

**ROANOKE VALLEY RESOURCE AUTHORITY**  
**Tinker Creek Transfer Station**  
**1020 Hollins Road, N.E.**  
**Roanoke, Virginia 24012**  
**Minutes**  
**June 28, 2023**

The Roanoke Valley Resource Authority met this day, June 28, 2023, at 12:00 p.m. at the Tinker Creek Transfer Station 1020 Hollins Road, NE, Roanoke, Virginia, the fifth meeting for the calendar year 2023.

**OPENING CEREMONIES**

**Call to Order:** Vice Chair Fitzpatrick called the meeting to order at 12:0 p.m. The roll call was taken.

**Members Present:** Steve Bandy, Doug Blount, Broaddus Fitzpatrick, Laurie Gearheart, Rob Light, Rebecca Owens and Pete Peters

**Members Absent:** Jeffrey Powell and Todd Simmons

**Guests:** Kim Payne

**Staff Present:** Dan Miles, Chief Executive Officer; Jeff Harbin, Director of Operations Field Services, Jeremy Garrett, Director of Operations – Technical Services, Brad Brewer, Finance Manager, Peggy Bishop, Board Secretary; Jim Guynn, Council

**Requests to Postpone Add to or Change the Order of Agenda Items**

Mr. Miles requested the addition of New Business Item II. I. Authorization to Submit Cash Escrow Payment to Roanoke County for Site Agreement Surety and Information Item V.C. Update of County South CDD Landfill.

**NEW BUSINESS**

**Election of Chair**

Mr. Fitzpatrick called for nominations for the position of Chair. Mr. Blount nominated Ms. Owens for the position of Chair and she accepted.

All those in favor, Aye.

**Public Hearing on Rate Schedule for FY 2023-2024**

In accordance with the Waste and Water Authorities Act, a preliminary hearing has been scheduled for today. There were no speakers at the Public Hearing and it was closed at 12:04 p.m.

On motion of Ms. Owens to adopt the resolution, seconded by Ms. Gearheart and carried by the following roll call and recorded voice vote:

AYES: Steve Bandy, Doug Blount, Broaddus Fitzpatrick, Laurie Gearheart, Rob Light, Rebecca Owens, Pete Peters,  
NAYS: None  
ABSENT: Jeffrey Powell, Todd Simmons

**Resolution Establishing FY 2023-2024 Pay Classification Plan**

The Authority recommends that the Board adopt the attached resolution authorizing an adjustment of ten percent (10%) to the maximum pay ranges of the Authority's current Pay Classification Plan. This adjustment would allow for the increases to pay ranges for FY 22-23 and FY 21-22.

On motion of Ms. Owens to adopt the resolution, seconded by Ms. Gearheart and carried by the following roll call and recorded voice vote:

AYES: Steve Bandy, Doug Blount, Broaddus Fitzpatrick, Laurie Gearheart, Rob Light, Rebecca Owens, Pete Peters,  
NAYS: None  
ABSENT: Jeffrey Powell, Todd Simmons

**Agreement between the Mountain Valley Pipeline, LLC and Roanoke Valley Resource Authority**

The Agreement establishes an escrow account in the amount of \$44,135.00, funded by MVP to the Authority, to cover all engineering costs associated with project quality control and the prevention of construction and operational impacts by MVP to the Authority's operations.

On motion of Mr. Bandy to adopt the resolution, seconded by Ms. Gearheart and carried by the following roll call and recorded voice vote:

AYES: Steve Bandy, Doug Blount, Broaddus Fitzpatrick, Laurie Gearheart, Rob Light, Rebecca Owens, Pete Peters,  
NAYS: None  
ABSENT: Jeffrey Powell, Todd Simmons

**Berkley Group Presentation**

Kim Payne advised the Board of his progress via Zoom. He will meet in person with the Board on July 26<sup>th</sup> and on-site interviews were scheduled to be held at Tinker Creek Transfer Station on Tuesday, August 29, 2023.

**Acceptance and Award of a New Mulch Service Agreement**

Timberland Mulch was the single bidder for the new service agreement to purchase 80% of the mulch generated at the Tinker Creek Transfer Station. The remaining 20% of the mulch is reserved for the free residential program and/or used by internal operations.

On motion of Mr. Peters to adopt the resolution, seconded by Ms. Owens and carried by the following roll call and recorded voice vote:

AYES: Steve Bandy, Doug Blount, Broaddus Fitzpatrick, Laurie Gearheart, Rob Light,  
Rebecca Owens, Pete Peters,  
NAYS: None  
ABSENT: Jeffrey Powell, Todd Simmons

### **Bids on Scrap Metal Recycling**

New River Recycling was the single bidder and staff recommends option #1 with handling fee per ton of \$194 and guaranteed minimum per ton of \$134.

On motion of Mr. Peters to adopt the resolution, seconded by Mr. Bandy and carried by the following roll call and recorded voice vote:

AYES: Steve Bandy, Doug Blount, Broaddus Fitzpatrick, Laurie Gearheart, Rob Light,  
Rebecca Owens, Pete Peters,  
NAYS: None  
ABSENT: Jeffrey Powell, Todd Simmons

### **Groundwater and Surface Water Monitoring Contract with TRC Engineers, Inc. (TRC) for Roanoke Regional (Rutrough Road), Smith Gap Regional Landfill and Tinker Creek Transfer Station**

Three proposals were received and TRC (formerly Draper Aden) was the best offeror to conduct annual groundwater monitoring.

On motion of Mr. Bandy to adopt the resolution, seconded by Mr. Peters and carried by the following roll call and recorded voice vote:

AYES: Steve Bandy, Doug Blount, Broaddus Fitzpatrick, Laurie Gearheart, Rob Light,  
Rebecca Owens, Pete Peters,  
NAYS: None  
ABSENT: Jeffrey Powell, Todd Simmons

### **Waste Hauling and Trailer Maintenance**

This is the first annual extension to the Contract for continued Waste Hauling and Trailer Maintenance. The Contract allows for inflationary increases and the new fees reflect a five percent increase over our current pricing as allowed within the contract terms.

The five percent increase was anticipated during the FY 23-24 budget creation; therefore, the contractual increase for services is not expected to adversely affect the approved FY 23-24 budget.

On motion of Mr. Light to adopt the resolution, seconded by Mr. Peters and carried by the following roll call and recorded voice vote:

AYES: Steve Bandy, Doug Blount, Broaddus Fitzpatrick, Laurie Gearheart, Rob Light,  
Rebecca Owens, Pete Peters,  
NAYS: None  
ABSENT: Jeffrey Powell, Todd Simmons

**Authorization to Submit Cash Escrow Payment to Roanoke County for Site Agreement Surety**

Mr. Miles issued an emergency PO in the amount of \$69,494.00 to Roanoke County, for an erosion and sedimentation permit to be issued from the Authority's Site Development Reserve Fund and to be held as surety by Roanoke County for the Authority's Phase VII Construction Project. Authorization is sought in lieu of seeking a letter of credit.

On motion of Ms. Owens to adopt the resolution, seconded by Mr. Blount and carried by the following roll call and recorded voice vote:

AYES: Steve Bandy, Doug Blount, Broaddus Fitzpatrick, Laurie Gearheart, Rob Light,  
Rebecca Owens, Pete Peters,  
NAYS: None  
ABSENT: Jeffrey Powell, Todd Simmons

**CONSENT AGENDA**

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE AND WILL BE ENACTED BY ONE RESOLUTION IN THE FORM OR FORMS LISTED BELOW, IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY

- A. Approval of minutes – April 26, 2023
- B. Contract Extension #2 to Smith Gap and Rutrough Road Landfill Gas Management and Utilization Project Contract (Amendment #2)
- C. Contract Extension #4 to Contract for Bush Hog Services for the Rutrough Road Landfill (Amendment #4)
- D. Contract Extension #2 to for MXI (HHW) (Amendment #2)

Resolution approving and concurring in certain items set forth on the Roanoke Valley Resource Authority's Agenda for this date designated as Item III. Consent Agenda

On motion of Ms. Owens to adopt the resolution, seconded by Mr. Blount and carried by the following roll call and recorded voice vote:

AYES: Steve Bandy, Doug Blount, Broaddus Fitzpatrick, Laurie Gearheart, Rob Light,  
Rebecca Owens, Pete Peters,  
NAYS: None  
ABSENT: Jeffrey Powell, Todd Simmons

## **REPORTS**

### **Financial Reports**

Mr. Brewer reported the bond proceeds have been depleted so the Statement of Cash Balances no longer lists Bond Proceeds. It shows we have almost \$16 million. The Statement of Operations is at 95 percent. Operating Expenses are at \$10.5 million and at 97 percent. Mr. Brewer suggested the total of the Host Community Fees which totals \$657,000 be made on a quarterly basis. Ms. Gearheart is alright with the proposal but cash flow should be looked at before each quarterly payment. Mr. Miles said our revenues are projected to exceed our expenditures with net income of about \$350,000 than budgeted. Mr. Light asked Mr. Brewer to alert City of Salem's finance department regarding quarterly payments which will probably be the second month of each quarter. Mr. Brewer said we have about \$13 million in the Summary of Reserve Funds. Mr. Brewer has added an encumbrances column to get a more accurate picture of the financials.

### **WASTE TONNAGE**

Mr. Miles said tonnages are about 9500 tons more than budgeted and municipal tonnages are on track.

### **PROJECT STATUS REPORT**

Tinker Creek Transfer Station construction services is completed. A more detailed discussion of the expenditures of the VRA proceeds will be held at the August 23<sup>rd</sup> board meeting.

### **Engagement of Robinson, Farmer, Cox Associates PLLC to Conduct FY 2022-2023 Annual Audit**

Mr. Miles reported the Authority will have Robinson, Farmer, Cox Associates conduct the FY 2022-23 audit.

### **Country South Landfill**

Mr. Miles told the Board that Don Bandy is retiring from the operating end of Country South CDD Landfill at the end of this year and have informed him they will be shutting down the landfill. The huge concrete slabs and tree stumps currently being accepted cannot be transported through RVRA's transfer stations.

Mr. Miles said the options would be 1) do nothing; 2) re-open discussions with the Bandys regarding taking over the operation; 3) make arrangements for direct haul of the large CDD materials to the Smith Gap Landfill. The Authority would need to add an additional position to conduct oversight if we were to take over operations. Mr. Miles stated there are revenues to be made by taking over their operation, however, there are also potential, long-term liabilities too. Ms. Owens said she was not excited about incurring this liability. Mr. Miles said this is an unlined facility and one could not differentiate between new and old material on that property.

Mr. Garrett said within 60 days we should have one operational scale at the Smith Gap Landfill.

Mr. Miles asked the board members to speak to their folks and let the board know their thoughts at the next meeting. Ms. Owens asked Mr. Miles to provide three written options to the Board.

**MEMBER COMMENTS**

None.

**ADJOURNMENT**

At around 2:15 p.m. the meeting adjourned Wednesday, June 28, 2023.

Respectfully submitted,



Peggy L. Bishop  
RVRA Board Secretary