

ROANOKE VALLEY RESOURCE AUTHORITY
1020 Hollins Road, NE
Roanoke, Virginia 24012-8011

Minutes
December 7, 2011

The Roanoke Valley Resource Authority met this day, Wednesday, December 7, 2011, at 10:00 A.M. at the Tinker Creek Transfer Station, 1020 Hollins Road, N.E., Roanoke, Virginia, the ninth regular scheduled meeting for the calendar year 2011.

OPENING CEREMONIES

Call to Order: Chair Green called the meeting to order at 10 a.m.

Members Present: Anne Marie Green, Bob Bengtson, Michael Kennedy, Rebecca Owens, Keith Tensen

Members Absent: Larry Levy, Suzie Snyder

Staff Present: Dan Miles, Chief Executive Officer; Steve Barger, Operations Manager; Ed Hacker, Environmental/Safety Manager; Deborah Charles, Board Secretary; Mark Williams, General Counsel

Mr. Miles reviewed a draft RVRA Reserve Funds Policy and commented that the last page of the report was replaced by a handout at each member's seat because information was left off the original report.

Mr. Bengtson arrived at 12:15 p.m.

Approval of Minutes – Board Meeting

Mr. Bengtson moved to approve the October 26, 2011 minutes, seconded by Mr. Tensen, and carried by unanimous vote with Mr. Levy and Ms. Snyder absent.

Agenda Amendments

Mr. Miles requested the addition of New Business Items II.E. Resolution of Appreciation to Michael G. Kennedy, P.E.

NEW BUSINESS

RVRA Regular Meeting Schedule for Calendar Year 2012

Mr. Miles reported that the RVRA Regular Meeting Schedule for the upcoming calendar year is set at its annual meeting held in December each year. Staff recommended the Board adopt a resolution establishing the Authority's regular meeting schedule for calendar year 2012

as presented in the report of the Chief Executive Officer.

Mr. Tensen made a motion to adopt the resolution, seconded by Mr. Kennedy, and carried by the following recorded roll call vote:

AYES: Mr. Bengtson, Ms. Green, Mr. Kennedy, Ms. Owens, Mr. Tensen

NAYS: None

ABSENT: Mr. Levy, Ms. Snyder

RVRA Holiday Schedule for Calendar Year 2011

Mr. Miles reported that historically, the RVRA Board establishes a Holiday Schedule for the upcoming calendar year at its December meeting. Staff recommended that the Board adopt the calendar year 2012 Holiday Schedule as presented.

On motion of Mr. Kennedy to adopt the resolution, seconded by Mr. Bengtson, and carried by the following recorded vote:

AYES: Mr. Bengtson, Ms. Green, Mr. Kennedy, Ms. Owens, Mr. Tensen

NAYS: None

ABSENT: Mr. Levy, Ms. Snyder

Request to Amend RVRA Holiday Schedule for Calendar Year 2011

Mr. Miles reported that historically, the Authority closes a whole day for Christmas Day and works a partial day (8 a.m. to 2 p.m.) on Christmas Eve in order to provide services for its commercial customers. Since Christmas Eve falls on a Saturday and the Authority already scheduled a partial work day (8 a.m. to 1 p.m.), Staff surveyed its commercial customers to determine their need for disposal service and found only two customers that will be operating on Christmas Eve and those two customers preferred a 7 a.m. to 11 a.m. work day.

In order to meet the needs of our customers and to provide an earlier start to the Christmas Holiday for those Authority employees who will be working on Christmas Eve, Staff recommends adjusting the Tinker Creek Transfer Station operating hours to 7 a.m. to 11 a.m. on Saturday, December 24, 2011.

On motion of Mr. Bengtson to adopt the resolution and carried by the following recorded vote:

AYES: Mr. Bengtson, Ms. Green, Mr. Kennedy, Ms. Owens, Mr. Tensen

NAYS: None

ABSENT: Mr. Levy, Ms. Snyder

Resolution Expressing Appreciation to Laurence M. “Larry” Levy for His Service to the Roanoke Valley Resource Authority

Laurence M. “Larry” Levy’s term on the Authority’s Board of Directors expires December 31, 2011. A resolution recognizing Mr. Levy’s service was presented.

On motion of Ms. Green to approve Resolution #RA2011-602 expressing appreciation to Laurence M. Levy for his outstanding service to the Roanoke Valley Resource Authority seconded by Mr. Bengtson, and carried by the following recorded vote:

AYES: Mr. Bengtson, Ms. Green, Mr. Kennedy, Ms. Owens, Mr. Tensen

NAYS: None

ABSENT: Mr. Levy, Ms. Snyder

Resolution Expressing Appreciation to Michael G. Kennedy, P.E. for His Service to the Roanoke Valley Resource Authority

Michael G. Kennedy is leaving his employment with the Town of Vinton thereby vacating his position on the Authority’s Board of Directors. A resolution recognizing Mr. Kennedy’s service was presented.

On motion of Ms. Green to approve Resolution #RA2011-603 expressing appreciation to Michael G. Kennedy for his outstanding service to the Roanoke Valley Resource Authority, and carried by the following recorded vote:

AYES: Mr. Bengtson, Ms. Green, Ms. Owens, Mr. Tensen

ABSTAIN: Mr. Kennedy

NAYS: None

ABSENT: Mr. Levy, Ms. Snyder

A copy of this report and its accompanying resolution is attached to and made a part of these minutes.

REPORTS

Financial Report

Ms. Owens reported that the Statement of Cash Balances for the four months ended October 31, 2011 shows a total balance of approximately 15.2 million dollars, which includes a variety of other reserves. The Statement of Operations shows total operating revenue of approximately 2.6 million dollars and total operating expenses of approximately 1.7 million dollars leaving income from operations at \$956,000. Ms. Owens stated that a modification will

be made to this report in the future to reflect a subtotal for the actual total net income with and without the budgeted transfer of funds to contingency from the end of the previous year.

Waste Tonnage Report

Mr. Miles reported that the total tonnages for the four months of FY 2012 were almost 3% below budgeted projections.

Project Status Report

Smith Gap Gas Collection System

Mr. Miles stated that the remaining item for the Smith Gap Gas Collection System is to be able to communicate via the internet with the collection system. The wireless service has been installed and we have piggybacked on the wireless router and installed a cell phone extender and we are now able to make and receive cell phone signals on a regular basis.

Landfill Gas Management & Utilization Project Smith Gap & Rutrough Road

Mr. Miles commented that we are making progress on reviewing our options for the landfill gas management and utilization project.

Chair Green asked about the status of the host community project.

Mr. Miles stated that Woods Rogers is developing the non tax, non profit corporation for the host community.

Chair Green moved to receive and file the reports, seconded by Mr. Kennedy, and carried unanimously with Mr. Levy and Ms. Snyder absent.

INFORMATION REPORTS

Amendment #6 with Draper Aden Associates, Inc. (DAA) for Completion of the Corrective Action Plan (CAP) – Rutrough Road Landfill

Mr. Miles reported that he issued a sixth amendment to the DAA contract in the amount not to exceed \$15,000 for DAA's conduction of a public meeting and the preparation of the final documents to be submitted to VDEQ by the end of this calendar year.

Amendment #1 with West Virginia Tire Disposal Corporation, Scrap Tire Disposal

Mr. Miles reported that the Board previously approved a one-year contract with West Virginia Tire Disposal Corporation for the pick-up and disposal of all the tires received at our facilities with the option to renew the contract for up to four additional years. The Chief Executive Officer issued amendment #1 to the West Virginia Tire Disposal Corporation contract at a cost of \$70.00 per ton, which is the same cost per ton as the original contract.

Update on Residential Disposal Usage and Projected Program Costs for FY 2012-2013

Mr. Miles reported that Staff provides quarterly and annual reports to the Board tracking the usage of the Residential Disposal Program. Data from the immediately preceding annual report is used to determine the total cost of the program and the appropriate distribution of the total cost between the Authority's member communities for the next fiscal year. The data indicates a reduction in the total cost of the program is merited in FY 2013 from \$396,000 to \$382,496. It was the consensus of the Board to distribute the FY 2013 total of \$382,496 on a two-year averaged basis with the City paying 51.1% or \$195,455, the County paying 43.7% or \$167,151 and the Town paying 5.2% or \$19,890.

MEMBER COMMENTS

Mr. Hacker reviewed different scenarios for possible E-waste collection events. The Board determined the Authority should not expand its operations to provide this service at this time.

ADJOURNMENT

At 1:40 p.m. the meeting adjourned Wednesday, December 7, 2011.

Respectfully submitted,

Deborah T. Charles
RVRA Board Secretary