\$ 96,120	7 participating employees 8.0% Annual \$ single 4 \$ 44,242 em&sp 0 \$ - family 2 \$ 35,683 Em & Ch 1 \$ 11,196 HRA \$ 5,000		
202310	Dental	\$ 2,994	\$ 3,050	Selected Dental Coverage		
202400	Life Insurance - VRS	\$ 5,825	\$ 5,313	1.34% of salaries 8 employees	\$ 396,520	
202500	Long Term Disability Ins.	\$ 1,282	\$ 1,170	0.59% salaries	RVRA pays 50%	\$ 1,170
202510	Short Term Disability Ins.	\$ 200	\$ 100	RVRA pays 100%		
202700	Workers' Comp. Ins.	\$ 12,074	\$ 10,867	Workers' Comp. Insurance	8 employees	
202750	Retirement Health Insurance Credit	\$ 1,304	\$ 1,190	0.30% of salaries 8 employees	\$ 396,520	
202800	Termination Pay	\$ -	\$ -	Annual and sick leave payments		
202810	Cash-in FLP	\$ 8,746	\$ 4,360	Flexible Leave pay out		
202830	Employee Benefits	\$ -	\$ -	Retiree Health Insurance		
	TOTAL PERSONNEL	\$ 690,417	\$ 659,458			

CODE	DESCRIPTION	FY24-25 Budget	FY25-26 Budget	JUSTIFICATION		
101010	Salaries	\$ 671,979	\$ 754,244	Salaries for 14 employees		
101015	Overtime	\$ 31,000	\$ 50,000	Extra work required on Saturdays & Holidays		
101020	Part - time	\$ 25,000	\$ 15,000	Operations, Buildings, and Grounds Maintenance		
101116	Supplements	\$ -	\$ -	Outstanding performance recognition		
202100	F.I.C.A.	\$ 55,690	\$ 62,672	7.65% of salaries, overtime, part time		
202200	Retirement - VRS	\$ 114,976	\$ 142,929	18.95% of salaries	14 employees	\$ 754,244
202840	Deferred Comp. Match	\$ 5,250	\$ 2,500	Deferred Compensation Match		
202300	Hospitalization	\$ 120,294	\$ 105,165	10 participating employees	8.0% Annual \$ single 8 \$ 70,786 em&sp 2 \$ 28,378 family 0 \$ - Em & Ch 0 \$ - HRA \$ 6,000	
202310	Dental	\$ 5,273	\$ 3,600	Selected Dental Coverage		
202400	Life Insurance - VRS	\$ 9,005	\$ 10,107	1.34% of salaries	14 employees	\$ 754,244
202500	Long Term Disability Ins.	\$ 1,982	\$ 2,225	0.59% salaries	RVRA pays 50%	\$ 2,225
202510	Short Term Disability Ins.	\$ 350	\$ 175	RVRA pays 100%		
202700	Workers' Comp. Ins.	\$ 22,658	\$ 20,500	Workers' Comp. Insurance		
202750	Retirement Health Insurance Credit	\$ 2,016	\$ 2,263	0.30% of salaries	14 employees	\$ 754,244
202800	Termination Pay	\$ -	\$ -	Annual and sick leave payments		
202810	Cash-in FLP	\$ 8,181	\$ 7,588	Flexible Leave pay out		
202830	Employee Benefits	\$ -	\$ -	Retiree Health Insurance		
	TOTAL PERSONNEL	\$ 1,073,654	\$ 1,178,967			

CODE	DESCRIPTION	FY25-26 Budget	AD	TCTS	STS	SG
101010	Salaries	\$ 2,570,067	\$ 757,980	\$ 661,323	\$ 396,520	\$ 754,244
101015	Overtime	\$ 125,000	\$ -	\$ 50,000	\$ 25,000	\$ 50,000
101020	Part - time	\$ 120,000	\$ -	\$ 100,000	\$ 5,000	\$ 15,000
202100	F.I.C.A.	\$ 215,352	\$ 57,985	\$ 62,066	\$ 32,629	\$ 62,672
202200	Retirement - VRS	\$ 487,027	\$ 143,637	\$ 125,321	\$ 75,140	\$ 142,929
202840	Deferred Comp. Match	\$ 12,250	\$ 2,250	\$ 4,500	\$ 3,000	\$ 2,500
202300	Hospitalization	\$ 385,324	\$ 71,569	\$ 112,470	\$ 96,120	\$ 105,165
202310	Dental	\$ 13,383	\$ 2,245	\$ 4,488	\$ 3,050	\$ 3,600
202400	Life Insurance - VRS	\$ 34,439	\$ 10,157	\$ 8,862	\$ 5,313	\$ 10,107
202500	Long Term Disability Ins.	\$ 7,582	\$ 2,236	\$ 1,951	\$ 1,170	\$ 2,225
202510	Short Term Disability Ins.	\$ 500	\$ 75	\$ 150	\$ 100	\$ 175
202700	Workers' Comp. Ins.	\$ 45,108	\$ 476	\$ 13,265	\$ 10,867	\$ 20,500
202750	Retirement Health Insurance Credit	\$ 7,711	\$ 2,274	\$ 1,984	\$ 1,190	\$ 2,263
202800	Termination Pay	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -
202810	Cash-in FLP	\$ 35,993	\$ 16,464	\$ 7,581	\$ 4,360	\$ 7,588
	TOTAL PERSONNEL	\$ 4,104,736	\$ 1,112,348	\$ 1,153,961	\$ 659,459	\$ 1,178,968

POSITION	#	GRADE	CURRENT PAY RANGE				
CEO	1	U	Unclassified				
Director of Operations Technical Services	1	37	\$	87,582	to	\$	153,180
Director of Operation Field Services	1	37	\$	87,582	to	\$	153,180
Finance Manager	1	36	\$	83,411	to	\$	145,886
Business Manager	1	30	\$	62,243	to	\$	108,863
Operations Manager	4	27	\$	53,768	to	\$	94,039
Administrative Coordinator	1	25	\$	48,768	to	\$	85,296
Facilities Technician	1	23	\$	44,234	to	\$	77,367
Operations Supervisor	4	23	\$	44,234	to	\$	77,367
Senior Equipment Operator	3	22	\$	42,128	to	\$	73,683
Motor Equipment Operator II	15	19	\$	36,392	to	\$	63,650
Scale Operator	2	19	\$	36,392	to	\$	63,650
Motor Equipment Operator I	5	17	\$	33,008	to	\$	57,732
 TOTAL SALARIES*	40		\$	2,450,139	1/3/2025		
COLA Adjs (3%)/Market(1.9%) :							
			Increases	\$	73,504		
				\$	46,424		
			Average/Market Adjustment				
			Total	\$	119,928		
 TOTAL ADJUSTED SALARIES			\$	2,570,067			

2025 - 2026 BUDGET

EMPLOYEE BY LOCATION

POSITION	#	GRADE	ADMIN.	TINKER	SALEM	LANDFILL
CEO	1	U	1	0	0	0
Director of Operations Technical Services	1	37	1	0	0	0
Director of Operation Field Services	1	37	1	0	0	0
Finance Manager	1	36	1	0	0	0
Business Manager	1	30	1	0	0	0
Operations Manager	4	27	0	2	1	1
Administrative Coordinator	1	25	1	0	0	0
Facilities Technician	1	23	0	1	0	0
Operations Supervisor	4	23	0	2	1	1
Senior Equipment Operator	3	22	0	1	1	1
Motor Equipment Operator II	15	19	0	4	4	7
Scale Operator	2	19	0	1	1	0
Motor Equipment Operator I	5	17	0	1	0	4
TOTAL EMPLOYEES	40		6	12	8	14

2025 - 2026 BUDGET

CODE	DESCRIPTION	FY23-24	FY24-25 Budget	6 Mo FY24-25 Actual	FY25-26 Budget	JUSTIFICATION
300004	Medical Exams	\$ 2,353	\$ 2,000	\$ 963	\$ 2,000	Physical exams for new employees; drug and alcohol random testing, misc testing
300007	Contract Services	\$ 501,028	\$ 520,242	\$ 154,592	\$ 536,504	Employee Assistance Program \$ 1,560 Clean Valley Council-Annual \$ 35,000 Landscaping- \$572/month \$ 6,864 Tire Disposal - 800 Tons @ \$175 \$ 140,000 Copier Rentals \$600.00 /Month \$ 7,200 HHW Disposal \$ 75,000 Janitorial Services \$ 52,530 Exterminating Services \$ 3,100 Letter of Credit \$ 150,000 Tire Transportation \$ 51,450 Propeller Survey Processing \$ 6,300 Annual Capacity Evaluation \$ 7,500
300100	Groundwater Sampling and Analysis - SG & RR	\$ 132,712	\$ 165,500	\$ 64,748	\$ 205,000	TRC Labor & Reimbursables \$ 40,500 Lab Fees \$ 21,500 TRC Labor & Reimbursables - R \$ 100,000 Lab Fees - RR \$ 28,000 Engineering \$ 15,000
300101	PFAS - SG & STS	\$ -	\$ -	\$ -	\$ 29,000	TRC Labor & Reimbursables \$ 13,600 Lab Fees \$ 15,400
300102	Stormwater Sampling & Analysis - SG & TCTS	\$ 34,141	\$ 57,500	\$ 27,386	\$ 72,250	TRC Labor & Reimbursables \$ 26,500 Lab Fees \$ 13,750 PCB \$ 25,000 SWPPP \$ 7,000
300103	Landfill Gas Monitoring - SG & RR	\$ 100,314	\$ 126,500	\$ 50,500	\$ 134,500	SG - Monthly & Quarterly \$ 98,500 Title V RR- Monthly & Quarterly \$ 36,000
300013	Professional Services	\$ 54,493	\$ 61,690	\$ 37,598	\$ 62,690	Engineering \$ 18,540 Leachate sampling \$ 5,150 Auditing Services \$ 22,000 Software support \$ 17,000
300017	Legal Services	\$ 14,033	\$ 25,000	\$ 1,349	\$ 25,000	General Counsel \$ 25,000
300029	Transportation to Smith Gap - Trailers	\$3,770,271	\$3,971,000	\$ 1,749,066	\$ 4,260,774	Trucking tons shipped 238,700 19 tons/trailer = 12,564 5.0 % Rate Incr. Total \$ 4,260,774

CODE	DESCRIPTION	FY25-26 Budget	JUSTIFICATION	ADMIN	TCTS	STS	LANDFILL
300004	Medical Exams	\$ 2,000	Physical exams for new employees; drug and alcohol random testing	\$ 2,000	\$ -	\$ -	\$ -
300007	Contract Services	\$ 536,504	Employee Assistance Program Clean Valley Council 12 months \$ 35,000 Landscaping- \$572/month \$ 6,864 Tire Disposal \$ 140,000 Copier Rentals \$ 7,200 HHW Disposal \$ 75,000 Janitorial Services \$ 52,530 Exterminating Services \$ 3,100 Letter of Credit \$ 150,000 Tire Transportation \$ 51,450 Propeller Survey Processing \$ 6,300 Annual Capacity Evaluation \$ 7,500	\$ 1,560 \$ 35,000 \$ 6,864 \$ 140,000 \$ 7,200 \$ 75,000 \$ 24,000 \$ - \$ 150,000 \$ 51,450 \$ 6,300 \$ -	\$ - \$ - \$ - \$ 140,000 \$ - \$ - \$ - \$ - \$ 12,000 \$ 525 \$ - \$ - \$ - \$ - \$ - \$ - \$ 7,500	\$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 16,530 \$ 725 \$ - \$ - \$ - \$ - \$ - \$ - \$ -
300100	Groundwater Sampling & Analysis - SG & RR	\$ 205,000	TRC Labor & Reimbursables Lab Fees \$ 21,500 Detection Monitoring & Lab \$ 100,000 ACM Monitoring - Lab \$ 28,000 Engineering \$ 15,000	\$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ -	\$ 40,500 \$ 21,500 \$ 100,000 \$ - \$ - \$ -
300101	PFAS - SG & STS	\$ 29,000	TRC Labor & Reimbursables Lab Fees \$ 13,600 \$ 15,400	\$ - \$ -	\$ - \$ -	\$ 6,800 \$ 7,700	\$ 6,800 \$ 7,700
300102	Stormwater Sampling & Analysis	\$ 72,250	TRC Labor & Reimbursables Lab Fees \$ 13,750 PCB \$ 25,000 SWPPP \$ 7,000	\$ - \$ - \$ - \$ - \$ -	\$ 7,000 \$ 2,500 \$ 1,500 \$ 3,000	\$ - \$ - \$ - \$ -	\$ 19,500 \$ 11,250 \$ 23,500 \$ 4,000
300103	Landfill Gas Monitoring - SG & RR	\$ 134,500	SG - Monthly & Quarterly Title V RR- Monthly & Quarterly \$ 98,500 \$ 36,000	\$ - \$ 36,000	\$ - \$ -	\$ - \$ -	\$ 98,500 \$ -
300013	Professional Services	\$ 62,690	Engineering Leachate sampling Auditing Services Software support \$ 18,540 \$ 5,150 \$ 22,000 \$ 17,000	\$ - \$ 2,000 \$ 22,000 \$ 17,000	\$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ -	\$ 18,540 \$ 3,150 \$ - \$ -
300017	Legal Services	\$ 25,000	General Counsel \$ 25,000	\$ 25,000	\$ -	\$ -	\$ -
300029	Transportation & Landfill	\$ 4,260,774	Total Tons to be Landfilled 19 tons/trailer = 12,564 238,700	\$ -	\$ 2,471,249	\$ 1,789,525	\$ -

CODE	DESCRIPTION	FY23-24 Actual	FY24-25 Budget	6 Mo FY24- 25 Actual	FY25-26 Budget	JUSTIFICATION
300030	Waste Water Transportation	\$ 623,238	\$ 368,442	\$ 434,128	\$ 844,000	Leachate Trailers 2,000 trls / 12,000,000 Gal. \$ 844,000
320001	Contracted Repairs	\$ 1,251,111	\$ 1,100,000	\$ 531,669	\$ 1,100,000	On Road Vehicles \$ 38,000 Construction Equipment Off Road Vehicles \$ 982,000 Miscellaneous Equip. Includes Grinder Trailers, hydroseeder Mowers, truck scales
380380	Building Maintenance and Grounds	\$ 233,178	\$ 260,000	\$ 27,733	\$ 260,000	Maintenance and repairs to all buildings and property; pump stations, septic & leachate tanks.
350010	Printed Forms	\$ 6,376	\$ 7,000	\$ 1,650	\$ 8,000	Letterhead, envelopes, cards, scale tickets repair orders, purchasing forms
360010	Advertising	\$ 1,573	\$ 2,000	\$ 509	\$ 2,000	RFP, bids, public hearings \$ 1,150 etc. Handouts \$ 150 User Brochures \$ 400 HHW Brochures \$ 200 Miscellaneous \$ 100

OPERATING

CODE	DESCRIPTION	FY25-26 Budget	JUSTIFICATION	ADMIN	TCTS	STS	LANDFILL
300030	Waste Water Transportation	\$ 844,000	Leachate Hauling 2,000 trls / 12,000,000 Gal.	\$ -	\$ -	\$ -	\$ 844,000
320001	Contracted Repairs	\$1,100,000	All road vehicles Construction Equipment Off Road Vehicles Miscellaneous Equip.	\$ 10,000 \$ - \$ -	\$ - \$ 225,000 \$ 35,000	\$ - \$ 90,000 \$ 10,000	\$ - \$ 695,000 \$ 35,000
			Sub-Totals	\$ 10,000	\$ 260,000	\$ 100,000	\$ 730,000
380380	Building Maintenance and Grounds	\$ 260,000	Maintenance & repairs to all buildings and property; pump station, septic & leachate tanks	\$ 16,000	\$ 108,000	\$ 27,000	\$ 109,000
350010	Printed Forms	\$ 8,000	Letterhead, envelopes, cards, scale tickets, etc.	\$ 8,000	\$ -	\$ -	\$ -
360010	Advertising	\$ 2,000	RFP, bids, public hearings, etc. Handouts User Brochures HHW Brochures Miscellaneous	\$ 1,150 \$ 150 \$ 400 \$ 200 \$ 100	\$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ -

CODE	DESCRIPTION	FY23-24 Actual	FY24-25 Budget	6 Mo FY24- 25 Actual	FY25-26 Budget	JUSTIFICATION
360001	Marketing activities	\$ -	\$ 7,000	\$ -	\$ 7,000	Banners, recycling handouts, pens, pencils, miscellaneous items
360030	Special Events	\$ 2,789	\$ 7,500	\$ 5,326	\$ 7,500	Annual Employee Functions
400600	Central Services	\$ 71,916	\$ 80,000	\$ 45,346	\$ 85,000	Administrative services, Roanoke County for data processing, IT Support, accounting, web updates, miscellaneous
510010	Electric	\$ 125,948	\$ 118,800	\$ 48,264	\$ 122,400	TCTS \$4,300/month SGL \$4,100/month STS \$1,600/month RRL \$200/month
510021	Heating Services	\$ 3,613	\$ 2,000	\$ 4,891	\$ 2,000	Transfer Station Natural Gas
510022	Fuel Oil Natural & Bottled Gas	\$ 32,330	\$ 20,000	\$ 1,664	\$ 30,000	Propane Gas Smith Gap Landfill
510041	Water Service - Transfer Station	\$ 40,584	\$ 15,000	\$ 11,206	\$ 24,000	Water & Sewer Service for Transfer Stations
510042	Sewer Service - leachate	\$ 61,309	\$ 49,775	\$ 39,762	\$ 78,365	Sewer Service - leachate 1,700,000 Gallons@ \$3.90/1000 \$ 8,602 12,000,000 Gallons@ \$5.80/1000 \$ 69,763 Plus Base Fee \$ 78,365
520010	Postage	\$ 992	\$ 4,000	\$ 117	\$ 4,000	Postage for all mailings and correspondence, postage meter rent
520030	Telephone	\$ 5,666	\$ 5,200	\$ 2,005	\$ 5,200	Telephone service
520033	Internet Lines	\$ 14,020	\$ 13,500	\$ 5,297	\$ 13,500	Fees for internet service @ Smith Gap Landfill, and both Transfer Stations
520035	Cell Phones	\$ 8,126	\$ 8,000	\$ 6,168	\$ 8,000	Service for cell phones

CODE	DESCRIPTION	FY25-26 Budget	JUSTIFICATION	ADMIN	TCTS	STS	LANDFILL
360001	Marketing Activities	\$ 7,000	Recycling handouts, pens, pencils, miscellaneous items	\$ 7,000	\$ -	\$ -	\$ -
360030	Special Events	\$ 7,500	Annual Employee Functions & Customer Appreciation Day	\$ 7,500	\$ -	\$ -	\$ -
400600	Central Services	\$ 85,000	Administrative services, Roanoke County/Roanoke City for data processing, accounting, web update, misc.	\$ 85,000	\$ -	\$ -	\$ -
510010	Utilities - Electricity	\$ 122,400	TCTS \$4,300/month SGL \$4,100/month STS \$1,600/month RRL \$200/month	\$ 2,400	\$ 51,600	\$ 19,200	\$ 49,200
510021	Heating Services	\$ 2,000	Transfer Station Natural Gas	\$ -	\$ 2,000	\$ -	\$ -
510022	Fuel Oil Natural & Bottled Gas	\$ 30,000	Smith Gap Landfill Propane Gas	\$ -	\$ -	\$ -	\$ 30,000
510041	Water Service - Transfer Station	\$ 24,000	Water & Sewer Service for Transfer Stations	\$ -	\$ 12,500	\$ 11,500	\$ -
510042	Sewer Service	\$ 78,365	Sewer Service (leachate) Smith Gap & Rutrough	\$ 8,602	\$ -	\$ -	\$ 69,763
520010	Postage	\$ 4,000	Postage for all mailings and correspondence, postage meter rent, includes General Counsel	\$ 4,000	\$ -	\$ -	\$ -
520030	Telephone	\$ 5,200	Telephone Service	\$ 5,200	\$ -	\$ -	\$ -
520033	Internet Lines	\$ 13,500	Fees for internet service	\$ 5,000	\$ -	\$ 7,250	\$ 1,250
520035	Cell Phones	\$ 8,000	Service for cell phones	\$ 8,000	\$ -	\$ -	\$ -

CODE	DESCRIPTION	FY23-24 Actual	FY24-25 Budget	6 Mo FY24- 25 Actual	FY25-26 Budget	JUSTIFICATION
530002	Property Insurance-Fire	\$ 47,240	\$ 52,000	\$ 38,724	\$ 57,200	Coverage for all buildings, contents, and equipment
530005	Motor Vehicle Insurance	\$ 40,676	\$ 45,000	\$ 30,242	\$ 49,500	Insurance for on-road vehicles
530007	Public Officials Insurance	\$ 8,044	\$ 8,300	\$ 6,951	\$ 9,000	Insurance through VRSA
530008	General Liability Ins.	\$ 9,503	\$ 10,000	\$ 6,554	\$ 10,000	Coverage for all facilities & property
540010	Lease/Rent of Equipment	\$ 19,708	\$ 130,000	\$ 62,510	\$ 130,000	Rental of Miscellaneous Equipment
550001	Travel - Mileage	\$ -	\$ 500	\$ -	\$ 500	Use of personal vehicles for RVRA business, staff, and Board Members
550020	Dinner Meetings - Luncheons	\$ 6,039	\$ 4,500	\$ 489	\$ 4,500	Monthly Board meetings, dinners & luncheons associated with RVRA
550040	Travel and Lodging, Conference, Training and Education	\$ 29,677	\$ 20,000	\$ 16,115	\$ 23,000	Conference registrations; \$ SWANA, VML, legal, VGFOA conferences Subsistence & Lodging \$ 5,600 Operator training for hazardous materials, certifications & educations \$ 11,400
560001	Contributions	\$ 657,000	\$ 657,000	\$ 327,500	\$ 657,000	Payments per contract to: Roanoke County \$ 350,000 Roanoke City \$ 150,000 Salem City \$ 150,000 Town of Vinton \$ 5,000 Volunteer fire and rescue \$ 2,000

CODE	DESCRIPTION	FY25-26 Budget	JUSTIFICATION	ADMIN	TCTS	STS	LANDFILL
530002	Property Insurance - Fire	\$ 57,200	Coverage for all buildings, contents, and equipment	\$ 57,200	\$ -	\$ -	\$ -
530005	Motor Vehicle Ins.	\$ 49,500	Insurance for on-road vehicles	\$ 49,500	\$ -	\$ -	\$ -
530007	Public Officials Ins.	\$ 9,000	Insurance through VRSA	\$ 9,000	\$ -	\$ -	\$ -
530008	General Liability Ins.	\$ 10,000	Coverage for all facilities & property	\$ 10,000	\$ -	\$ -	\$ -
540010	Rent of Equipment	\$ 130,000	Rental of Miscellaneous Equipment Heavy Equipment Emergency Equipment	\$ -	\$ 10,000	\$ 2,500	\$ 117,500
550001	Travel - Mileage	\$ 500	Use of personal vehicles for RVRA business, staff, and Board Members	\$ 500	\$ -	\$ -	\$ -
550020	Dinner Meetings - Luncheons	\$ 4,500	Monthly Board meetings, dinners & luncheons associated with RVRA	\$ 4,500	\$ -	\$ -	\$ -
550040	Travel - Lodging	\$ 23,000	Conference registrations; SWANA, VML, legal, VGFOA conferences \$ 6,000 Subsistence & Lodging \$ 5,600 Operator training for hazardous materials, certification, misc. \$ 11,400	\$ 6,000	\$ -	\$ -	\$ -
560001	Contributions	\$ 657,000	Payments per contract to: Roanoke County \$ 350,000 Roanoke City \$ 150,000 Salem City \$ 150,000 Town of Vinton \$ 5,000 Volunteer fire & rescue \$ 2,000	\$ 5,000	\$ 150,000	\$ 150,000	\$ 352,000

CODE	DESCRIPTION	FY23-24 Actual	FY24-25 Budget	6 Mo FY24- 25 Actual	FY25-26 Budget	JUSTIFICATION
580001	Dues	\$ 3,237	\$ 3,500	\$ 870	\$ 3,500	Professional & Association dues: SWANA, SWVSWMA, VCFOA & IAAP
580015	Warrants and Fees	\$ 99,442	\$ 100,000	\$ 79,398	\$ 100,000	DEQ & City SW annual fees -\$76,000 Credit Card fees \$24,000
580023	Employee Recognition	\$ 7,320	\$ 7,500	\$ 1,591	\$ 7,500	Awards and Certificates
601010	Office Supplies	\$ 7,337	\$ 7,000	\$ 10,884	\$ 7,000	Office paper, pens, pencils, folders, etc.
601013	Small Equipment & Supplies	\$ 122,941	\$ 85,000	\$ 31,370	\$ 85,000	Items of office and shop equipment and supplies, tools, computers, lawn mowers, etc.
604040	Medical Supplies	\$ 2,223	\$ 1,000	\$ -	\$ 1,000	Supplies for first aid kits & medicine cabinet
605050	Janitorial Supplies	\$ 12,133	\$ 9,000	\$ 3,488	\$ 9,000	Supplies for general cleaning & sanitation
607071	Radio Parts	\$ 1,430	\$ 9,500	\$ 1,601	\$ 3,500	Communications Equipment & Fees
608080	Gasoline, Oil & Grease	\$ 103,543	\$ 103,000	\$ 58,341	\$ 116,000	Fuel for all RVRA vehicles, mowers, lubricants
608082	Diesel fuel	\$ 487,760	\$ 460,000	\$ 195,206	\$ 460,000	Fuel for all diesel equipment and vehicles
609094	Tires, Parts	\$ 228,354	\$ 260,000	\$ 259,584	\$ 300,000	Replacement and maintenance parts & supplies for all equipment and vehicles
611030	Uniform and Wearing Apparel	\$ 16,902	\$ 34,050	\$ 19,757	\$ 34,050	Safety Shoes & Jeans \$ 11,050 Rain gear, shirts, hats, misc. \$ 11,500 Purchase of uniforms \$ 11,500

CODE	DESCRIPTION	FY25-26 Budget	JUSTIFICATION	ADMIN	TCTS	STS	LANDFILL
580001	Dues	\$ 3,500	Professional & Association dues: SWANA, SWVSWMA, VGFOA & IAAP	\$ 3,500	\$ -	\$ -	\$ -
580015	Warrants and Fees	\$ 100,000	DEQ & City SW annual fees -\$76,000 Credit Card fees \$24,000	\$ 100,000	\$ -	\$ -	\$ -
580023	Employee Recognition	\$ 7,500	Awards and Certificates	\$ 7,500	\$ -	\$ -	\$ -
601010	Office Supplies	\$ 7,000	Office paper, pens, pencils, folders, etc.	\$ 7,000	\$ -	\$ -	\$ -
601013	Small Equipment & Supplies	\$ 85,000	Items of office and shop equipment and supplies, tools, computers	\$ 12,000	\$ 20,000	\$ 12,000	\$ 41,000
604040	Medical Supplies	\$ 1,000	Supplies for first aid kits & medicine cabinets	\$ 1,000	\$ -	\$ -	\$ -
605050	Janitorial Supplies	\$ 9,000	Supplies for general cleaning & sanitation	\$ -	\$ 2,750	\$ 750	\$ 5,500
607071	Radio Parts	\$ 3,500	Communications Equipment & Fees	\$ -	\$ 1,000	\$ 1,000	\$ 1,500
608080	Gasoline, Oil & Grease	\$ 116,000	Fuel for all vehicles, mowers, lubricants	\$ 45,000	\$ 19,000	\$ 13,000	\$ 39,000
608082	Diesel fuel	\$ 460,000	Fuel for all diesel equipment	\$ -	\$ 125,000	\$ 58,000	\$ 277,000
609094	Tires, Tubes, & Parts	\$ 300,000	Replacement and maintenance parts supplies for all equipment and vehicles	\$ 45,000	\$ 55,000	\$ 100,000	\$ 100,000
611030	Uniform & Wearing Apparel	\$ 34,050	Safety Shoes & Jeans Rain gear, shirts, hats, misc. Purchase of uniforms	\$ 325 \$ 3,500 \$ 1,500	\$ 4,018 \$ 2,909 \$ 3,636	\$ 2,679 \$ 1,939 \$ 2,424	\$ 4,028 \$ 3,152 \$ 3,940
			Totals	\$ 5,325	\$ 10,563	\$ 7,042	\$ 11,120

CODE	DESCRIPTION	FY23-24 Actual	FY24-25 Budget	6 Mo FY24-25 Actual	FY25-26 Budget	JUSTIFICATION
620001	Subscriptions/Books	\$ 329	\$ 500	\$ 1,016	\$ 500	Professional magazines and manuals
650001	Other Operating Supplies	\$ 182,278	\$ 200,000	\$ 88,700	\$ 200,000	Disinfectants, deodorizers, salt for roads, gravel and stone for roads, seed, mulch fertilizers and lime for seeding slopes, fill areas and other areas, miscellaneous expenses
650003	Fire Equipment and Supplies	\$ 25,585	\$ 15,000	\$ 6,103	\$ 15,000	Fire hoses & extinguishers replacements & and for annual inspections for all facilities
650010	Safety Equipment	\$ 12,816	\$ 6,750	\$ 4,433	\$ 6,750	Gloves, dust mask, safety glasses, etc.
967070	Unappropriated Balance	0	\$ 115,334	\$ -	\$ 127,727	For unexpected expenditures 1.25%
	TOTAL OPERATING		\$ 9,342,083		\$ 10,345,910	

CODE	DESCRIPTION	FY25-26 Budget	JUSTIFICATION	ADMIN	TCTS	STS	LANDFILL
620001	Subscriptions /Books	\$ 500	Professional magazines and manuals	\$ 500	\$ -	\$ -	\$ -
650001	Other Operating Supplies	\$ 200,000	Disinfectants, deodorizers, salt, gravel for roads, seed, mulch fertilizers & lime for seeding slopes, fill areas & other areas, miscellaneous expenses	\$ 2,500	\$ 4,000	\$ 4,000	\$ 189,500
650003	Fire Equipment & Supplies	\$ 15,000	Fire hoses & extinguishers replacements & for annual inspections for all facilities	\$ 15,000	\$ -	\$ -	\$ -
650010	Safety Equipment	\$ 6,750	Gloves, safety glasses, etc.	\$ 6,750	\$ -	\$ -	\$ -
	Sub-totals	\$ 222,250		\$ 24,750	\$ 4,000	\$ 4,000	\$ 189,500
	Sub-Totals 14-24	\$ 10,218,183		\$ 1,031,401	\$ 3,509,962	\$ 2,329,792	\$ 3,347,028
967070	Unappropriated Balance	\$ 127,727		\$ 12,893	\$ 43,875	\$ 29,122	\$ 41,838
	TOTAL OPERATING	\$ 10,345,910		\$ 1,044,293	\$ 3,553,836	\$ 2,358,915	\$ 3,388,866

CODE	DESCRIPTION	FY24-25 Budget	FY25-26 Budget	JUSTIFICATION
810001	Machinery & Equipment New	\$ -	\$ -	Nothing Planned
810002	Machinery & Equipment Replacement	\$ -	\$ -	Nothing Planned
820001	Furniture, Office Equipment New	\$ -	\$ -	Nothing Planned
830001	Communications Equipment New	\$ -	\$ -	Nothing Planned
810001	Small Capital Outlay New	\$ -	\$ -	Nothing Planned
870001	Technology Equipment - New	\$ -	\$ -	Nothing Planned
870650	Computers Equipment Replacement	\$ -	\$ -	Nothing Planned
870005	Computer Server	\$ -	\$ -	Nothing Planned
890002	New Building	\$ -	\$ -	Nothing Planned
	TOTAL CAPITAL	\$ -	\$ -	

CODE	DESCRIPTION	BALANCE 7/1/2025 (projected)	DEPOSIT FY25-26	EXPENSE FY25-26	BALANCE 06/30/26 (projected)	JUSTIFICATION
C846 9209	Landfill Closure	\$ 935,870	\$ -	\$ -	\$ 935,870	As required by State and Federal Regulations to close Smith Gap Landfill
C847 9210	Equipment Reserve Fund	\$ 552,939	\$ 695,000	\$ 695,000	\$ 552,939	For replacement of equipment per equipment replacement schedule.
C847 9211	Groundwater Protection Fund	\$ 500,000	\$ -	\$ -	\$ 500,000	Groundwater protection fund per local permit.
C847 9212	Landfill Host Community Improvement Fund	\$ 250,000			\$ 250,000	As per local permit. Intranet/property
C847 9213	Property Value Protection	\$ 370,430	\$ -	\$ -	\$ 370,430	As per local permit. Current fund is adequate based on anticipated sales.
C848 9214	Future Site Development	\$ 2,938,243	\$ 1,875,313	\$ -	\$ 4,813,556	For future construction of the landfill
C848 9215	Capital Improvement Fund	\$ 224,594	\$ 200,000	\$ 200,000	\$ 224,594	For maintenance and improvements to the facilities.
C840 9201	Contingency Reserve Fund	\$ 1,483,939	\$ -	\$ -	\$ 1,483,939	For unexpected expenses and for tipping fee stabilization
	TOTAL RESERVE FUNDS	\$ 7,256,015	\$ 2,770,313	\$ 895,000	\$ 9,131,328	

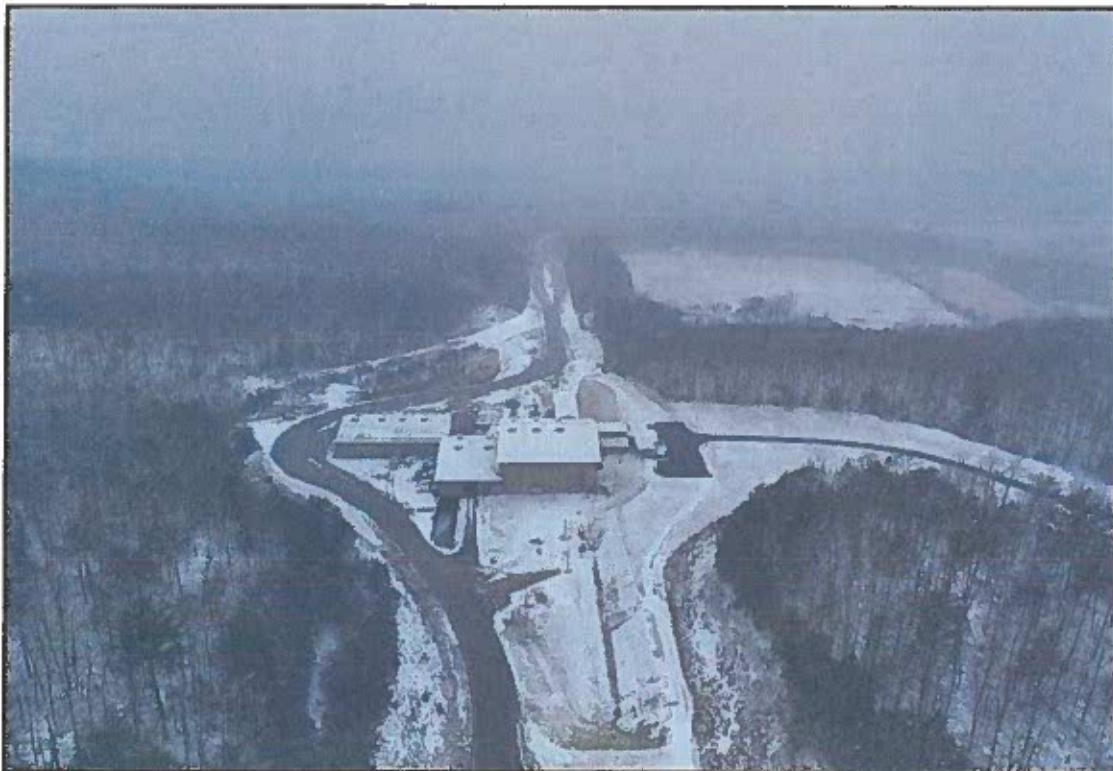
CODE	DESCRIPTION	JUSTIFICATION	DEPOSIT FY25-26	ADMIN	TCTS	STS	LANDFILL
C846 9209	Landfill Closure	As required by State and Federal regulations to close Smith Gap Regional Landfill	\$ -	\$ -	\$ -	\$ -	\$ -
C847 9210	Equipment Reserve Fund	For replacement of equipment per equipment replacement schedule.	\$ 695,000	\$ -	\$ 460,000	\$ 235,000	\$ -
C847 9211	Groundwater Protection Fund	Groundwater protection fund per local permit.	\$ -	\$ -	\$ -	\$ -	\$ -
C847 9212	Landfill Host Community Improvement Fund	As per local permit. intranet/property	\$ -	\$ -	\$ -	\$ -	\$ -
C847 9213	Property Value Protection	As per local permit. Current fund is adequate based on anticipated sales.	\$ -	\$ -	\$ -	\$ -	\$ -
C848 9214	Future Site Development	For future construction of the landfill	\$ 1,875,313	\$ -	\$ -	\$ -	\$ 1,875,313
C848 9215	Capital Improvement Fund	For maintenance and improvements to the facilities.	\$ 200,000	\$ -	\$ 90,000	\$ -	\$ 110,000
C840 9201	Contingency Reserve Fund	For unexpected expenses and for tipping fee stabilization	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL RESERVE FUNDS		\$ 2,770,313	\$ -	\$ 550,000	\$ 235,000	\$ 1,985,313

ALL OPERATIONS

CATEGORY	ADMIN	TCTS	STS	LANDFILL	TOTAL	PERCENT
PERSONNEL	\$ 1,112,348	\$ 1,153,961	\$ 659,459	\$ 1,178,968	\$ 4,104,736	21%
OPERATIONS	\$ 1,044,293	\$ 3,553,836	\$ 2,358,915	\$ 3,388,866	\$ 10,345,910	54%
DEPOSITS AND RESERVES	\$ -	\$ 550,000	\$ 235,000	\$ 1,985,313	\$ 2,770,313	14%
DEBT SERVICE	\$ 1,895,775	\$ -	\$ -	\$ -	\$ 1,895,775	10%
TOTAL	\$ 4,052,416	\$ 5,257,797	\$ 3,253,374	\$ 6,553,147	\$ 19,116,734	100%
PERCENTAGE	21%	28%	17%	34%	100%	

RESERVE FUNDS

2025-2026



SMITH GAP LANDFILL

RESERVE FUNDS

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ROANOKE VALLEY RESOURCE AUTHORITY

FINANCIAL AND RESERVES

POLICY

I. Background

The Authority recognizes one of the keys to sound financial management is the development of a systematic way to fund planned capital projects and on-going maintenance programs. The Authority believes it is equally important to establish the planned expenditures of associated funding for its capital projects and maintenance programs on a pay-as-you-go basis whenever possible. The National Advisory Council on State and Local Budgeting (NACSLB) has issued guidelines representing standards of excellence in governmental budgeting that include the preparation of policies and plans for capital asset acquisition, maintenance, and replacement (Principle 2; Element 5; Practice 5.2). The policy addresses this standard.

II. Purpose

The policy provides for the establishment and the planned funding level of maintenance and improvement reserve accounts for planned expenditures over a short-term planning period of five (5) years and a long-term planning period of ten (10+) years or more. Each individual account provides for a separate funding purpose to be designated as either "restricted" or "unrestricted" accounts. Restricted accounts must be used solely for their intended purpose as required by regulatory statute, contractual obligation, or operating permit conditions. Unrestricted funds are intended for planned capital and maintenance purposes, but may be periodically used by the Authority temporarily, for not more than six (6) months, to provide emergency funding for the Authority's operations, if needed. Reserve Accounts may be utilized to fund the same or separate projects as deemed necessary for supporting the mission of providing quality programs and facilities necessary to serve the Authority's Member Communities of Roanoke County, the City of Roanoke, the City of Salem, the Town of Vinton and their residents and businesses of the Roanoke Valley.

III. Policy Guidelines for Reserve Fund Accounts

- A. The Authority will maintain reserve accounts and an initial beginning balance of funds will be deposited into accounts as identified for the current fiscal year.
- B. Annual funding transfers to restricted accounts, if deemed necessary, will occur in twelve (12) equal monthly transfers, or other frequencies as directed by the Board, from revenues received by the Authority and as budgeted for the current fiscal year. Annual funding transfers to unrestricted accounts may occur in twelve (12) equal monthly transfers or lump sum transfers, as directed by the Board, from revenues received by the Authority and as budgeted for the current fiscal year.

- C. Ongoing expenditures from the funds will occur as budgeted for the current fiscal year as costs are accrued.
- D. Planned deposits to the funds are calculated sufficient to maintain the desired fund balances with a positive fund balance, at a minimum, for any given fiscal year during the long-term planning period.
- E. Planned expenditures of the funds are calculated sufficient to provide cash funding for all planned capital projects and maintenance projects for any given fiscal year during the long-term planning period.
- F. Any end of year operating surplus and/or interest earnings may be allocated to one or more account, as determined by the Authority's Board of Directors.
- G. An internal review of the account allocations and funding levels by RVRA Staff familiar with best management practices of solid waste operations and facilities will occur annually to ensure the priorities are consistent with the goals of the Authority and to ensure the funding levels are adequate.
- H. An external third-party review of the account allocations and funding levels by a professional engineer familiar with best management practices of solid waste operations and facilities, will occur every five (5) years to ensure the funding levels are adequate. Draper Aden Associates (DAA) last completed an external assessment of the Reserve Accounts in FY 2023.

IV. Account Definitions

The **Landfill Closure Fund** (*Unrestricted*) provides a reserve for the costs of capping completed areas of the landfill and at the end of the landfill's useful life, to completely close any remaining area, install all monitoring and collection systems and perform all post-closure care activities per regulatory requirements.

The **Equipment Replacement Fund** (*Unrestricted*) provides funds for the future purchases, regularly scheduled replacement of major operating equipment, and any uninsured risk, in an orderly fashion as to minimize annual operating costs, maximize any trade-in or surplus value, and to provide for the best overall purchasing value.

The **Ground Water Protection Fund** (*Restricted*) provides funds to address any environmental effects the operation of the landfill may have on the surrounding area. The fund also serves to assist in complying with post closure and corrective action requirements of state and federal financial assurance regulations.

The **Host Community Fund** (*Restricted*) provides funds for the construction and maintenance of public improvements to Authority property within the Host Community, as requested by the Host Community, and as approved in a formal public improvement plan.

The **Property Protection Fund** (*Restricted*) provides funds for the one-time payments under the Property Protection Policy to property owners within the Host Community for any actual realized decline in property values as a result of their relatively close proximity to the Smith Gap Regional Landfill.

The **Site Development Fund** (*Unrestricted*) provides funds for the construction of subsequent phases of the Smith Gap Landfill, as necessary, to provide ongoing landfill disposal capacity.

The **Capital Improvement Fund** (*Unrestricted*) was established to be used for various capital maintenance items and new capital projects anticipated for the ten-year planning period. Projects may be amended as solid waste operations and the industry in general continues to evolve.

The **Rutrough Road Landfill (RRLF) Post-Closure Fund** (*Restricted*) provides funding for the Authority's contractual obligation to provide for the ongoing post closure care of the closed Rutrough Road Landfill. This fund was principally depleted from capital expenditures associated with the construction of a new force main and sewer line that have substantially decreased annual operating expenses. Any remaining balance in this fund is anticipated to be spent for facility care in the next two years. Accordingly, the post closure care responsibilities are now funded by our annual revenues from the operating budget and the associated costs are budgeted as ongoing line-item expenditures in the general annual operating budget. This fund will be eliminated upon the full depletion of any remaining fund balance.

The **Contingency Fund** (*Unrestricted*) provides funding to stabilize year-to-year rate adjustments and to provide a source of funding for any unforeseen increases in expenses or decreases in revenue that would otherwise cause a negative balance for the Authority's operating funds.

V. Reporting

The Treasurer will track reserve account deposits and expenditures monthly. A monthly report will be sent to the Chief Executive Officer and the Authority's Secretary, which will be included on the Board of Directors' agenda for review at all regularly scheduled meetings. The Treasurer will also ensure that all expenditures have been through the appropriate approval process. The Chief Executive Officer will provide an annual report to the Board of Directors as to the adequacy of the funding levels of each respective reserve account.

ANNUAL REVIEW RVRA RESERVE FUNDS PLAN & REPORT FY 2025-2026

In accordance with the Authority's "Financial and Reserves Policy," its Chief Executive Officer reviewed its replacement reserve requirements and has determined the adequacy of the funding plan as submitted herein. The Authority, in its review, has defined adequacy to mean that sufficient funding, if funded as scheduled, exists in amounts equivalent to or exceeding the anticipated expenditures during a short-term period (next five subsequent fiscal years) and a long-term period (next ten subsequent fiscal years). In cases of shortfalls, the Authority may need to transfer funds from other fully funded unrestricted reserve funds. Additionally, certain amounts may need to be borrowed, if needed, as indicated in the expenditure plan to address insufficient funding. The Authority has established the funding and expenditure plan, as outlined in the "Summary of Reserve Funds: 10-Yr. Planning Period" (p.11.)

This Reserve Fund Plan and subsequent report is exclusive of all previous borrowing associated construction activities related to the now operational conversion from rail to truck at the Smith Gap Landfill and Tinker Creek Transfer Station. All debt service payments are accounted for within the FY 25-26 Operating Budget as obligated by the terms of the individual agreements. In addition, the RVRA has adjusted its previous anticipation of contracted waste via the existing County Waste (a commercial hauler) amended agreement from 80,000 tons annually to a more conservative estimate of 65,000 tons annually in FY'26.

According to staff's review, the Equipment Reserve Fund is deemed to be inadequate for the short and long-term planning periods. Staff may continue to elect to buy used equipment or from Government Surplus and modify to fit its needs as appropriate to further manage future costs. Again, as noted above, Staff is reviewing other purchasing options including deferment, renting and/or leasing certain pieces of equipment, purchasing government surplus equipment and modifying to fit its needs.

The Capital Improvement Reserve Fund is deemed inadequate for the short-term period and long-term period as well. Sufficient time is available to plan for the appropriate funding mechanism, however, it must be addressed.

At the start of FY'25, the Contingency Reserve Fund balance was \$1,483,939. Staff does not project any expenditures or contributions to this fund in FY'26 and therefore the fund balance is anticipated to remain the same. The Authority's Policy includes a goal of retaining 8-10% of the annual operating budget in its Contingency Reserve. This projected balance is 7.76% of the FY'26 operating budget and is therefore below compliance (\$45,400) with the Authority's Policy.

Again, as noted last year, the Rutrough Road Post-Closure Account Reserve Fund is nearly depleted. Annual post closure care responsibilities were moved to the operations budget starting in FY '18. Any remaining funds in the Rutrough Road Reserve account will be used exclusively for the Rutrough Road Landfill. Staff is taking measures to utilize any remaining funds in FY'25. This Fund is projected to be exhausted in FY'26 and will be eliminated from the Authority's Reserve Funds program upon its full depletion.

The Site Development Reserve Fund is deemed adequate for the short and long-term periods. Phase VIII engineering will need to begin in FY'29 with construction set to start for FY'30.

RVRA RESERVE FUND REVIEW

The retirement of all outstanding bond debt in FY 2011 subsequently relieved the Authority of its former financial requirements as previously imposed by the Master Indenture of Trust, including the establishment and funding of certain reserve funds as recorded and reported in the annual report. While no longer obligated to the terms of the Master Indenture of Trust, several previously established reserve funds remain as ongoing obligations to the Authority due to start-up and operating restrictions imposed under the Authority's separate "Landfill & Transfer Station Permit Conditions & Operating Policies," including: *The Ground Water Protection Fund* (formerly known as "The Environmental Fund"); *The Host Community Fund*; and *The Property Protection Fund*. Additionally, the Authority is contractually obligated to maintain the post-closure care of the closed Roanoke Landfill (a.k.a. the Rutrough Road Landfill) with funds initially established and designated expressly for this purpose in *The Rutrough Road Landfill Post-Closure Fund*. Therefore, these four reserve funds are designated as "Restricted" reserve accounts which must be maintained and adequately funded for their express, respective purposes. The *Rutrough Road Landfill Post-Closure Fund* is nearing depletion and all remaining post closure care activities have been transitioned to the operating budget and will be eliminated upon its full depletion.

As part of its initial post-bond debt, fiscal responsibility, the Authority recognized that one of the keys to sound financial management is the development of a systematic way to fund planned capital projects and on-going maintenance programs beyond its operating permit and contractual requirements. The Authority believes it is equally important to establish the planned expenditures of associated funding for its capital projects and maintenance programs on a pay-as-you-go basis whenever possible.

The National Advisory Council on State and Local Budgeting (NACSLB) has issued guidelines representing standards of excellence in governmental budgeting that include the preparation of policies

and plans for capital asset acquisition, maintenance, and replacement (Principle 2; Element 5; Practice 5.2). Therefore, the Authority established additional reserve funds for these purposes which are designated as “Unrestricted” reserve accounts since at this time there are no external conditions, other than sound financial management as outlined and approved in the **RVRA RESERVES PLAN** (“Plan”), requiring their existence and funding levels.

The Unrestricted Funds include: *The Closure Fund*; *The Equipment Fund*; *The Site Development Fund*; *The Capital Improvement Fund*; and *The Contingency Fund*. The Closure, Equipment, and Site Development Funds were previously required under the former Master Indenture of Trust and funding levels were maintained and managed accordingly. The Capital Improvement and Contingency Funds, while not previously required per any outside obligation, were established and recognized as being necessary for sound financial management of the Authority’s operations and its facilities. The Authority recognizes that periodically, it may need to add, delete, transfer, or amend its unrestricted funds as deemed to be in the best interest of the Authority and its members. The additional borrowing of funds (or debt) and the Ownership of the Salem Transfer Station has also impacted the future Reserve and Financial Policies of the Authority.

Per its Financial and Reserve Policy (Section III. H.), an external, third-party review of the account allocations and funding levels by a professional engineer, familiar with best management practices of solid waste operations and facilities, will occur every five (5) years to ensure the funding levels are adequate. That external review was last conducted by Draper Aden Associates (DAA) for FY 2023. Accordingly, the next external review is scheduled for FY 2028.

All funds required for expenditures for the five-year planning period are currently projected to be available in the individual reserve accounts, respectively, except for the Equipment Reserve Fund. Sufficient funds are deemed to be available for transfer from other reserve funds for the short-term period, if necessary.

Funds required for expenditures during the ten-year planning period are currently projected to be available in the individual reserve fund accounts, respectively, with the exceptions of the Equipment and Capital Improvement Reserve Funds.

The Authority annually makes deposits to its reserve funds for funding future planned expenditures. These reserves allow the Authority to establish and project an orderly adjustment of its tipping fee revenues, as necessary, to prepare for future capital expenditures to coincide with its annual operating costs.

Initial projections made in 1992 during the start-up, 20-year revenue bond issuance established a basis of anticipated costs and revenues for operating the new solid waste disposal system through the bond term. Three decades of actual operating experience of the Authority's systems has allowed the Authority to delay anticipated increases in tipping fees and offer rates less than originally projected.

In conclusion, each reserve fund has been reviewed by staff for its adequacy to meet the planned expenditures over a short-term period of five-years and for an extended, long-term, planning period of ten-years. As noted previously, the Equipment Replacement and Capital Improvement Funds are showing a shortage in the short and long-term planning periods. Sufficient funds are available in the unrestricted accounts, specifically the Site Development Reserve Funds to cover this shortfall during both periods. However, utilizing this transfer of funds could require additional borrowing of funds for the future design

and construction of Ph. IX which is outside the long-term planning window. As a result, the Total Reserve Balances remain positive. Therefore, both short and long-term reserve balances are cautiously adequate.

Staff re-assesses all the reserves every year and, in some instances, equipment replacement and/or projects can be delayed or moved up depending on the situations at the time. In summary, while deficits are shown in the short and the long-term reserve accounts, staff believes that most of those impacts can be mitigated as noted above.

Respectfully Submitted,

Jonathan A. Lanford
Chief Executive Officer

**SUMMARY OF RESERVE FUNDS
EXPENDITURES/DEPOSITS FOR FY 2026**

	BALANCE AT 07/01/25 (anticipated)	PLANNED/ACTUAL EXPENDITURES 2025/2026	DEPOSITS	BEGINNING BALANCE 07/01/26
LANDFILL CLOSURE	\$ 935,870	\$ -	\$ -	\$ 935,870
EQUIPMENT REPLACEMENT	\$ 552,939	\$ 695,000	\$ 695,000	\$ 552,939
GROUND WATER PROTECTION	\$ 500,000	\$ -	\$ -	\$ 500,000
HOST COMMUNITY	\$ 250,000	\$ -	\$ -	\$ 250,000
PROPERTY PROTECTION	\$ 370,430	\$ -	\$ -	\$ 370,430
SITE DEVELOPMENT	\$ 2,938,243	\$ -	\$ 1,875,313	\$ 4,813,556
CAPITAL IMPROVEMENT	\$ 224,594	\$ 200,000	\$ 200,000	\$ 224,594
TOTALS	\$ 5,772,076	\$ 895,000	\$ 2,770,313	\$ 7,647,389
CONTINGENCY	\$ 1,483,939	\$ -	\$ -	\$ 1,483,939
NOTES:				
GRAND TOTAL	\$ 7,256,015			\$ 9,131,328

Summary of Reserve Funds: Ten Year Planning Period

Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
Deposits											
Closure	0	0	200	200	200	200	200	200	200	200	200
Equipment	0	695	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600
Environmental	0	0	0	0	0	0	0	0	0	0	0
Host Community	0	0	0	0	0	0	0	0	0	0	0
Property Protection	0	0	0	0	0	0	0	0	0	0	0
Site Development	1,668	1,875	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
Capital Improvement	0	200	500	500	500	500	500	500	500	500	500
total	1,668	2,770	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Expenditures											
Closure	135	0	0	0	0	0	0	0	0	2,500	0
Equipment	0	695	4,930	2,175	1,910	485	1,060	695	3,125	321	750
Environmental	0	0	0	0	0	0	0	0	0	0	0
Host Community	0	0	0	0	0	0	0	0	0	0	0
Property Protection	0	0	0	0	0	0	0	0	0	0	0
Site Development	0	0	0	0	1,000	10,000	0	0	0	0	0
Capital Improvement	0	200	1,015	980	1,050	480	150	50	550	200	200
total	135	895	5,945	3,155	3,960	10,965	1,210	745	3,675	3,021	950
Balances						5 year					10 year
Closure	936	936	1,136	1,336	1,536	1,736	1,936	2,136	2,336	36	236
Equipment	553	553	-2,777	-3,352	-3,662	-2,547	-2,007	-1,102	-2,627	-1,348	-498
Environmental	500	500	500	500	500	500	500	500	500	500	500
Host Community	250	250	250	250	250	250	250	250	250	250	250
Property Protection	370	370	370	370	370	370	370	370	370	370	370
Site Development	2,938	4,813	6,513	8,213	8,913	613	2,313	4,013	5,713	7,413	9,113
Capital Improvement	225	225	-290	-770	-1,320	-1,300	-950	-500	-550	-250	50
total	5,772	7,647	5,702	6,547	6,587	-378	2,412	5,667	5,992	6,971	10,021

Summary of Other Reserve Funds: Ten Year Planning Period

Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
Deposits											
Rutrough Road	0	0	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0	0	0
Expenditures											
Rutrough Road	0	28	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0	0	0
Balances						5 year					10 year
Rutrough Road	28	0	0	0	0	0	0	0	0	0	0
Contingency	1,484	1,484	1,484	1,484	1,484	1,484	1,484	1,484	1,484	1,484	1,484
Totals						5 year					10 year
All Funds	7,284	9,131	7,186	8,031	8,071	1,106	3,896	7,151	7,476	8,455	11,505
Unrestricted Funds						5 year					10 year
All Funds	6,136	8,011	6,066	6,911	6,951	-14	2,776	6,031	6,356	7,335	10,385

LANDFILL CLOSURE FUND

The Landfill Closure Fund provides a reserve for the costs of capping completed areas of the Smith Gap Regional Landfill and to install all groundwater and gas monitoring and collection systems per regulatory requirements.

For the last seven years, no deposits were made to the Landfill Closure Fund. For the current planning period, again staff is not recommending any deposits to the Landfill Closure Fund since funds are adequate for the immediate five-year planning period. Staff anticipates making \$200,000 deposits to the Landfill Closure Fund thereafter. As noted, deposits may be adjusted based on revised cost estimates and an increase or decrease in the amount of waste received in future years.

The Landfill Closure Fund funding levels are for capital costs associated with closing portions of the landfill and not intended to fund the post closure care.

Landfill Closure Fund

FISCAL YEAR	BEGINNING BALANCE	ANNUAL DEPOSIT	EXPENSES	ENDING BALANCE	USES
2002-03	3,382,755	250,000	0	3,632,755	
2003-04	3,632,755	250,000	0	3,882,755	
2004-05	3,882,755	250,000	0	4,132,755	
2005-06	4,132,755	250,000	0	4,382,755	
2006-07	4,382,755	250,000	0	4,632,755	
2007-08	4,632,755	1,050,000	10,291	5,672,464	Phase I Design
2008-09	5,672,464	600,000	29,817	6,242,647	Phase I Design & LFGCCS
2009-10	6,242,647	600,000	72,704	6,769,943	Phase I Design & LFGCCS
2010-11	6,769,943	400,000	1,589,591	5,580,352	Complete LFGCCS
2011-12	5,580,352	100,000	193,600	5,486,752	Misc. LFGCCS & LFGTE
2012-13	5,486,752	300,000	22,500	5,764,252	Closure & Misc LFGCCS
2013-14	5,764,252	300,000	21,915	6,042,337	Misc. LFGCCS
2014-15	6,042,337	300,000	97,867	6,244,470	Engineering
2015-16	6,244,470	200,000	9,870	6,434,600	Engineering
2016-17	6,434,600	200,000	831,181	5,803,419	Phase I Engr. & Constr. (7.6 Ac)
2017-18	5,803,419	250,000	891,229	5,162,190	Phase I Engr. & Constr. (7.6 Ac)
2018-19	5,162,190	0	0	5,162,190	
2019-20	5,162,190	0	484,820	4,677,370	Engr & Const LFG expansion
2020-21	4,677,370	0	0	4,677,370	
2021-22	4,677,370	0	0	4,677,370	
2022-23	4,677,370	0	3,457,728	1,219,642	HDR Task I-II Closure & Ph. VII
2023-24	1,219,642	0	148,772	1,070,870	
2024-25	1,070,870	0	135,000	935,870	Phase II Design & QC/QA
2025-26	935,870	0	0	935,870	
2026-27	935,870	200,000	0	1,135,870	
2027-28	1,135,870	200,000	0	1,335,870	
2028-29	1,335,870	200,000	0	1,535,870	
2029-30	1,535,870	200,000	0	1,735,870	
2030-31	1,735,870	200,000	0	1,935,870	
2031-32	1,935,870	200,000	0	2,135,870	
2032-33	2,135,870	200,000	0	2,335,870	
2033-34	2,335,870	200,000	2,500,000	35,870	Phase II Construction (10 Ac)
2034-35	35,870	200,000	0	235,870	

Note: Additional funding from Surplus (\$550,000) was added from FY06/07 budget in FY 07/08
 Also, \$3,000,000 was transferred to Site Development in FY 22/23.

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund is established to provide funds for the regularly scheduled replacement purchases of major operating equipment.

With the additional guaranteed tonnage and new revenue source, funding levels have been increased from \$0 to \$695,000 for new equipment next year. For FY 2027 and beyond, Staff has shown an increase in the funding levels to \$1,600,000 provided funds are available. The Equipment Replacement Fund shows a negative balance of \$2,777,000 at the end of FY '27 with a continued increase in the deficit going forward at the proposed funding levels until FY '30. The Authority owns and operates a fleet of fifty walking-floor trailers used daily to transport Municipal Solid Waste from its transfer stations to the Smith Gap Landfill.

Staff will continue to identify any obsolete or other excess machinery as part of normal operations that may generate additional revenues. Staff will prepare a Board Report declaring this equipment as surplus and to be auctioned off. The exact funds the Authority may recoup is unknown; therefore, no additional funding from the sale of surplus equipment is shown.

Staff continuously evaluates all purchasing options and has begun to evaluate lease options as well when replacing a piece of equipment to ensure costs are managed. The Equipment Replacement Fund also serves to assist in complying with post-closure requirements of financial assurance regulations.

Equipment Replacement Fund

FISCAL YEAR	BEGINNING BALANCE	ANNUAL DEPOSIT	EXPENSES	ENDING BALANCE	Detailed Schedule
2002-03	2,421,520	375,000	680,098	2,116,422	
2003-04	2,116,422	400,000	459,327	2,057,095	
2004-05	2,057,095	400,000	561,464	1,895,631	
2005-06	1,895,631	400,000	323,589	1,972,042	
2006-07	1,972,042	400,000	492,652	1,879,390	
2007-08	1,879,390	674,231	1,280,731	1,272,890	
2008-09	1,272,890	400,000	1,103,483	569,407	
2009-10	569,407	600,000	351,088	818,319	
2010-11	818,319	600,000	625,485	792,834	
2011-12	792,834	600,000	937,839	454,995	
2012-13	454,995	1,250,000	651,277	1,053,718	
2013-14	1,053,718	1,100,000	858,452	1,295,266	
2014-15	1,295,266	1,100,000	1,292,433	1,102,833	
2015-16	1,102,833	1,000,000	316,228	1,786,605	
2016-17	1,786,605	1,000,000	1,443,855	1,342,750	
2017-18	1,342,750	1,400,000	1,518,729	1,224,021	
2018-19	1,224,021	268,412	1,146,681	345,752	
2019-20	345,752	200,000	241,463	304,289	
2020-21	304,289	0	220,406	83,883	
2021-22	83,883	1,239,326	96,397	1,226,812	
2022-23	1,226,812	383,380	816,419	793,773	
2023-24	793,773	541,110	872,220	462,663	
2024-25	462,663	161,204	70,928	552,939	
2025-26	552,939	695,000	695,000	552,939	See Attached
2026-27	552,939	1,600,000	4,930,000	-2,777,061	See Attached
2027-28	-2,777,061	1,600,000	2,175,000	-3,352,061	See Attached
2028-29	-3,352,061	1,600,000	1,910,000	-3,662,061	See Attached
2029-30	-3,662,061	1,600,000	485,000	-2,547,061	See Attached
2030-31	-2,547,061	1,600,000	1,060,000	-2,007,061	See Attached
2031-32	-2,007,061	1,600,000	695,000	-1,102,061	See Attached
2032-33	-1,102,061	1,600,000	3,125,000	-2,627,061	See Attached
2033-34	-2,627,061	1,600,000	321,000	-1,348,061	See Attached
2034-35	-1,348,061	1,600,000	750,000	-498,061	See Attached



Major Equipment Replacement Schedule

Equipment Description	year	site	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34	FY 2034-35
Volvo EC 300 D Excavator	2011	SG										
JLG Man Lift	2007	SG				\$ 60,000						
CAT D 8 (Equivalent)	2021	SG										
John Deere Bulldozer (850 K)	2012	SG							\$ 450,000			
Ford F150 Passenger Truck	2012	SG					\$ 40,000					
(Recond.) Cat 826H #1 Compactor	2003	SG										
(Recond.) Bomag/722 RB-4	2019	SG			\$ 600,000					\$ 650,000		
Elgin Pelican Sweeper	2017	SG										
(Recond.) Cat 826 G #3 Compactor	2013	SG		\$ 800,000						\$ 850,000		
CAT 730 - Ton Haul Truck	2017	SG			\$ 400,000							
CAT 730 - Ton Haul Truck	2017	SG		\$ 400,000								
Cat 130G Motor Grader	1976	SG										
Cat 966G Front End Loader	2004	SG			\$ 200,000							
Freightliner Water Truck	2001	SG			\$ 80,000							
Volvo EC235 Excavator	2019	SG					\$ 300,000					
Finn T 330 Hyrdo Seeder/ Water TRK	2015	SG		\$ 25,000								
Yale Forklift	2019	SG										
New Holland	2000	SG										
Freightliner Yard Dog	2009	SG				\$ 165,000						
Freightliner M2 Mobile Lube Truck	2011	SG		\$ 150,000								
New Holland Tractor	2004	SG								\$ 50,000		
Explorer 2018	2018	SG										
Western Star Yard Dog	2018	SG					\$ 165,000					
Military Vehicle # 2 - Used	2019	SG										
Takeuchi Mini Excavator	2022	SG						\$ 80,000				
Ventrac Slope mower	2022	SG								\$ 50,000		
TarpArmor Tarp Development System	2020	SG				\$ 50,000						
Aljon Compactor	2023	SG			\$ 600,000						\$ 650,000	
CAT Dozer D6-XE WH	2023	SG							\$ 800,000			
Volvo EC235 Excavator	2021	SG				\$ 300,000						
Volvo EC350 Excavator	2023	SG							\$ 500,000			
John Deere Side-by-Side Gator	2023	SG								\$ 28,000		
John Deere Side-by-Side Gator	2023	SG								\$ 28,000		
Exmark Zero Turn Lawn Mower	2024	SG								\$ 15,000		
New Cat Dozer D9		SG		\$ 1,000,000								
New Volvo Articulating Truck		SG		\$ 800,000								
SUB-TOTAL			\$0	\$3,175,000	\$1,280,000	\$825,000	\$90,000	\$600,000	\$695,000	\$2,800,000	\$171,000	\$650,000
Deferred Equipment Needs FY 26				\$1,000,000						10 year total		\$10,286,000
Average Equipment Age for Site	13.32					16				Required funding ten year		\$1,028,600



Major Equipment Replacement Schedule

Equipment Description	year	site	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34	FY 2034-35
John Deere Wheel loader 744	2016	TCTS		\$460,000								
John Deere 544 K	2015	TCTS			\$280,000							
Volvo EC 220	2016	TCTS	\$300,000									
Volvo EC 220	2016	TCTS				\$325,000						
Morbark 6600	2016	TCTS		\$1,000,000								
Doosan DX190	2007	TCTS				\$325,000						
Elgin Pelican	2015	TCTS					\$290,000					
Mobile Lube Truck	1997	TCTS			\$190,000							
Dodge Service Truck (DW)	2016	TCTS			\$170,000							
Ford Explorer (Jeff)	2023	TCTS										\$50,000
Chevrolet 250 Pick-up truck	2007	TCTS		\$40,000								
Freightliner (Rebuild) / Roll-Off	2005	TCTS			\$150,000							
Green Box/Containers 4 - 40 yd	2016	TCTS		\$55,000	\$55,000	\$55,000	\$55,000					
Recycling Green Box 1-20 yd	1996	TCTS			\$50,000							
Explorer	2015	TCTS				\$40,000						
Toyota Truck (Kenny)	2017	TCTS		\$40,000								
Tico Truck # 1	2016	TCTS	\$160,000									
Tico Truck # 2	2016	TCTS		\$160,000								
SUB-TOTAL			\$460,000	\$1,755,000	\$895,000	\$745,000	\$345,000	\$0	\$0	\$0	\$0	\$50,000
GRAND TOTAL			\$460,000	\$1,755,000	\$895,000	\$745,000	\$345,000	\$0	\$0	\$0	\$0	\$50,000
Equipment Needs FY 26			\$460,000								10 year total	\$4,250,000
Average Equipment Age for Site		13.45										
											Required funding ten year	\$ 425,000



Major Equipment Replacement Schedule

Equipment Description	year	site	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34	FY 2034-35
Wheel Loader - John Deere 744 KII	2018	STS									\$285,000	
Excavator Volvo (ECR 235)	2017	STS	\$ 235,000									
Excavator CAT 325FL CR	2018	STS						\$300,000				
Elgin Pelican -sweeper	2017	STS									\$ 150,000	
Service Truck	2010	STS						\$ 40,000				
Tico Yard tractor # 3	2016	STS			\$ 170,000							
Ottawa 30 Commando Switch Trk	2006	STS						\$ 50,000				
Ottawa YT 30 Shuttle Trk	2006	STS						\$ 50,000				
Ford 150 Extended Cab	2023	STS										\$50,000
Green Box/Container	2016	STS									\$40,000	
New Yard Tractor	2023	STS			\$ 170,000							
Zero-Turn Mower	2023	STS						\$20,000				
Skid Steer Loader	2020	STS					\$50,000					
SALEM TRANSFER STATION			\$ 235,000	\$ -	\$ 340,000	\$ 50,000	\$ 460,000	\$ -	\$ 325,000	\$ 150,000	\$ 50,000	
SMITH GAP			\$ -	\$ 3,175,000	\$ 1,280,000	\$ 825,000	\$ 90,000	\$ 600,000	\$ 695,000	\$ 2,800,000	\$ 171,000	\$ 650,000
TINKER CREEK			\$ 460,000	\$ 1,755,000	\$ 895,000	\$ 745,000	\$ 345,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
GRAND TOTAL			\$ 695,000	\$ 4,930,000	\$ 2,175,000	\$ 1,910,000	\$ 485,000	\$ 1,060,000	\$ 695,000	\$ 3,125,000	\$ 321,000	\$ 750,000
Equipment Needs FY 26			\$ 235,000								10 year total	\$ 16,146,000
Average Equipment Age for Site	9.62											
											Tinker Creek Transfer Station	\$ 4,250,000
											Salem Transfer Station	\$ 1,610,000
											Smith Gap	\$ 10,286,000
											Available Funds on July 1, 2025	\$ 552,939
											Required funding ten year	\$ 1,559,306

GROUND WATER PROTECTION FUND

The Ground Water Protection Fund (formerly the Environmental Fund) is established to provide funds, if needed, to address any adverse environmental effects on the surrounding area within the Host Community area that may result from the operation of the Smith Gap Regional Landfill. The fund also serves to assist in complying with post closure and corrective action requirements of state and federal financial assurance regulations.

The existing fund balance is \$500,000 and is adequate for the immediate five-year planning period as shown. No additional deposits are planned currently.

Ground Water Protection Fund

FISCAL YEAR	BEGINNING BALANCE	ANNUAL DEPOSIT	EXPENSES	ENDING BALANCE	USES
2002-03	500,000	0	0	500,000	No Activity
2003-04	500,000	0	0	500,000	No Activity
2004-05	500,000	0	0	500,000	No Activity
2005-06	500,000	0	0	500,000	No Activity
2006-07	500,000	0	0	500,000	No Activity
2007-08	500,000	0	0	500,000	No Activity
2008-09	500,000	0	0	500,000	No Activity
2009-10	500,000	0	0	500,000	No Activity
2010-11	500,000	0	0	500,000	No Activity
2011-12	500,000	0	0	500,000	No Activity
2012-13	500,000	0	0	500,000	No Activity
2013-14	500,000	0	0	500,000	No Activity
2014-15	500,000	0	0	500,000	No Activity
2015-16	500,000	0	0	500,000	No Activity
2016-17	500,000	0	0	500,000	No Activity
2017-18	500,000	0	0	500,000	No Activity
2018-19	500,000	0	0	500,000	No Activity
2019-20	500,000	0	0	500,000	No Activity
2020-21	500,000	0	0	500,000	No Activity
2021-22	500,000	0	0	500,000	No Activity
2022-23	500,000	0	0	500,000	No Activity
2023-24	500,000	0	0	500,000	No Activity
2024-25	500,000	0	0	500,000	No Planned Uses
2025-26	500,000	0	0	500,000	No Planned Uses
2026-27	500,000	0	0	500,000	No Planned Uses
2027-28	500,000	0	0	500,000	No Planned Uses
2028-29	500,000	0	0	500,000	No Planned Uses
2029-30	500,000	0	0	500,000	No Planned Uses
2030-31	500,000	0	0	500,000	No Planned Uses
2031-32	500,000	0	0	500,000	No Planned Uses
2032-33	500,000	0	0	500,000	No Planned Uses
2033-34	500,000	0	0	500,000	No Planned Uses
2034-35	500,000	0	0	500,000	No Planned Uses

HOST COMMUNITY FUND

The Host Community Fund is established to fund the construction, operation, and/or maintenance of public improvements for the benefit of the Host Community which is defined as the area within a 5,000 ft. radius of the Smith Gap Regional Landfill property lines. Funded improvements will be established with input from the Host Community and set out in a public improvement plan as prepared and presented to the Authority by the Bradshaw Citizens Association (BCA).

Originally, annual deposits were made in the amount of \$10,000 monthly with the balance not to exceed \$150,000. However, the Host Community, with assistance from Staff, increased the limit from \$150,000 to \$250,000 in FY 2014. The Host Community, through the BCA, is exploring its options for the use of the Host Community Fund. Existing and proposed funds are adequate for the immediate five-year planning period as shown.

Host Community Fund

FISCAL YEAR	BEGINNING BALANCE	ANNUAL DEPOSIT	EXPENSES	ENDING BALANCE	USES
2002-03	58,000	10,000	0	68,000	
2003-04	68,000	10,000	0	78,000	
2004-05	78,000	10,000	0	88,000	
2005-06	88,000	10,000	0	98,000	
2006-07	98,000	10,000	0	108,000	
2007-08	108,000	10,000	0	118,000	
2008-09	118,000	10,000	0	128,000	
2009-10	128,000	10,000	0	138,000	
2010-11	138,000	10,000	0	148,000	
2011-12	148,000	10,000	3,681	154,319	Intranet/property
2012-13	154,319	0	4,319	150,000	Intranet/capped
2013-14	150,000	10,000	525	159,475	Misc. Expenses
2014-15	159,475	10,000	0	169,475	
2015-16	169,475	10,000	0	179,475	
2016-17	179,475	10,000	0	189,475	
2017-18	189,475	10,000	0	199,475	
2018-19	199,475	10,000	0	209,475	
2019-20	209,475	10,000	0	219,475	
2020-21	219,475	10,000	0	229,475	
2021-22	229,475	10,000	0	239,475	
2022-23	239,475	10,000	0	249,475	
2023-24	249,475	525	0	250,000	
2024-25	250,000	0	0	250,000	No Known Uses
2025-26	250,000	0	0	250,000	No Known Uses
2026-27	250,000	0	0	250,000	No Known Uses
2027-28	250,000	0	0	250,000	No Known Uses
2028-29	250,000	0	0	250,000	No Known Uses
2029-30	250,000	0	0	250,000	No Known Uses
2030-31	250,000	0	0	250,000	No Known Uses
2031-32	250,000	0	0	250,000	No Known Uses
2032-33	250,000	0	0	250,000	No Known Uses
2033-34	250,000	0	0	250,000	No Known Uses
2034-35	250,000	0	0	250,000	No Known Uses

2025-2026

RESERVE FUNDS

PROPERTY PROTECTION FUND

The Property Protection Fund provides funds for payments under the Property Value Protection Policy for any actual decline in property values that may be directly attributed to their proximity to the Smith Gap Regional Landfill, as determined and outlined under the Policy.

The Property Protection Fund balance of \$370,430 is deemed to be sufficient for its intended purpose. Deposits to this fund may also be made from the proceeds of any property purchased and then resold under the terms of the Policy.

Existing funds are adequate for the immediate five-year planning period as shown unless there is a major unforeseen issue arising at the landfill.

**PROPERTY
PROTECTION FUND**

Property Protection Fund

FISCAL YEAR	BEGINNING BALANCE	ANNUAL DEPOSIT	EXPENSES	ENDING BALANCE	USES
2002-03	376,632	0	697	375,935	Miscellaneous
2003-04	375,935	92,258	25,000	443,193	Sale of Crawford, Markle
2004-05	443,193	0	0	443,193	None
2005-06	443,193	0	0	443,193	None
2006-07	443,193	0	0	443,193	None
2007-08	443,193	0	0	443,193	None
2008-09	443,193	0	0	443,193	None
2009-10	443,193	0	0	443,193	None
2010-11	443,193	0	0	443,193	None
2011-12	443,193	0	0	443,193	None
2012-13	443,193	0	0	443,193	None
2013-14	443,193	0	0	443,193	None
2014-15	443,193	0	45,950	397,243	Sale of 8385 Bradshaw Rd
2015-16	397,243	200,000	212,464	384,779	See Note Below
2016-17	384,779	0	150	384,629	Misc Expense
2017-18	384,629	0	0	384,629	None
2018-19	384,629	0	0	384,629	None
2019-20	384,629	0	14,199	370,430	8827 Williby Road
2020-21	370,430	0	0	370,430	None
2021-22	370,430	0	0	370,430	None
2022-23	370,430	0	0	370,430	None
2023-24	370,430	0	0	370,430	None
2024-25	370,430	0	0	370,430	None Projected
2025-26	370,430	0	0	370,430	None Projected
2026-27	370,430	0	0	370,430	None Projected
2027-28	370,430	0	0	370,430	None Projected
2028-29	370,430	0	0	370,430	None Projected
2029-30	370,430	0	0	370,430	None Projected
2030-31	370,430	0	0	370,430	None Projected
2031-32	370,430	0	0	370,430	None Projected
2032-33	370,430	0	0	370,430	None Projected
2033-34	370,430	0	0	370,430	None Projected
2034-35	370,430	0	0	370,430	None Projected

SITE DEVELOPMENT FUND

The Site Development Fund provides funds for the construction of subsequent phases of the Smith Gap Regional Landfill cells.

For the current planning period (FY '26), funding levels are planned at \$1,875,313 due to the planned construction of Phase VIII in FY '29-30. The proposed funding level is \$1,700,000 for FY '27 and going forward which provides sufficient funds in the short-and long-term.

The amount of air space used is reviewed every year and adjustments to planned funding levels are made as necessary.

Site Development Fund

FISCAL YEAR	BEGINNING BALANCE	ANNUAL DEPOSIT	EXPENSES	ENDING BALANCE	USES
2002-03	3,025,885	500,000	105,973	3,419,912	Misc. Engineering
2003-04	3,419,912	500,000	167,375	3,752,537	Misc. Engineering
2004-05	3,752,537	500,000	47,057	4,205,480	Misc. Engineering
2005-06	4,205,480	500,000	41,582	4,663,898	Misc. Engineering
2006-07	4,663,898	500,000	904,313	4,259,585	Phase V Construction
2007-08	4,259,585	1,500,000	4,414,187	1,345,398	Phase V Construction
2008-09	1,345,398	500,000	1,096,295	749,103	Phase V Construction
2009-10	749,103	300,000	98,985	950,118	Phase V Construction
2010-11	950,118	100,000	0	1,050,118	No Expenditure
2011-12	1,050,118	100,000	0	1,150,118	No Expenditure
2012-13	1,150,118	500,000	0	1,650,118	No Expenditure
2013-14	1,650,118	500,000	0	2,150,118	No Expenditure
2014-15	2,150,118	500,000	0	2,650,118	No Expenditure
2015-16	2,650,118	500,000	0	3,150,118	No Expenditure
2016-17	3,150,118	500,000	598,125	3,051,993	Phase VI Construction
2017-18	3,051,993	700,000	2,576,778	1,175,215	Phase VI Construction
2018-19	1,175,215	850,000	14,235	2,010,980	Stormwater Study
2019-20	2,010,980	400,000	49,735	2,361,245	See Attached
2020-21	2,361,245	0	2,505	2,358,740	See Attached
2021-22	2,358,740	277,261	19,858	2,616,143	Misc. Engineering
2022-23	2,616,143	5,559,640	265,724	7,910,059	Misc. Engineering
2023-24	7,910,059	719,333	7,465,853	1,163,539	Phase VII Construction & PM
2024-25	1,163,539	1,943,851	169,146	2,938,244	Master Planning & Cell VIII&IX Wetland Permitting
2025-26	2,938,244	1,875,313	0	4,813,557	No Expenditure
2026-27	4,813,557	1,700,000	0	6,513,557	No Expenditure
2027-28	6,513,557	1,700,000	0	8,213,557	No Expenditure
2028-29	8,213,557	1,700,000	1,000,000	8,913,557	Phase VIII Engineering
2029-30	8,913,557	1,700,000	10,000,000	613,557	Phase VIII Construction & PM
2030-31	613,557	1,700,000	0	2,313,557	No Expenditure
2031-32	2,313,557	1,700,000	0	4,013,557	No Expenditure
2032-33	4,013,557	1,700,000	0	5,713,557	No Expenditure
2033-34	5,713,557	1,700,000	0	7,413,557	No Expenditure
2034-35	7,413,557	1,700,000	0	9,113,557	No Expenditure

SMITH GAP LANDFILL

FISCAL YEAR	ACTIVITY	EXPENSES
2020-21	No activity	\$ -
2021-22	Misc. Engineering	\$ 19,858
2022-23	Misc. Engineering	\$ 265,724
2023-24	Construction phase VII Liner (10.07ac) & Construction management (CQ/CA)	\$ 7,465,853
2024-25	Master Plan & VIII/IX Wetland Permitting	\$ 169,146
2025-26	No activity	\$ -
2026-27	No activity	\$ -
2027-28	No activity	\$ -
2028-29	Phase VIII Engineering	\$ 1,000,000

FISCAL YEAR	ACTIVITY	EXPENSES
2029-30	Construction phase VIII Liner (8.8ac) Construction management	\$ 9,200,000 \$ 800,000
2030-31	No activity	\$ -
2031-32	No activity	\$ -
2032-33	No activity	\$ -
2033-34	No activity	\$ -
2034-35	No activity	\$ -
estimated costs available funds additional funds required deposit years annual deposits required		\$ 11,000,000 \$ 2,938,244 \$ 8,061,756 5 \$ 1,612,351
NOTES	Projections based on actual and estimated costs.	

CAPITAL IMPROVEMENT FUND

In FY 2008 - 2009, The Capital Improvement Fund was established by the Authority, outside the Master Indenture of Trust, to be used for various capital maintenance items and new projects anticipated for the short and long-term ten-year planning periods. Examples of the projects include concrete floor overlay, facility updates (i.e. carpet/flooring, bathroom/locker room/break room remodels), re-surfacing all asphalt internal roads and parking lots, replacing the heating and cooling systems, renovation and maintenance of all existing building structures, construction of a residential service area, and possibly a new and additional automated, in-bound scale. Projects may be added or amended as the solid waste operations and industry continues to evolve and funds are available.

Due to the newly identified projects on the following page, there are deficits shown in the five-year planning period and funding levels are insufficient to fully fund all the improvements that are identified. There are deficits shown in ten-year planning period as well.

The Capital Improvement Fund also serves to assist in complying with post-closure requirements of financial assurance regulations.

**CAPITAL
IMPROVEMENT FUND**

Capital Improvement Fund

FISCAL YEAR	BEGINNING BALANCE	ANNUAL DEPOSIT	EXPENSES	ENDING BALANCE	USES
2009-10	460,000	200,000	21,356	638,644	SG Dust & Od Control
2010-11	638,644	200,000	319,917	518,727	Tipper & TS Floor
2011-12	518,727	200,000	220,271	498,456	Tipper & Hollins Road
2012-13	498,456	100,000	108,900	489,556	Tipper & Roofing
2013-14	489,556	613,407	109,798	993,165	RSA Engring & Dirt, HVAC
2014-15	993,165	190,000	793,014	390,151	RSA & Roofing TS
2015-16	390,151	390,000	799,828	-19,677	RSA
2016-17	-19,677	390,000	120,314	250,009	RSA
2017-18	250,009	253,133	50,000	453,142	Bond \$ Deposit
2018-19	453,142	860,000	360,514	952,628	Misc Work
2019-20	952,628	0	741,546	211,082	Outbound Scale
2020-21	211,082	0	0	211,082	No Expense
2021-22	211,082	0	0	211,082	No Expense
2022-23	211,082	90,000	0	301,082	No Expense
2023-24	301,082	50,000	126,488	224,594	SG Scales & Salem Floor
2024-25	224,594	0	0	224,594	No Expense
2025-26	224,594	200,000	200,000	224,594	See Attached
2026-27	224,594	500,000	1,015,000	-290,406	See Attached
2027-28	-290,406	500,000	980,000	-770,406	See Attached
2028-29	-770,406	500,000	1,050,000	-1,320,406	See Attached
2029-30	-1,320,406	500,000	480,000	-1,300,406	See Attached
2030-31	-1,300,406	500,000	150,000	-950,406	See Attached
2031-32	-950,406	500,000	50,000	-500,406	See Attached
2032-33	-500,406	500,000	550,000	-550,406	See Attached
2033-34	-550,406	500,000	200,000	-250,406	See Attached
2034-35	-250,406	500,000	200,000	49,594	See Attached

Project List	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	FY 33-34	FY 34-35
Concrete Slab & Retaining Wall (Mulch)				\$ 400,000						
Overlay Floor (STS) One Side				\$ 100,000	\$ 100,000					
Overlay Floor (TCTS) One Side				\$ 100,000	\$ 100,000					
Asphalt Resurfacing (SG)		\$ 150,000				\$ 150,000				
Asphalt Resurfacing (SG) Spur Rd. Entrance		\$ 200,000						\$ 250,000		
Roofing Repairs (STS)								\$ 300,000		
Roofing Repairs (SG)				\$ 300,000						
Roofing Repairs (TCTS)			\$ 300,000							
Concrete Truck Turning Pad (TCTS)	\$ 90,000									
Repaint Parking Pads For Trailers (TCTS)		\$ 25,000								
Asphalt Resurfacing (TCTS) Two Part			\$ 150,000	\$ 150,000					\$ 200,000	\$ 200,000
Replace Shop Garage Door (SG)		\$ 20,000								
Leachate Tank Bypass Installation (SG)	\$ 20,000									
Replace Fuel Tank and Pumps (SG)			\$ 150,000							
Resurface Entrance And Parking (SG)					\$ 200,000					
Pave Scales Area (SG)	\$ 40,000									
Replace Electric Panels On Tip Floor (SG)		\$ 120,000								
Repair Site Fencing (SG)		\$ 45,000								
Drain & Clean Fresh Water Tank (SG)	\$ 50,000									
Security Cameras (SG)		\$ 70,000								
Security Cameras (STS)		\$ 70,000								
Upgrade Restrooms (SG)		\$ 20,000								
Upgrade Restrooms (TCTS)		\$ 20,000								
Upgrade Exterior Site Lighting (STS)		\$ 20,000								
Upgrade Restroom & Break Room (STS)		\$ 25,000								
Replace Old HVAC System (STS)		\$ 30,000								
Repave Entrance & Exit To Tip Floor (STS)		\$ 100,000								
Repave Trailer Parking Lot (STS)			\$ 300,000							
Asphalt Resurfacing Scales to Tipper Floor (STS)							\$ 50,000			
Upgrade Scale House & Restroom (TCTS)			\$ 80,000							
Upgrade Scale House & Restroom (STS)					\$ 80,000					
Replace HVAC System (TCTS)		\$ 100,000								
Totals	\$ 200,000	\$ 1,015,000	\$ 980,000	\$ 1,050,000	\$ 480,000	\$ 150,000	\$ 50,000	\$ 550,000	\$ 200,000	\$ 200,000

Capital Needs FY 26

\$ 200,000

Totals

\$ 4,875,000

Annual Deposits Required

\$ 487,500

2025-2026

Reserve Funds

RUTROUGH ROAD LANDFILL POST-CLOSURE FUND

The Rutrough Road Landfill Post-Closure Fund (RRLF PC Fund) was established with an initial contribution of \$5,500,000 per the terms of the “Implementation Agreement For (i) Distribution and Indemnification Agreement dated October 23, 1991, and (ii) Assignment Agreement dated October 23, 1991.” The sole purpose of the RRLF PC Fund was to provide the funding necessary for the Authority to manage the post-closure care of the closed Rutrough Road Landfill until (i) such time as the funds in the account are depleted; or, (ii) the Authority determines the account is no longer needed for its intended purpose, in which case, any funds remaining in the account shall be available for use by the Authority for any authorized purpose.

The RRLF PC Fund is essentially depleted. Funds will remain in the Rutrough Road account to cover pump replacement/repair, site maintenance, or any other items that may arise. We anticipate that the remaining balance will be depleted by FY’26 when this Reserve account will be deleted from future Budgets.

ROANOKE VALLEY RESOURCE AUTHORITY
APPROXIMATE POST-CLOSURE CARE COSTS
RUTROUGH ROAD LANDFILL
FOR THE YEARS 1996 THROUGH 2026

Date: February 4, 2025

YEAR	Cap Maint. & ESC	ROAD MAINT	G/W	GAS SYST	LEACHATE			TOTAL EXPENSES	INITIAL DEPOSIT	INTEREST INCOME	FUND BALANCE
	MISC	MOWING	SAMPLING	O & M	O & M	CAPITAL	ADMIN				
1996	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260,602	\$ 6,452,077	\$ 367,686	\$ 6,559,161
1997	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,180	\$ 6,561,769	\$ 296,018	\$ 6,714,607
1998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 699,337	\$ 6,772,712	\$ 415,543	\$ 6,488,918
1999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 373,485	\$ 6,656,586	\$ 357,990	\$ 6,641,091
2000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,596	\$ 6,502,918	\$ 454,557	\$ 6,682,879
2001	\$ 5,239	\$ 559	\$ 7,705	\$ 57,565	\$ 18,323	\$ 98,018	\$ 35,819	\$ 40,659	\$ 263,887	\$ 6,418,992	\$ 483,446
2002	\$ -	\$ -	\$ 11,431	\$ 50,100	\$ 8,402	\$ 61,006	\$ 4,958	\$ 47,553	\$ 183,450	\$ 6,718,988	\$ 215,808
2003	\$ 36,853	\$ 21,141	\$ 6,479	\$ 44,057	\$ 14,130	\$ 146,909	\$ -	\$ 52,589	\$ 322,159	\$ 6,612,637	\$ 118,499
2004	\$ -	\$ -	\$ 7,231	\$ 5,347	\$ 83,773	\$ 11,443	\$ 178,053	\$ 108,874	\$ 59,301	\$ 454,021	\$ 6,277,115
2005	\$ 3,800	\$ -	\$ 10,295	\$ 5,347	\$ 74,232	\$ 19,543	\$ 327,074	\$ 283,422	\$ 62,665	\$ 786,379	\$ 5,578,005
2006	\$ -	\$ -	\$ 9,694	\$ 5,347	\$ 59,511	\$ 11,493	\$ 218,653	\$ 83,006	\$ 67,205	\$ 454,908	\$ 5,209,843
2007	\$ -	\$ -	\$ 2,627	\$ 5,880	\$ 32,548	\$ 25,751	\$ 244,000	\$ -	\$ -	\$ 307,230	\$ 5,084,300
2008	\$ -	\$ 3,500	\$ 16,682	\$ 6,500	\$ 34,172	\$ 9,480	\$ 129,604	\$ 27,736	\$ -	\$ 378,869	\$ 5,104,903
2009	\$ -	\$ 1,658	\$ 4,202	\$ 8,815	\$ 43,774	\$ 17,230	\$ 187,143	\$ -	\$ -	\$ 262,822	\$ 4,842,081
2010	\$ 19,927	\$ 3,491	\$ 32,078	\$ 8,815	\$ 112,082	\$ 30,869	\$ 327,489	\$ -	\$ -	\$ 534,751	\$ 4,366,331
2011	\$ 7,775	\$ -	\$ 2,794	\$ 8,815	\$ 72,618	\$ 37,574	\$ 221,058	\$ 335,178	\$ 125,000	\$ 810,812	\$ 3,580,903
2012	\$ -	\$ 6,456	\$ 4,410	\$ 8,905	\$ 58,716	\$ 33,548	\$ 323,970	\$ 125,000	\$ 561,005	\$ 3,035,798	\$ 9,261
2013	\$ -	\$ -	\$ 2,056	\$ 12,254	\$ 80,760	\$ 26,184	\$ 206,912	\$ 56,992	\$ 385,158	\$ 2,659,901	\$ 7,470
2014	\$ -	\$ 2,149	\$ 5,297	\$ 21,159	\$ 48,575	\$ 30,501	\$ 359,747	\$ 21,783	\$ 11,914	\$ 501,125	\$ 2,166,246
2015	\$ -	\$ -	\$ 3,291	\$ 3,450	\$ 98,177	\$ 33,069	\$ 299,200	\$ -	\$ -	\$ 437,187	\$ 1,735,879
2016	\$ -	\$ 6,027	\$ 4,155	\$ 9,475	\$ 75,090	\$ 28,604	\$ 306,400	\$ -	\$ -	\$ 429,751	\$ 1,314,147
2017								\$ -	\$ 528,192	\$ -	\$ 528,192
2018								\$ -	\$ 528,192	\$ -	\$ 528,192
2019								\$ 427,182	\$ 427,182	\$ 101,010	\$ 102,196
2020								\$ (15,444)	\$ 86,752	\$ 719	\$ 87,471
2021								\$ (11,840)	\$ 75,631	\$ 600	\$ 76,231
2022								\$ -	\$ 76,231	\$ 600	\$ 76,831
2023								\$ -	\$ 76,831	\$ 1,263	\$ 78,094
2024								\$ (32,137)	\$ 45,957	\$ 2,661	\$ 48,618
2025								\$ (22,340)	\$ 26,278	\$ 1,542	\$ 27,820
2026											
TOTAL	\$ 73,594	\$ 44,981	\$ 130,426	\$ 110,107	\$ 1,025,751	\$ 356,144	\$ 3,635,237	\$ 1,384,950	\$ 591,886	\$ 9,170,135	\$ 3,737,576

For Information Only

ROANOKE VALLEY RESOURCE AUTHORITY
 POST-CLOSURE CARE ESTIMATES
 RUTROUGH ROAD LANDFILL
 FOR THE YEARS 2017 THROUGH 2026
 ASSUMED END OF POST CLOSURE CARE

Date: January 31, 2024

	Cap Maint.	ROAD	MISC		G/W	GAS SYST	LEACHATE			TOTAL	INITIAL	INTEREST	FUND
YEAR	& ESC	MAINT.	EXPENSE	MOWING	SAMPLING	O & M	O & M	CAPITAL	ADMIN	EXPENSES	DEPOSIT	INCOME	BALANCE
2019	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2020	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2021	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2022	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2023	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

The post closure care activities were transferred to the Authority's operating budget for FY 2019. The remaining post closure care funds are being used to comply with a DEQ letter of compliance. Please see project status reports.

TOTAL	\$	-	\$	-	\$	-	\$	-	\$	-	\$0	\$	-	\$	-
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Funds remaining for Leachate force main and lift station

All Operating cost have been moved to the annual budget and are funded from the administration accounts

CONTINGENCY FUND

The purpose of the Contingency Fund is to provide (i) rate stabilization on an annual basis; and (ii) emergency funding for unforeseen increases in expenses or decreases in revenues.

As noted earlier in this report, Staff projects a balance of \$1,483,939 that will be available in the Contingency Reserve Fund as of the start of FY '26. The Authority's Policy has the goal of retaining 8-10% of its annual operating budget in its Contingency Reserve. This projected balance is 7.76% of the FY '26 operating budget of approximately \$19.1M and is therefore non-compliant with the Authority's Policy.

The Contingency Fund also serves to assist in complying with post-closure requirements of financial assurance regulations.

CONTINGENCY FUND

FISCAL YEAR	BEGINNING BALANCE	DEPOSITS	TRANSFERS	BALANCE	COMMENTS
2002-2003	6,692,559	0	451,845	6,240,714	Deficit from Operations
2003-2004	6,240,714	224,069	0	6,464,783	Surplus from Operations
2004-2005	6,464,783	18,773	0	6,483,556	Surplus from Operations
2005-2006	6,483,556	276,040	0	6,759,596	Surplus from Operations
2006-2007	6,759,596	0	783,555	5,976,041	Transfer to Operating Budget
2007-2008	5,976,041	0	926,499	5,049,542	Transfer to Operating Budget
2007-2008	5,049,542	873,246	0	5,922,788	Surplus from Operations
2008-2009	5,922,788	0	1,289,635	4,633,153	Transfer to Operating Budget
2008-2009	4,633,153	70,441	0	4,703,594	Surplus from Operations
2009-2010	4,703,594	0	2,053,044	2,650,550	Transfer to Operating Budget
2009-2010	2,650,550	637,465	0	3,288,015	Surplus from Operations
2010-2011	3,288,015	0	3,171,248	116,767	Transfer to Pay Bond Debt
2010-2011	116,767	244,082	0	360,849	Surplus from Operations
2011-2012	360,849	244,000	0	604,849	Transfer from Post Development
2011-2012	604,849	1,140,111	0	1,744,960	Surplus from Operations
2012-2013	1,744,960	0	490,991	1,253,969	Transfer to Operating Budget
2012-2013	1,253,969	0	62,130	1,191,839	Transfer for Residential Area
2012-2013	1,191,839	425,662	0	1,617,501	Surplus from Operations
2013-2014	1,617,501	0	405,405	1,212,096	Transfer to Operating Budget
2013-2014	1,212,096	543,103	0	1,755,199	Surplus from Operations
2014-2015	1,755,199	0	456,323	1,298,876	Transfer to Operating Budget
2014-2015	1,298,876	812,290	0	2,111,166	Surplus from Operations
2015-2016	2,111,166	0	200,000	1,911,166	Transfer to Property Protection
2015-2016	1,911,166	0	434,974	1,476,192	Transfer to Operating Budget
2015-2016	1,476,192	986,254	0	2,462,446	Surplus from Operations
2016-2017	2,462,446	1,095,038	0	3,557,484	Surplus from Operations
2017-2018	3,557,484	1,246,947	0	4,804,431	Surplus from Operations
2018-2019	4,804,431	0	1,081,298	3,723,133	Deficit & transfer to Operations
2019-2020	3,723,133	0	0	3,723,133	Transfer to Operating Budget
2020-2021	3,723,133	0	0	3,723,133	Transfer to Operating Budget
2021-2022	3,723,133	0	2,239,194	1,483,939	NS Payment, Ops., LOC
2022-2023	1,483,939	0	0	1,483,939	Nothing Planned
2023-2024	1,483,939	0	0	1,483,939	Nothing Planned
2024-2025	1,483,939	0	0	1,483,939	Nothing Planned
2025-2026	1,483,939	0	0	1,483,939	Nothing Planned

Contingency Funds Available \$ 1,483,939

Proposed Transfer for FY 2025-2026 Budget \$
 Contingency Balance \$ 1,483,939

ROANOKE VALLEY RESOURCE AUTHORITY
TINKER CREEK TRANSFER STATION
1020 HOLLINS ROAD, N.E.
ROANOKE, VIRGINIA 24012

MINUTES OF JANUARY 22, 2025

The Roanoke Valley Resource Authority met at the Tinker Creek Transfer Station, 1020 Hollins Road NE, Roanoke, Virginia.

OPENING CEREMONIES

Call to Order: Chair Owens called the meeting to order at 12:06 p.m., followed by attendance roll call.

Members Present: Steve Bandy, Roanoke County
Rob Light, City of Salem
Mike McEvoy, City of Roanoke (*departed meeting at 12:50 p.m.)
Rebecca Owens, Roanoke County
Pete Peters, Town of Vinton
Jeffrey Powell, City of Roanoke
Todd Simmons, Roanoke County

Members Absent: Doug Blount, Roanoke County
Laurie Gearheart, Roanoke County

Staff Present: Jim Guynn, Attorney
Jon Lanford, Chief Executive Officer
Jeff Harbin, Director of Operations - Field Services
Jeremy Garrett, Director of Operations – Technical Services
Brad Brewer, Finance Manager
Lorie Bess, Board Secretary

REQUESTS TO POSTPONE, ADD TO, OR CHANGE THE ORDER OF AGENDA ITEMS

None

BUSINESS – ACTION ITEMS

ORGANIZATION OF THE BOARD

Ms. Owens turned Chairmanship of the meeting over to Mr. Jim Guynn, County Attorney, to conduct the election of the Chair.

ELECTION OF CHAIR

Mr. Guynn opened the floor for nominations for Chair. Mr. Bandy nominated Ms. Owens as Chair for 2025. Mr. Powell seconded the nomination. There were no further nominations.

MOTION: That nominations for Chair be closed and Rebecca Owens be elected as Chair for 2025.

MOTION: Mr. Bandy

SECOND: Mr. Powell

AYES: Unanimous

ABSENT: Mr. Blount, Ms. Gearheart

RESOLUTION: RA2025-01

ELECTION OF VICE CHAIR

Chair-Elect Owens opened the floor for nominations for Vice Chair of the Board for 2025. Mr. Bandy nominated Mr. Powell for Vice Chair. Mr. Light seconded the nomination. There were no further nominations.

MOTION: That nominations for Vice Chair be closed and Jeffrey Powell be elected as Vice Chair for 2025.

MOTION: Mr. Bandy

SECOND: Mr. Light

AYES: Unanimous

ABSENT: Mr. Blount, Ms. Gearheart

RESOLUTION: RA2025-02

ELECTION OF TREASURER

Chair-Elect Owens opened the floor for nominations for Treasurer of the Board for 2025. Ms. Owens nominated Ms. Gearheart for Treasurer. Mr. Light seconded the nomination. There were no further nominations.

MOTION: That nominations for Treasurer be closed and Laurie Gearheart be elected as Treasurer for 2025.

MOTION: Ms. Owens

SECOND: Mr. Light

AYES: Unanimous

ABSENT: Mr. Blount, Ms. Gearheart

RESOLUTION: RA2025-03

ELECTION OF BOARD SECRETARY

Chair-Elect Owens opened the floor for nominations for Board Secretary for 2025. Ms. Owens nominated Mrs. Bess for Board Secretary. Mr. Bandy seconded the nomination. There were no further nominations.

MOTION: That nominations for Board Secretary be closed and Lorie Bess be elected as Board Secretary for 2025.

MOTION: Ms. Owens

SECOND: Mr. Bandy

AYES: Unanimous

ABSENT: Mr. Blount, Ms. Gearheart

RESOLUTION: RA2025-04

BUSINESS – INFORMATION ITEMS

RVRA SMITH GAP MASTER PLANNING PRESENTATION

Mr. Lanford introduced Mike Jeffries and Andrew Monk from Thompson and Litton. Mr. Lanford noted the Authority started updating their member use agreements last year and numbers heard today would be different than what the Board heard in the past. At that time, Mr. Monk proceeded to give the presentation. (The full Master Plan can be found on the RVRA website under the January 22, 2025 Agenda and is attached to the Minutes.)

Shown below is the Narrative Summary from the presentation:

MASTER PLAN
Smith GapLandfill
Salem, Virginia

Prepared For
Roanoke Valley Resource Authority

This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of Thompson & Litton and is not to be used in whole or in part for any other project without the written authorization of Thompson & Litton.

Thompson & Litton
726 Auburn Avenue
Radford, Virginia 24141

T&L Project No. 18361

Issued for Review January 22, 2025

Introduction

The proceeding narrative briefly describes potential expansion areas for the Smith Gap Landfill. Each section includes a summarization of all elements analyzed such as site specific constraints, potential area size, earthwork, and capacity, life expectancy, and stream mitigation. Please refer to Table-1 following the narrative for a tabulation of key elements found within each area. Accompanying exhibits illustrating individual areas are included within Appendix A. A Preliminary Rough Order of Magnitude was calculated for each area given the results of each analysis. All estimations, for the purpose of this analysis, were conducted utilizing present values and not extrapolated for future inflation within any given market or an increase in disposal rates at the Smith Gap Landfill. Please see Table-2 for information.

Area 1

- Acreage: 6.70 acres
- Generated Airspace: 1,602,649 cubic yards
- Approximate Area Life Expectancy: 4.01 years

This area is located on the southern end of the currently permitted Phase I portion of the landfill. No known geotechnical data resided in this location; therefore, additional geotechnical investigations will be required to determine the underlying strata. The expansion would effectively increase the footprint of Phase I by approximately 6.70 acres. To construct this area, approximately 346,636 cubic yards (C.Y.) of cut and 11,829 C.Y. of fill will be required. The airspace generated in this area is approximately 1,602,649 C.Y. when accounting for the additional airspace gained from "piggybacking" off of the existing Phase I slopes, which is favorable when compared to the total earthwork required to construct the cell. Furthermore, the overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover. The life expectancy of this expansion is approximately 4.01 years. No stream mitigation will be required to construct this area. The existing leachate system constructed within Phase I will be utilized, requiring little to no adjustment. The existing stormwater management facilities will be utilized to detain and treat the stormwater generated by this expansion. Additional analysis will be required to ensure adequate capacity is available within the existing facilities. Please see Figure 4 and Figure 5 in Appendix A for further detail.

Area 2

- Acreage: 28.90 acres
- Generated Airspace: 4,062,779 cubic yards
- Approximate Area Life Expectancy: 10.16 years

This area is located on the northern end of the currently permitted Phases VII – VIX of the landfill. The expansion would effectively increase the footprint of these phases by approximately 28.90 acres. To construct this area, approximately 1,081,370 cubic yards (C.Y.) of cut and 127,861 C.Y. of fill will be required. The airspace generated in this area is approximately 4,062,779 C.Y. when accounting for the additional airspace gained from "piggybacking" off of the existing phase slopes, which is favorable when compared to the total earthwork required to construct the cell. Furthermore, the overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover. The life expectancy of this expansion is approximately 10.16 years. Additional geotechnical investigation will be required to further identify the underlying strata within the expansion area. Approximately 1,360 lineal feet (L.F.) of stream mitigation will be

required to construct this area. Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the northwest of the proposed construction provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Figure 4 and Figure 5 in Appendix A for further detail.

Area 3

- Acreage: 15.18 acres
- Generated Airspace: 1,069,950 cubic yards
- Approximate Area Life Expectancy: 2.67 years

This area is located on the eastern side of the property and includes a 15.18-acre cell. During the initial analysis, existing borings were utilized to determine the approximate depth to bedrock. It was determined that encountering bedrock during construction is unlikely, however, possible. Additional geotechnical investigation will be required to accurately map the underlying strata. Further expansion to the east is not possible due to the existing overhead electric transmission lines with accompanying easement. Existing streams encompass the perimeter of Area 3, which constrain the constructable area and have been accounted for to avoid excessive stream mitigation. The existing stream to the west of Area 3 will require crossing to connect the proposed access road to the access road of Area 2. To avoid stream mitigation, a Conspan bridge or similar bridge deck is recommended to span this section of stream. To construct this area, approximately 215,565 C.Y. of cut and 20,475 C.Y. of fill will be required. The airspace generated in this area is approximately 1,069,950 C.Y., which is favorable when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this only provides approximately 2.67 years of life. Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the northeast provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C201 and C202 in Appendix A for further detail.

Area 4

- Acreage: 50.75 acres
- Generated Airspace: 5,588,673 cubic yards
- Approximate Area Life Expectancy: 13.97 years

This area is located on the northeastern side of the property and includes a 50.75-acre cell. During the initial analysis, it was found that little to no existing borings to determine the approximate depth to bedrock were located within this area. Given that this area resides atop steep mountainous ridges with substantial slope deviations, bedrock may be encountered during construction. Additional geotechnical investigation will be required to accurately map the underlying strata. Further expansion to the east is not possible due to the existing overhead electric transmission lines with accompanying easement. Furthermore, slopes in excess of 2:1 encompass the northern perimeter of the proposed area, limiting construction feasibility and further expansion. Existing streams encompass the perimeter of Area 4, which also constrain the constructable area and have been accounted for to avoid excessive stream mitigation. Unfortunately, approximately 6,300 L.F. of existing stream would require mitigation to construct this area. Underdrains beneath the cell would be required to promote subsurface drainage. The proposed access road for Area 4 would tie-in to the access road for Area 3, requiring one (1) culvert. To construct this area, approximately 2,614,664 C.Y. of cut and 1,014,726 C.Y. of fill will be required. The airspace generated in this area is approximately 5,588,673 C.Y., which is less favorable when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this would provide approximately 13.97 years of life to existing facility. The overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover. Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not

feasible for this area. Either a wet well coupled with a pump station, a new leachate holding facility, or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the west and within an existing valley provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C203 and C204 in Appendix A for further detail.

Area 4B

- Acreage: 27.68 acres
- Generated Airspace: 3,162,295 cubic yards
- Approximate Area Life Expectancy: 7.91 years

This area is located on the northeastern side of the property and includes a 27.68-acre cell. This area was analyzed to determine if the exclusion of the western portion of Area 4 would promote a more favorable earthwork tabulation. Approximately 4,200 L.F. of existing stream would require mitigation to construct this area. Underdrains beneath the cell would be required to promote subsurface drainage. The proposed access road for Area 4B would tie-in to the access road for Area 3, requiring one (1) culvert. All other aspects of Area 4 remain consistent with Area 4B regarding stormwater, leachate collection, and site constraints. To construct this area, approximately 954,342 C.Y. of cut and 696,711 C.Y. of fill will be required. The airspace generated in this area is approximately 3,162,295 C.Y., which is more favorable than Area 4 when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this would provide approximately 7.91 years of life to existing facility, which is approximately half of Area 4. The overall quantity of cut generated from the cell construction is not sufficient to provide the required borrow material for daily cover. Consequently, borrow material will be required from the adjacent expansion Area 3. Area 3 generates approximately 195,000 C.Y. of spoil material and should only require approximately 106,000 C.Y. for use within the cell. Therefore, phasing needs to be appropriately considered so that Area 3 would be constructed prior to Area 4B, with excess spoil material set aside with the intended use being for the operation of Area 4B. Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station, a new leachate holding facility, or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the west and within an existing valley provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C205 and C206 in Appendix A for further detail.

Area 5

- Acreage: 14.31 acres
- Generated Airspace: 513,722 cubic yards
- Approximate Area Life Expectancy: 1.28 years

This area is located within the existing borrow area and includes a 14.31-acre cell. During the initial analysis, existing borings were utilized to determine the approximate depth to bedrock. It was determined that encountering bedrock during construction is unlikely, however, possible. Additional geotechnical investigation will be required to accurately map the underlying strata. Further expansion for this area is constrained to the existing knoll the borrow resides due to the steep topography to the north, the existing stream and access road to the south, and the future development plans to the west. However, no stream mitigation should be required to construct this area. To construct this area, approximately 202,357 cubic yards C.Y. of cut and 3,106 C.Y. of fill will be required. The airspace generated in this area is approximately 513,722 C.Y., which is moderately favorable when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this only provides approximately 1.28 years of life. The overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover. Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a

permanent stormwater management facility. It was found that the area directly to the northwest provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C207 and C208 in Appendix A for further detail.

Area 6

This area resides on the northwestern property border, between both existing leachate holding tanks. Multiple scenarios were analyzed including a single cell and multi-cell separated landfill, as well as a cell that would "piggyback" off of the existing permitting landfill phases. Due to the site constraints including excessively steep topography and extreme deviations in existing ground elevations, it was found that a constructible area which would benefit the life expectancy of the facility and be economical was not feasible within Area 6.

TABLE - 1: AREA SPECIFIC KEY ELEMENT SUMMARIZATION

AREA	ACREAGE (ACRES)	EARTHWORK (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY (YEARS)	BORROW REQUIRED (CUBIC YARDS)	SUFFICIENT BORROW GENERATED	STREAM MITIGATION REQUIRED (LINEAL FEET)	CUT:AIRSPACE RATIO
		CUT	FILL	NET (CUT)						
NO. 1	6.70	346,636	11,829	334,807	1,602,649	4.01	160,265	YES	N/A	4.62
NO. 2	28.90	1,081,370	127,861	953,509	4,062,779	10.16	406,278	YES	1,360	3.76
NO. 3	15.18	215,565	20,475	195,090	1,069,950	2.67	106,995	YES	N/A	4.96
NO. 4	50.75	2,614,664	1,014,726	1,599,938	5,588,673	13.97	558,867	YES	6,300	2.14
NO. 4B	27.68	954,342	696,711	257,631	3,162,295	7.91	316,230	NO	4,200	3.31
NO. 5	14.31	202,357	3,106	199,251	513,722	1.28	51,372	YES	N/A	2.54

TABLE - 2:
GENERAL COST ESTIMATION BREAKDOWN

AREA	ACREAGE	AIRSPACE (C.Y.)	CONSTRUCTION COST ¹	MAINTENANCE COST ²	CLOSURE COST ³	MITIGATION REQUIRED (L.F.)	MITIGATION COST ⁴	TOTAL	POTENTIAL REVENUE ⁵	DIFFERENCE
1	6.70	1,602,649	\$3,685,000.00	\$368,500.00	\$1,507,500.00	N/A	\$0.00	\$5,561,000.00	\$66,109,271.25	\$60,548,271.25
2	28.90	4,062,779	\$15,895,000.00	\$1,589,500.00	\$6,502,500.00	1,360	\$952,000.00	\$26,843,000.00	\$167,589,633.75	\$140,746,633.75
3	15.18	1,069,950	\$8,349,000.00	\$834,900.00	\$3,415,500.00	N/A	\$0.00	\$12,599,400.00	\$44,135,437.50	\$31,536,037.50
4	50.75	5,588,673	\$27,912,500.00	\$2,791,250.00	\$11,418,750.00	6,300	\$4,410,000.00	\$55,352,500.00	\$230,532,761.25	\$175,180,261.25
4B	27.68	3,162,295	\$15,224,000.00	\$1,522,400.00	\$6,228,000.00	4,200	\$2,940,000.00	\$31,794,400.00	\$130,444,668.75	\$98,650,268.75
5	14.31	513,722	\$7,870,500.00	\$787,050.00	\$3,219,750.00	N/A	\$0.00	\$11,877,300.00	\$21,191,032.50	\$9,313,732.50

● POTENTIAL CONSTRUCTION COST BASED ON \$550,000.00 PER ACRE TO ESTABLISH BASE GRADE
 ● MAINTENANCE COST = 10% OF CONSTRUCTION COST
 ● POTENTIAL CLOSURE COST BASED ON \$225,000.00 PER ACRE
 ● CURRENT STREAM MITIGATION DATA APPROXIMATES A \$700.00 PER LINEAL FOOT OF DISTURBED STREAM
 ● POTENTIAL REVENUE WAS TABULATED UTILIZING THE AIRSPACE GENERATED, THE CURRENT DISPOSAL RATE, AND THE CURRENT COMPACTION RATE FOR THE SMITH GAP LANDFILL
 5. ALL ESTIMATIONS WERE TABULATED UTILIZING PRESENT VALUES. NO INFLATION FACTORS EXTRAPOLATING TO FUTURE DATES WERE APPLIED.

There were some questions from Board members, answered by Mr. Monk, with the following takeaway points from his responses:

- While the Authority does have a lot of air space potential, you would not want to spend \$10M to gain \$8M in revenue. Just because it can be done, that does not mean it should be done.
- Life expectancy is based on current weight stream and current compaction.
- Currently, you easily have 20 years left. We do not see more than 40 years of life at this facility.
- You have 20-30 years left, but you do need to start looking at options for the future now as there is a lot of due diligence work involved with developing a new site, and at a minimum it can take 10 years, if it runs smoothly.
- He noted good revenue is generated when you are above the 3:1 ratio.
- He reminded the Board that permit regulations have gotten much stricter.
- The current compaction rate is pretty good already.

Mr. Garrett stated this Plan is important because it serves as a living document to help us make smart decisions moving forward. This helps us to ask ourselves if we should stay status quo and ride it out, or should we site another landfill, or should we work for revenue to do better. This allows us to give the Board real numbers and a real plan.

It was mentioned by Mr. Peters that the Authority owns another area and he wondered if there was any opportunity to expand that area. Mr. Monk stated the Authority does own additional property, it is steep terrain, that does not have Part A on right now; however, it was their opinion that it is not worth the effort to do a Part A on that property. He noted the property does have a good deal of stream there and it probably isn't worth pursuing. Mr. Monk emphasized to the Board that if the Authority considers purchasing more land in the future, he would strongly recommend they not buy any property with a lot of rock or streams.

Chair-Elect Owens thanked Mr. Monk for the presentation. She stated the Master Plan was presented for information this month and would be considered for approval at a future meeting. She noted the Board could add a work session to discuss further, if needed.

*Mr. McEvoy departed the meeting at 12:50 p.m.

REVIEW DRAFT AND DISCUSS UPDATED PURCHASING POLICY

Mr. Lanford noted the current policy is from 1998 and needed to be updated. He reported Mr. Haskell Brown had done most of the work to update the policy and he appreciated his expertise and due diligence. He noted one change to the policy included having no set limits for purchasing and procurement requirements, but instead have the policy reference the state code so as those limits change at the state level, the policy would automatically update itself and we would simply update the related attachment. He encouraged the Board members to review the updates and to consider approval at the next meeting.

CONSENT AGENDA

MINUTES OF DECEMBER 4, 2024

MOTION: That the Board approve the consent agenda item, as presented.

MOTION: Mr. Peters

SECOND: Mr. Powell

AYES: Unanimous

ABSENT: Mr. Blount, Ms. Gearheart, Mr. McEvoy

RESOLUTION: RA2025-05

REPORTS

FINANCIAL REPORTS

Mr. Brewer reviewed the following financial reports for month ending December 31, 2024.

WASTE TONNAGE REPORT

Mr. Lanford reviewed the Waste Tonnage report noting current level tonnages had outperformed the budgeted amount.

The following monthly reports were provided to the Board as information:

- FY24-25 Monthly Trailer Report
- Residential Waste Report
- Woodwaste Report
- Recycling Report
- Household Hazardous Waste Report

AIR SPACE REPORT

Mr. Garrett reviewed the Airspace Report noting this report will be provided and reviewed at most monthly meetings moving forward. He explained the numbers will fluctuate, but the report helps the Board to see how we are performing from an operation perspective and how we are doing regarding our time limits.

PROJECT STATUS REPORT

None.

PUBLIC QUESTIONS AND COMMENTS

None.

EXECUTIVE DIRECTOR REPORT

Mr. Lanford offered the following report:

1. **Budget Committee:** *Staff would appreciate two Board members serving with us as we develop a draft budget. Last year Ms. Gearhart and Mr. Bandy were great assets and would ask they consider assisting us again. (Ms. Gearhart and Mr. Bandy were selected to assist with the budget.)*
2. **City of Roanoke Police Department Investigation:** *Staff at Smith Gap were recently very involved in assisting Roanoke Police Department in a homicide investigation. Detective Caldwell, who led the investigation, and Chief Booth, were both very appreciative of the assistance our staff brought to the working face.*
3. **SWVA SW Management Board:** *Recognize Jeremy Garrett for recently being appointed to the Board of Directors for the Southwest Virginia Solid Waste Management Board.*
4. **FEMA:** *Mr. Brewer followed up on a request for reimbursement from FEMA, and we think we will get reimbursed.*
5. **Internship Program:** *Mr. Harbin has been working with a young man in the internship program; however, now that he is back to school there are scheduling challenges.*

BOARD MEMBER COMMENTS

Ms. Owens thanked everyone for attending the meeting.

CLOSED SESSION

MOTION: That the Board go into Closed Session pursuant to the Code of Virginia, 1950, as amended, to discuss the following:

- Section 2.2-3711(A)(1) – Discussion of personnel matters regarding the performance evaluation of the Chief Executive Officer.

MOTION: Mr. Bandy

SECOND: Mr. Simmons

AYES: Unanimous

ABSENT: Mr. Blount, Ms. Gearheart, Mr. McEvoy

TIME: 1:15 p.m.

RESOLUTION: RA2025-06

CERTIFICATION OF CLOSED SESSION

MOTION: That the Board return to Regular Session from Closed Session and adopted the following resolution by roll-call vote:

BE IT RESOLVED, that to the best of the Board members' knowledge only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motion to go into Closed Session were heard, discussed or considered during the Closed Session.

MOTION: Mr. Bandy

SECOND: Mr. Powell

AYES: Unanimous

ABSENT: Mr. Blount, Ms. Gearheart, Mr. McEvoy

TIME: 1:25 p.m.

RESOLUTION: RA2025-07

ADJOURNMENT

Hearing no other questions or comments, Chair-Elect Owens adjourned the meeting at 1:26 p.m.

Respectfully submitted,

Lorie C. Bess
Board Secretary

Roanoke Valley Resource Authority
Statement of Cash Balances
As of January 31, 2025

Cash held by Roanoke County	
Operating Fund	\$ 3,283,688
Contingency	1,483,939
Closure Fund - Smith Gap Landfill	1,068,870
Renewal and Replacement Fund	1,673,369
Additional Reserves Fund	3,219,654 **
Closure Fund - Rutrough Road Landfill	<u>28,846</u>
Total	<u><u>\$ 10,758,366</u></u>
Cash held in Escrow	
VRA 2021A Bond Issuance - principal	\$ 130,757
VRA 2021A Bond Issuance - interest	<u>81,175</u>
Total	<u><u>\$ 211,932</u></u>

** \$78,705 of this amount is held by the County for assurance on construction projects

Roanoke Valley Resource Authority
Statement of Operations
As of January 31, 2025
(Cash Basis)

	ANNUAL BUDGET	ACTUAL TO DATE	PERCENTAGE
Operating Revenues			
Tipping Fees	\$ 16,469,590	\$ 10,600,641	64%
Sale of Recyclable Material	50,000	27,733	55%
Sale of Mulch	50,000	33,969	68%
Miscellaneous Revenue	30,000	3,570	12%
Beginning balance	57,030	-	0%
Total Operating Revenue	<u>16,656,620</u>	<u>10,665,913</u>	<u>64%</u>
Operating Expenses			
<i>Administration</i>			
Personnel	1,020,840	628,875	62%
Operating	966,071	554,920	57%
Unappropriated Balance	11,783	-	0%
Sub total	<u>1,998,694</u>	<u>1,183,795</u>	<u>59%</u>
<i>Transfer Station</i>			
Personnel	1,053,832	623,835	59%
Operating	3,352,487	1,837,442	55%
Unappropriated Balance	41,906	-	0%
Sub total	<u>4,448,225</u>	<u>2,461,277</u>	<u>55%</u>
<i>Smith Gap</i>			
Personnel	1,073,654	595,175	55%
Operating	2,780,359	1,779,330	64%
Unappropriated Balance	34,334	-	0%
Sub total	<u>3,888,347</u>	<u>2,374,505</u>	<u>61%</u>
<i>Salem Transfer Station</i>			
Personnel	690,417	417,693	60%
Operating	2,184,862	1,328,745	61%
Unappropriated Balance	27,311	-	0%
Sub total	<u>2,902,590</u>	<u>1,746,438</u>	<u>60%</u>
Total Operating Expenses	<u>13,237,856</u>	<u>7,766,015</u>	<u>59%</u>
Income from Operations	<u>3,418,764</u>	<u>2,899,898</u>	<u>85%</u>
Non Operating Revenues (Expenses)			
Investment Income	150,000	245,838	164%
Interest Expense	(705,120)	(445,630)	63%
Non operating Expenses (net)	<u>(555,120)</u>	<u>(199,792)</u>	<u>36%</u>
Income (loss) before Operating Transfers	2,863,644	2,700,106	94%
Operating Transfers In (Out)			
Transfer to Future Site Development	<u>(1,667,650)</u>	<u>-</u>	<u>0%</u>
Net Income Before Transfer of FY24 Net Surplus	1,195,994	2,700,106	
Transfer of FY24 Net Surplus to:			
Equipment Reserve	-	(100,000)	
Future Site Development	<u>-</u>	<u>(1,943,851)</u>	
Net Income	<u>\$ 1,195,994</u>	<u>\$ 656,255</u>	

Roanoke Valley Resource Authority
Reconciliation of Net Income to Cash Provided by Operations
As of January 31, 2025
(Cash Basis)

	<u>ANNUAL BUDGET</u>	<u>ACTUAL TO DATE</u>
Net Income	\$ 1,195,994	\$ 656,255
Adjustments to Net Income		
Principal payment on Loans	(1,195,994)	(1,195,994)
Increase (Decrease) in cash provided by operations	<u><u>\$ -</u></u>	<u><u>\$ (539,739)</u></u>

Roanoke Valley Resource Authority

Summary of Reserve Funds

As of January 31, 2025

	Beginning Balance		Deposits		Expenditures		Ending Balance		Encumbrances		Remaining Balance
Closure Fund	\$ 1,070,870	\$ -	\$ 2,000	\$ 1,068,870	\$ -	\$ 1,068,870					
Contingency Fund	1,483,939	-	-	1,483,939	-	1,483,939					
Renewal and Replacement Reserve											
Equipment Reserves	462,663	161,204	70,928	552,939	-	-	552,939				
Environmental Fund	500,000	-	-	500,000	-	-	500,000				
Host Community Improvement	250,000	-	-	250,000	-	-	250,000				
Property Value Protection	370,430	-	-	370,430	-	-	370,430				
	1,583,093	161,204	70,928	1,673,369	-	-	1,673,369				
Additional Deposits											
Further Site Development	1,163,539	1,943,850	112,329	2,995,060	56,818	56,818	2,938,242	**			
Capital Improvement	224,594	-	-	224,594	-	-	224,594				
	1,388,133	1,943,850	112,329	3,219,654	56,818	56,818	3,162,836				
Grand Total	\$ 5,526,035	\$ 2,105,054	\$ 185,257	\$ 7,445,832	\$ 56,818	\$ 56,818	\$ 7,389,014				

** \$78,705 of this amount is held by the County for assurance on construction projects

Roanoke Valley Resource Authority
Summary of Cash Reserves Transferred from RVRSWMB *
As of January 31, 2025

	CLOSURE & POST CLOSURE
Beginning Balance July 1, 2024	\$ 47,477
Revenue	
Interest Income	908
Expenditures	
Contractual Services	-
Professional Services	(1,344)
Landfill Gas Monitoring	(16,803)
Warrants and Fees	(1,392)
Building Maintenance	-
 Cash Balance (less vouchers payable)	 28,846
 Accrued Landfill Closure Liability	 <u>(3,499,446)</u>
 Unrestricted Balance	 <u>\$ (3,470,600)</u>

* Roanoke Valley Regional Solid Waste Management Board

Roanoke Valley Resource Authority 2024-25
Cumulative Statement of Operations
For the Month Ended January 31, 2025

	ANNUAL BUDGET	ACTUAL Jul 2024	ACTUAL Aug 2024	ACTUAL Sep 2024	ACTUAL Oct 2024	ACTUAL Nov 2024	ACTUAL Dec 2024	ACTUAL Jan 2025	ACTUAL Feb 2025	ACTUAL Mar 2025	ACTUAL Apr 2025	ACTUAL May 2025	ACTUAL Jun 2025	MONTHLY Average
Operating Revenues														
Tipping Fees	\$ 16,469,590	\$ 1,267,538	\$ 1,435,812	\$ 1,517,570	\$ 1,594,769	\$ 1,321,234	\$ 1,682,511	\$ 1,781,207	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,514,377
Sale of Recyclable Material	50,000	3,513	4,613	3,621	4,164	4,664	3,835	3,323	-	-	-	-	-	3,962
Sale of Mulch	50,000	4,179	6,184	-	3,988	6,276	10,356	2,986	-	-	-	-	-	4,853
Miscellaneous Revenue	30,000	-	-	-	3,070	500	-	-	-	-	-	-	-	510
Beginning balance	57,030	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Revenue	<u>16,656,620</u>	<u>1,275,230</u>	<u>1,446,609</u>	<u>1,521,191</u>	<u>1,605,991</u>	<u>1,332,674</u>	<u>1,696,702</u>	<u>1,787,516</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,523,702</u>
Operating Expenses														
<i>Administration</i>														
Personnel	1,020,840	70,329	117,347	86,586	77,650	89,432	77,154	110,377	-	-	-	-	-	89,839
Operating	966,071	75,756	25,876	86,213	61,600	44,815	73,248	187,412	-	-	-	-	-	79,274
Unappropriated Balance	11,783	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub total	<u>1,998,694</u>	<u>146,085</u>	<u>143,223</u>	<u>172,799</u>	<u>139,250</u>	<u>134,247</u>	<u>150,402</u>	<u>297,789</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>169,113</u>
<i>Transfer Station</i>														
Personnel	1,053,832	70,465	114,180	80,961	81,343	84,491	82,739	109,656	-	-	-	-	-	89,119
Operating	3,352,487	134,730	288,902	260,664	228,185	272,429	376,149	276,383	-	-	-	-	-	262,492
Unappropriated Balance	41,906	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub total	<u>4,448,225</u>	<u>205,195</u>	<u>403,082</u>	<u>341,625</u>	<u>309,528</u>	<u>356,920</u>	<u>458,888</u>	<u>386,039</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>351,611</u>
<i>Smith Gap</i>														
Personnel	1,073,654	64,516	116,697	70,587	76,328	75,919	78,770	112,358	-	-	-	-	-	85,025
Operating	2,780,359	126,312	225,559	339,323	310,804	245,681	255,167	276,484	-	-	-	-	-	254,190
Unappropriated Balance	34,334	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub total	<u>3,888,347</u>	<u>190,828</u>	<u>342,256</u>	<u>409,910</u>	<u>387,132</u>	<u>321,600</u>	<u>333,937</u>	<u>388,842</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>339,215</u>
<i>Salem Transfer Station</i>														
Personnel	690,417	46,861	66,789	78,374	51,898	52,546	53,825	67,400	-	-	-	-	-	59,670
Operating	2,184,862	116,051	162,618	187,702	101,342	249,007	246,413	265,612	-	-	-	-	-	189,821
Unappropriated Balance	27,311	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub total	<u>2,902,590</u>	<u>162,912</u>	<u>229,407</u>	<u>266,076</u>	<u>153,240</u>	<u>301,553</u>	<u>300,238</u>	<u>333,012</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>249,491</u>
Total Operating Expenses	<u>13,237,856</u>	<u>705,020</u>	<u>1,117,968</u>	<u>1,190,410</u>	<u>989,150</u>	<u>1,114,320</u>	<u>1,243,465</u>	<u>1,405,682</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,109,430</u>
Income from Operations	<u>3,418,764</u>	<u>570,210</u>	<u>328,641</u>	<u>330,781</u>	<u>616,841</u>	<u>218,354</u>	<u>453,237</u>	<u>381,834</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>414,272</u>
Non Operating Revenues/(Expenses)														
Investment Income	150,000	3,145	34,620	51,334	48,890	33,448	23,196	51,205	-	-	-	-	-	35,120
Interest Expense	(705,120)	(88,908)	-	(175,268)	(97,846)	-	-	(83,608)	-	-	-	-	-	(63,661)
Non operating Revenues/(Expenses), net	<u>(555,120)</u>	<u>(85,763)</u>	<u>34,620</u>	<u>(123,934)</u>	<u>(48,956)</u>	<u>33,448</u>	<u>23,196</u>	<u>(32,403)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(28,542)</u>
Income (loss) before Operating Transfers	2,863,644	484,447	363,261	206,847	567,885	251,802	476,433	349,431	-	-	-	-	-	385,730
Operating Transfers In (Out)														
Transfer to Future Site Development	<u>(1,667,650)</u>	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income	1,195,994	484,447	363,261	206,847	567,885	251,802	476,433	349,431	-	-	-	-	-	385,730
Transfer of FY24 Net Surplus to:														
Equipment Reserve	-	-	-	-	(100,000)	-	-	-	-	-	-	-	-	(14,286)
Future Site Development	-	-	-	-	(1,943,851)	-	-	-	-	-	-	-	-	(277,693)
Net Income	<u>\$ 1,195,994</u>	<u>\$ 484,447</u>	<u>\$ 363,261</u>	<u>\$ 206,847</u>	<u>\$ (1,475,966)</u>	<u>\$ 251,802</u>	<u>\$ 476,433</u>	<u>\$ 349,431</u>	<u>\$ -</u>	<u>\$ 93,751</u>				

Roanoke Valley Resource Authority

VRA 2021A Bond Issuance

As of January 31, 2025

(Cash Basis)

	Annual Budget	Actual To Date	Outstanding Encumbrance	Remaining Balance
<i>Tinker Creek Transfer Station Conversion</i>				
Building Improvements/Additions	\$ -	\$ -	\$ -	\$ -
Sub total				
<i>Smith Gap Rail Spur Conversion</i>				
Buildings	195,599	57,522	133,004	5,073
Sub total	195,599	57,522	133,004	5,073
<i>Unallocated</i>				
Restricted Interest	74,108	-	-	74,108
Sub total	74,108	-	-	74,108
Total	\$ 269,707	\$ 57,522	\$ 133,004	\$ 79,181

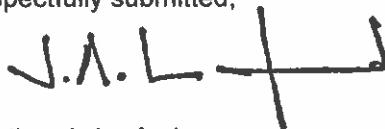
ITEM No. IV.B.

Month 2024-2025	Actual Received	Budget Projected	Municipal		Commercial		Wood Waste	
			Actual	Budget	Actual	Budget	Actual	Budget
JULY	28,216	23,197	9,966	9,250	17,303	12,791	947	1,156
AUGUST	29,134	26,253	9,492	10,027	18,816	15,080	826	1,146
SEPTEMBER	26,449	25,051	9,065	9,131	16,485	14,869	899	1,051
OCTOBER	30,560	24,855	10,818	8,978	18,328	14,930	1,414	947
NOVEMBER	26,602	24,834	8,544	9,307	17,253	14,692	805	835
DECEMBER	27,534	23,854	9,661	8,667	17,382	14,340	491	847
JANUARY	24,250	23,772	8,266	8,406	15,617	14,638	367	678
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
TOTAL	192,745	171,816	65,812	63,766	121,184	101,340	5,749	6,660

Notes

7 month 20,929 Tons Above Budget 12.18%

Respectfully submitted,


Jonathan A. Lanford
Chief Executive Officer

ROANOKE VALLEY RESOURCE AUTHORITY
WASTE TONNAGE AND TIRES
FISCAL YEAR 2024-2025

	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	YEAR - TO - DATE		
													<u>TOTAL</u>	<u>BUDGET</u>	<u>%</u>
MUNICIPAL															
CITY OF ROANOKE	3,753	3,513	3,453	4,100	3,183	3,853	3,323	-	-	-	-	-	25,178	41,000	61.4%
COUNTY OF ROANOKE	3,489	3,259	3,161	3,880	3,007	3,356	2,833	-	-	-	-	-	22,985	37,000	62.1%
CITY OF SALEM	1,393	1,328	1,310	1,440	1,155	1,292	1,156	-	-	-	-	-	9,074	16,000	56.7%
TOWN OF VINTON	274	338	297	336	257	304	278	-	-	-	-	-	2,084	3,200	65.1%
	8,909	8,438	8,221	9,756	7,602	8,805	7,590	-	-	-	-	-	59,321	97,200	61.0%
RESIDENTIAL	1,052	1,043	838	1,051	937	852	670	-	-	-	-	-	6,443	12,400	52.0%
	8,961	8,481	9,059	10,807	8,639	9,657	8,260	-	-	-	-	-	65,764	109,600	60.0%
COMMERCIAL															
AFFORDABLE CS	368	453	468	422	263	301	258	-	-	-	-	-	2,533	4,200	60.3%
REPUBLIC SERVICES	2,725	2,697	2,451	2,662	2,270	2,417	2,393	-	-	-	-	-	17,615	26,000	67.8%
JRR LLC	109	77	91	129	82	78	103	-	-	-	-	-	669	1,300	51.5%
FIRST PIEDMONT	1,558	1,413	1,362	1,505	1,371	1,277	1,287	-	-	-	-	-	9,773	15,000	65.2%
COUNTY WASTE	6	-	5	-	-	-	-	-	-	-	-	-	11	500	0.0%
TDY SERVICES	922	1,039	822	923	901	722	833	-	-	-	-	-	6,162	11,000	56.0%
WASTE MANAGEMENT	1,849	1,945	1,907	2,040	1,672	1,665	1,575	-	-	-	-	-	12,653	26,000	48.7%
CONTRACTED WASTE	5,609	6,975	6,365	6,300	6,487	6,926	5,967	-	-	-	-	-	44,629	50,000	89.3%
PRIVATE	4,103	4,159	2,991	4,285	4,172	3,967	3,160	-	-	-	-	-	26,837	40,000	67.1%
	17,249	18,758	16,462	18,266	17,218	17,353	16,576	-	-	-	-	-	120,882	174,000	69.5%
WOOD WASTE															
CITY OF ROANOKE	276	282	269	459	206	157	115	-	-	-	-	-	1,764	2,900	60.8%
COUNTY OF ROANOKE	29	43	31	136	23	14	5	-	-	-	-	-	281	4,000	7.0%
CITY OF SALEM	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
TOWN OF VINTON	15	13	4	16	5	2	-	-	-	-	-	-	55	140	39.3%
RESIDENTIAL	101	137	91	147	117	43	28	-	-	-	-	-	664	800	83.0%
COMMERCIAL	24	30	26	50	26	30	13	-	-	-	-	-	199	1,000	19.9%
PRIVATE	502	321	478	606	428	245	206	-	-	-	-	-	2,786	3,400	81.9%
	947	826	899	1,414	805	491	367	-	-	-	-	-	5,749	12,240	47.0%
TIRES - TON															
CITY OF ROANOKE	4	8	5	9	3	3	5	-	-	-	-	-	37	60	61.7%
COUNTY OF ROANOKE	1	2	1	2	2	1	1	-	-	-	-	-	10	40	25.0%
CITY OF SALEM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOWN OF VINTON	-	1	-	-	-	-	-	-	-	-	-	-	1	-	
COMMERCIAL	13	11	-	14	-	3	9	-	-	-	-	-	50	20	250.0%
PRIVATE	41	47	23	48	35	26	32	-	-	-	-	-	252	850	29.6%
	59	69	29	73	40	33	47	-	-	-	-	-	350	970	36.1%
TOTAL TONNAGE	28,216	29,134	26,449	30,560	26,602	27,534	24,250	-	-	-	-	-	192,745	296,810	64.9%
TIRES - EACH															
CITY OF ROANOKE	8	5	7	30	20	20	1	-	-	-	-	-	91	-	0.0%
COUNTY OF ROANOKE	-	-	7	-	-	3	4	-	-	-	-	-	14	40	35.0%
CITY OF SALEM	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
TOWN OF VINTON	-	-	-	4	-	-	-	-	-	-	-	-	4	30	13.3%
RESIDENTIAL	142	242	187	114	104	75	85	-	-	-	-	-	949	1,100	86.3%
COMMERCIAL	7	48	20	30	8	25	55	-	-	-	-	-	193	785	24.6%
PRIVATE	82	94	74	82	68	57	103	-	-	-	-	-	560	785	71.3%
TOTAL TIRES	239	389	295	260	200	180	248	-	-	-	-	-	1,811	2,740	66.1%

ROANOKE VALLEY RESOURCE AUTHORITY
WASTE TONNAGE AND TIRES
FISCAL YEAR 2024-2025

	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	YEAR - TO - DATE		
													<u>TOTAL</u>	<u>BUDGET</u>	<u>%</u>
MUNICIPAL COMMERCIAL WOOD WASTE	9,966	9,492	9,065	10,818	8,544	9,661	8,266	-	-	-	-	-	65,812	109,700	60.0%
	17,303	18,816	16,485	18,328	17,253	17,382	15,617	-	-	-	-	-	121,184	174,870	69.3%
	947	826	899	1,414	805	491	367	-	-	-	-	-	5,749	12,240	47.0%
	28,216	29,134	26,449	30,560	26,602	27,534	24,250	-	-	-	-	-	192,745	296,810	64.9%
MUNICIPAL COMMERCIAL	10,387	9,967	9,460	11,576	8,895	9,877	8,414	-	-	-	-	-	68,576	117,540	58.3%
	17,829	19,167	16,989	18,984	17,707	17,657	15,836	-	-	-	-	-	124,169	179,270	69.3%
	28,216	29,134	26,449	30,560	26,602	27,534	24,250	-	-	-	-	-	192,745	296,810	64.9%
RECYCLED (Residential Area)	91	94	64	96	85	76	55	-	-	-	-	-	561	1,400	40.1%
RECYCLED (Wood and RSA)	1,037	921	963	1,511	888	567	422	-	-	-	-	-	6,309	13,640	46.3%
Previous FY 2023 - 2024 Waste	24,195	26,173	26,508	27,457	24,716	23,402	25,543	-	-	-	-	-	177,994	313,440	56.8%
Monthly Tonnage Projections	23,197	26,253	25,051	24,855	24,834	23,854	23,772	-	-	-	-	-	171,816	296,810	57.9%
City of Roanoke	4,033	3,803	3,727	4,568	3,392	4,013	3,443	-	-	-	-	-	26,979	43,960	61.4%
County of Roanoke	3,519	3,304	3,193	4,018	3,032	3,371	2,839	-	-	-	-	-	23,276	41,040	56.7%
Town of Vinton	289	352	301	352	262	306	278	-	-	-	-	-	2,140	3,340	64.1%
City of Salem	1,393	1,328	1,310	1,440	1,155	1,292	1,156	-	-	-	-	-	9,074	16,000	56.7%
Commercial	13,183	14,640	13,497	14,045	13,072	13,419	12,438	-	-	-	-	-	94,294	135,020	69.8%
Private	4,646	4,527	3,492	4,939	4,635	4,238	3,398	-	-	-	-	-	29,875	44,250	67.5%
Residents	1,153	1,180	929	1,198	1,054	895	698	-	-	-	-	-	7,107	13,200	53.8%
	28,216	29,134	26,449	30,560	26,602	27,534	24,250	-	-	-	-	-	192,745	296,810	64.9%

WASTE TONNAGE FY 2025



DAILY TRAILER REPORT JANUARY 2025

DAY	DATE	TCTS	STS	LOADED OUT	LOADED OUT	TO GAP	TO NRV	GRAND TOTAL	
Wed	1/1/2025	Holiday							
Thu	1/2/2025	26		24		50		50	
Fri	1/3/2025	26		23		49		49	
Sat	1/4/2025	2		1		3		3	
Sun	1/5/2025	0		0		0		0	
Mon	1/6/2025	0		3		0		0	
Tue	1/7/2025	18		19		37		37	
WEEKLY TOTAL		72		70		139	0	139	
Wed	1/8/2025	22		23		45		45	
Thu	1/9/2025	30		21		51		51	
Fri	1/10/2025	22		14		36		36	
Sat	1/11/2025	0		0		0		0	
Sun	1/12/2025	0		0		0		0	
Mon	1/13/2025	27		25		52		52	
Tue	1/14/2025	26		19		45		45	
WEEKLY TOTAL		75		102		229	0	229	
Wed	1/15/2025	23		21		44		44	
Thu	1/16/2025	26		15		41		41	
Fri	1/17/2025	16		16		32		32	
Sat	1/18/2025	3		1		4		4	
Sun	1/19/2025	0		0		0		0	
Mon	1/20/2025	11		10		21		21	
Tue	1/21/2025	25		23		48		48	
WEEKLY TOTAL		104		86		190	0	190	
Wed	1/22/2025	26		22		48		48	
Thu	1/23/2025	23		17		40		40	
Fri	1/24/2025	27		17		54		54	
Sat	1/25/2025	4		2		6		6	
Sun	1/26/2025	0		0		0		0	
Mon	1/27/2025	28		29		57		57	
Tue	1/28/2025	26		25		51		51	
WEEKLY TOTAL		134		112		256	0	256	
Wed	1/29/2025	19		23		42		42	
Thu	1/30/2025	27		21		48		48	
Fri	1/31/2025	11		13		24		24	
WEEKLY TOTAL		57		57		114	0	114	0
						GAP	NRV	Total	
MONTHLY TOTAL		442		427		928	0	928	
TOTAL TONS LOADED (Est. Tons)		9887		8145					
		19,229.89							
						SHIPPED TO NRV		0.00%	0.0
						SHIPPED TO GAP		100.00%	19,229.89

OF TRAILERS LOADED

869

PERCENT TONS

AVG TONS PER TRAILER

22.37 TCTS

AVG TONS PER TRAILER

19.07 STS

AVG TONS PER TRAILER

20.72 TCTS/STS

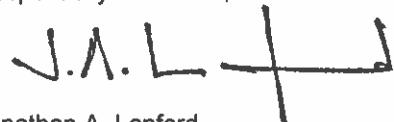
Roanoke Valley Resource Authority

RESIDENTIAL WASTE REPORT
ITEM No. IV.D.

Month 2024-2025	Mixed Waste		Wood		Tires		Fees	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
JULY	1,153	1,079	101	81	142	146	\$ 61,847	\$ 61,375
AUGUST	1,180	967	137	66	242	118	\$ 61,627	\$ 61,375
SEPTEMBER	929	1,190	91	63	187	124	\$ 61,679	\$ 61,375
OCTOBER	1,198	1,004	147	65	114	123	\$ 61,549	\$ 61,375
NOVEMBER	936	942	117	42	104	66	\$ 61,706	\$ 61,375
DECEMBER	852	831	43	40	75	112	\$ 61,537	\$ 61,375
JANUARY	670	942	28	40	85	21	\$ 61,389	\$ 61,375
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
TOTAL	6,918	6,955	664	397	949	710	431,334	\$ 429,625

100.4% Fees - Budget to Actual

Respectfully submitted,


Jonathan A. Lanford
Chief Executive Officer

**ROANOKE VALLEY RESOURCE AUTHORITY
RESIDENTIAL HOMEOWNER DISPOSAL
FISCAL YEAR 2024-2025**

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR-TO-DATE	TOTAL	BUDGET	%
CITY OF ROANOKE																
RESIDENT WASTE	615.92	580.72	465.70	566.75	497.37	458.00	368.09	-	-	-	-	-	-	3,552.55	5,394	65.9%
WOOD WASTE	67.50	96.25	59.51	96.00	73.50	29.25	17.25	-	-	-	-	-	-	439.26	348	126.2%
TONNAGE	683.42	676.97	525.21	662.75	570.87	487.25	385.34	-	-	-	-	-	-	3,991.81	5,742	69.5%
TIRES	75	143	127	83	81	73	56	-	-	-	-	-	-	638	479	133.2%
TRANSACTIONS	2,757	2,759	2,134	2,685	2,308	1,978	1,563	-	-	-	-	-	-	16,184	-	-
DISPOSAL FEES	\$ 26,849	\$ 26,745	\$ 26,861	\$ 26,754	\$ 26,820	\$ 26,697	\$ 26,697	\$ -	\$ 187,423	\$ 320,378	58.5%					
COUNTY OF ROANOKE																
RESIDENT WASTE	267.76	299.88	238.65	306.54	292.58	247.12	197.09	-	-	-	-	-	-	1,849.62	5,171	35.8%
WOOD WASTE	27.50	31.50	26.36	41.25	38.50	12.25	8.25	-	-	-	-	-	-	185.61	334	55.6%
TONNAGE	295.26	331.38	265.01	347.79	331.08	259.37	205.34	-	-	-	-	-	-	2,035.23	5,505	37.0%
TIRES	46	72	36	21	7	(3)	21	-	-	-	-	-	-	200	459	43.6%
TRANSACTIONS	1,180	1,345	1,075	1,398	1,321	1,034	829	-	-	-	-	-	-	8,182	-	-
DISPOSAL FEES	\$ 25,896	\$ 25,700	\$ 25,710	\$ 25,712	\$ 25,781	\$ 25,741	\$ 25,608	\$ -	\$ 180,148	\$ 307,121	58.7%					
CITY OF SALEM																
RESIDENT WASTE	124.07	116.49	96.00	140.50	111.64	107.75	76.00	-	-	-	-	-	-	772.45	1,389	55.6%
WOOD WASTE	2.25	3.50	3.75	2.75	1.50	0.25	1.50	-	-	-	-	-	-	15.50	90	17.2%
TONNAGE	126.32	119.99	99.75	143.25	113.14	108.00	77.50	-	-	-	-	-	-	787.95	1,479	53.3%
TIRES	11	19	16	10	11	4	6	-	-	-	-	-	-	77	123	62.6%
TRANSACTIONS	511	484	405	577	456	434	313	-	-	-	-	-	-	3,180	-	-
DISPOSAL FEES	\$ 6,892	\$ 6,930	\$ 6,874	\$ 6,874	\$ 6,896	\$ 6,874	\$ 6,874	\$ -	\$ 48,214	\$ 82,488	58.4%					
TOWN OF VINTON																
RESIDENT WASTE	44.25	45.25	37.19	37.00	34.75	39.36	29.00	-	-	-	-	-	-	266.80	446	59.8%
WOOD WASTE	3.25	6.00	1.50	6.75	3.75	1.50	0.50	-	-	-	-	-	-	23.25	29	80.2%
TONNAGE	47.50	51.25	38.69	43.75	38.50	40.86	29.50	-	-	-	-	-	-	290.05	475	61.1%
TIRES	10	8	8	-	5	1	2	-	-	-	-	-	-	34	40	85.0%
TRANSACTIONS	194	207	157	176	157	166	121	-	-	-	-	-	-	1,178	-	-
DISPOSAL FEES	\$ 2,210	\$ 2,252	\$ 2,234	\$ 2,210	\$ 2,210	\$ 2,225	\$ 2,210	\$ -	\$ 15,549	\$ 26,514	58.6%					
RESIDENTIAL TOTALS																
RESIDENT WASTE	1,052.00	1,042.34	837.54	1,050.79	936.34	852.23	670.18	-	-	-	-	-	-	6,441.42	12,400	51.9%
WOOD WASTE	100.50	137.25	91.12	146.75	117.25	43.25	27.50	-	-	-	-	-	-	663.62	801	82.8%
TONNAGE	1,152.50	1,179.59	928.66	1,197.54	1,053.59	895.48	697.68	-	-	-	-	-	-	7,105.04	13,201	53.8%
TIRES	142	242	187	114	104	75	85	-	-	-	-	-	-	949	1,101	86.2%
TRANSACTIONS	4,642	4,795	3,771	4,836	4,242	3,612	2,826	-	-	-	-	-	-	28,724	-	-
DISPOSAL FEES	\$ 61,847	\$ 61,627	\$ 61,679	\$ 61,549	\$ 61,706	\$ 61,537	\$ 61,389	\$ -	\$ 431,334	\$ 736,500	58.6%					

Roanoke Valley Resource Authority

WOOD WASTE REPORT
ITEM No. IV.E.

Month 2024-2025	Wood Received		Bulk Mulch		Loading Fees	
	Actual	Budget	Loads	Tons	Actual	Budget
JULY	947	1,156	53	999	\$6,185	\$5,050
AUGUST	826	1,146	36	644	\$3,988	\$4,150
SEPTEMBER	899	1,051	23	369	\$2,287	\$3,950
OCTOBER	1,414	647	78	1,673	\$10,356	\$4,050
NOVEMBER	805	835	26	482	\$2,986	\$2,650
DECEMBER	491	847	6	114	\$705	\$2,500
JANUARY	397	678	8	164	\$1,014	\$2,500
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
TOTAL	5,779	6,360	230	4,446	\$27,520	\$24,850

FEE STRUCTURE

110.7%

Budget to Actual

Pick up trucks & small trailers

No Charge

Bulk Mulch Sales

\$ 6.19 per ton

Respectfully submitted,

Jonathan A. Lanford
Chief Executive Officer

2024-2025 Month	Waste Received	Materials Recycled or Diverted				Total Recycled	%
		Wood	Metal	Tires	Other		
JULY	28,216	947	30	61	-	1,038	3.7%
AUGUST	29,134	826	25	69		920	3.2%
SEPTEMBER	26,449	899	26	38		963	3.6%
OCTOBER	30,560	1,414	26	70		1,510	4.9%
NOVEMBER	26,602	805	23	62		890	3.3%
DECEMBER	27,534	491	22	54		567	2.1%
JANUARY	24,250	367	17	38		422	1.7%
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
TOTALS	192,745	5,749	169	392	-	6,310	3.3%

NOTES :

1. All numbers expressed as tons.

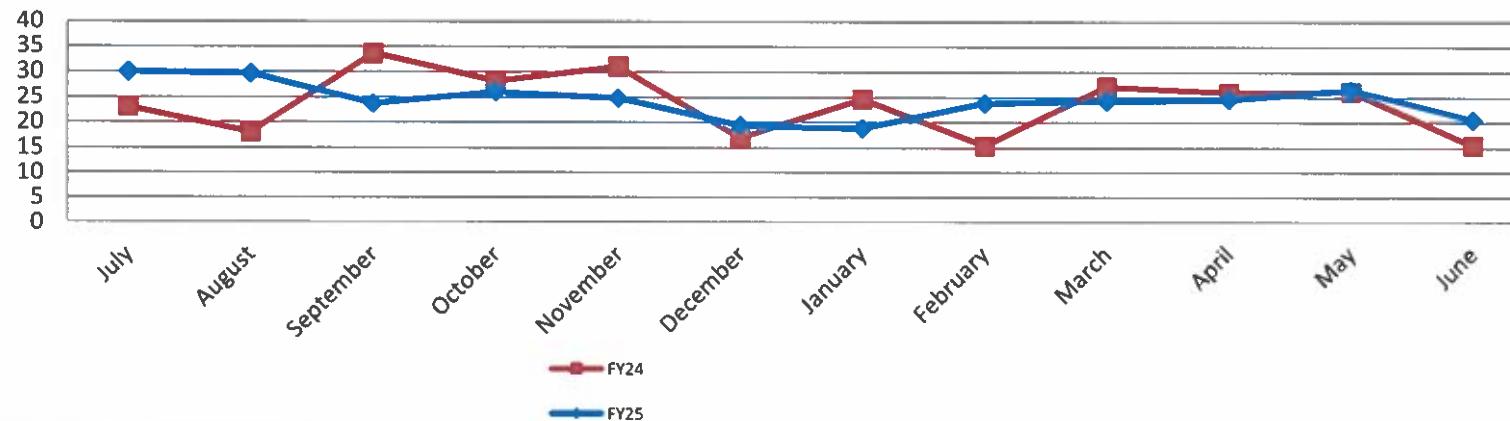
Respectfully submitted,



Jonathan A. Lanford
Chief Executive Officer

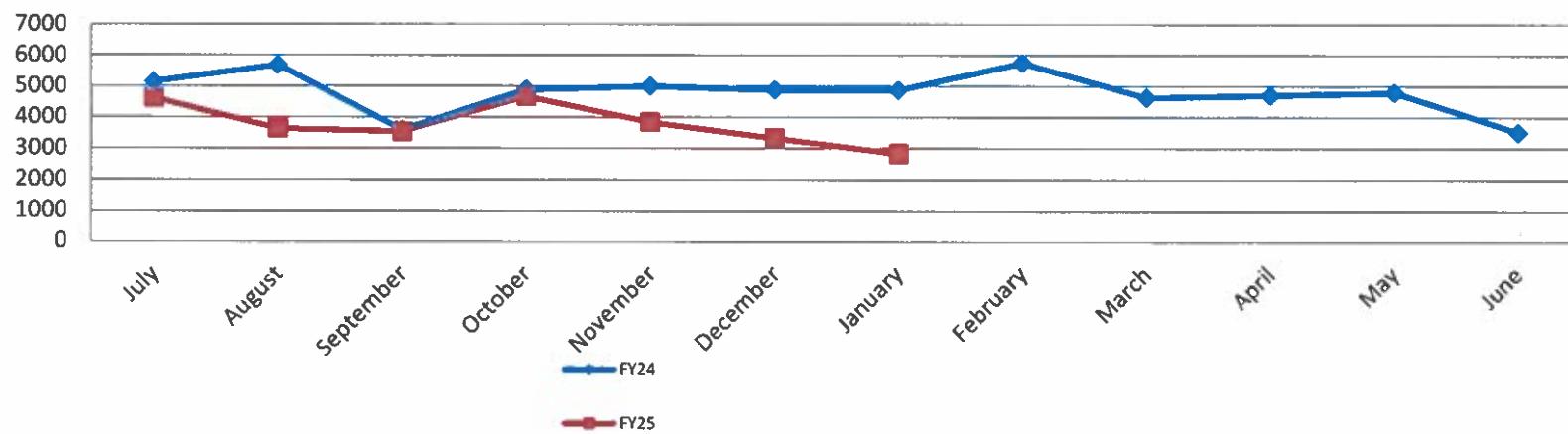
Scrap Metal Recycled

Tonnage



Scrap Metal Recycled

Revenue



		Revenue	*Long Ton	Rev/Ton	**Short Ton	Revenue	*Long Ton	Rev/Ton	**Short Ton
		FY24	FY24	FY24	FY23	FY25	FY25	FY25	FY25
July		5143.74	30.08	171.002	33.68	4612.4	28.28	163.0975955	31.67
August		5680.56	29.74	191.0074	33.3	3621.53	21.17	171.0689655	23.71
September		3584.91	23.74	151.0072	26.58	\$3,534.51	20.66	171.0798645	23.3
October		4893.04	26.02	188.0492	29.14	4,664.15	24.41	191.0753789	27.33
November		4994.49	24.84	201.0664	27.82	3,834.95	21.18	181.0646837	23.72
December		4874.33	19.41	251.1247	21.73	\$3,323.82	19.4	171.3309278	21.72
January		4869.11	18.83	258.5826	22.2	2,832.60	14.83	191.0047202	16.6
February		5747.42	23.84	241.0831	26.7			#DIV/0!	
March		4630.05	24.24	191.0087	27.14			#DIV/0!	
April		4706.78	24.6	191.3325	27.55			#DIV/0!	
May		4796.5	26.5	181	29.68			181.1325	
June		3,513.14	20.54	171.0389	23.12			#DIV/0!	
FY Total		\$ 57,434	292.38	\$ 199	328.64	\$ 26,424	149.93	#DIV/0!	168.05

* Scrap metal contract payments are based on long ton measurements after receipt at New River Recycling

** Short Ton is reported from Waste Works Scalehouse Program and deviates due to tare weight fluctuations

Roanoke Valley Resource Authority

Household Hazardous Waste

FY 25

ITEM IV.G

Contracted HHW Expenditures

Month	Labor Cost	Disposal Cost	Total	Residents Registered	Residents Served	Cost Per Resident
July	\$1,000.00	\$6,750.00	\$7,750.00	92	59	\$131.36
August	\$1,000.00	\$5,610.00	\$6,610.00	98	65	\$101.69
September	\$1,000.00	\$6,515.00	\$6,615.00	83	74	\$89.39
October	\$1,000.00	\$4,664.00	\$5,664.00	98	84	\$67.43
November	\$1,000.00	\$5,630.00	\$6,630.00	98	67	\$98.96
December	\$1,000.00	\$5,450.00	\$6,450.00	94	67	\$96.27
January	\$1,000.00	\$5,645.00	\$6,645.00	98	44	\$151.02
February	\$1,000.00	\$5,445.00	\$6,445.00	76	38	\$169.61
March	\$1,000.00					#DIV/0!
April	\$1,000.00					#DIV/0!
May	\$1,000.00					#DIV/0!
June	\$1,000.00					#DIV/0!
Total	\$ 12,000.00	\$45,709.00	\$ 52,809.00	737	498	\$106.04
YTD Combined Residents Total				1,097	501	

Daily HHW Quantities

*	Oil Gallons	Antifreeze Gallons	Batteries Each	Latex Paint Gallons	Total
YTD Total	510			2,485	52
YTD Residents Total	102			497	599

Registration by Municipality

Month	County of Roanoke		City of Roanoke		Town of Vinton		City of Salem		Total	
	Residents Registered	Residents Served								
July	45	31	39	22	3	1	5	5	92	59
August	59	40	34	22	0	0	5	3	98	65
September	42	36	34	32	1	1	6	5	83	74
October	60	49	30	25	6	6	8	6	104	86
November	40	27	48	33	3	1	7	6	98	67
December	48	32	41	31	4	4	3	2	96	69
January	45	20	43	18	2	1	8	5	98	44
February	43	22	32	15	0	0	1	1	76	38
March									0	0
April									0	0
May									0	0
June									0	0
Total	382	257	301	198	19	14	43	33	745	502

*Note: Customers served assumption is 5 gallon limit per customer or 1 battery each