

ROANOKE VALLEY RESOURCE AUTHORITY
Tinker Creek Transfer Station
1020 Hollins Road, N.E.
Roanoke, Virginia 24012-8011

Minutes
December 11, 2013

The Roanoke Valley Resource Authority met this day, Wednesday, December 11, 2013, at 10 AM at the Tinker Creek Transfer Station, 1020 Hollins Road, N.E., Roanoke, Virginia, the ninth regular scheduled meeting for the calendar year 2013.

OPENING CEREMONIES

Call to Order: Chair Green called the meeting to order at 10 AM and called the roll.

Members Present: Chair Anne Marie Green, Bob Bengtson, Jim Harkness, Chris Lawrence, Rebecca Owens, Suzie Snyder

Members Absent: Keith Tensen

Staff Present: Dan Miles, Chief Executive Officer; Steve Barger, Operations Manager; Deborah Charles, Temporary Board Secretary; Mark Williams, General Counsel

Others Present: Joseph Readling, PE, Vice President HDR Engineering and Jeff Murray, HDR Engineering

Agenda Amendments

Mr. Miles requested the appointment of a temporary Board secretary and the replacement of New Business Item II.D. with a revision that was at each member's seat.

Appointment of Temporary Board Secretary

Chair Green moved to appoint Deborah Charles as temporary Board Secretary seconded by Mr. Bengtson and carried by the following roll call and recorded voice vote:

AYES: Ms. Green, Mr. Bengtson, Mr. Harkness, Mr. Lawrence, Ms. Owens

NAYS: None

ABSENT: Ms. Snyder, Mr. Tensen

Ms. Snyder arrived at 10:35 AM.

Chair Green welcomed Joseph Readling and Jeff Murray from HDR Engineering.

STRATEGIC PLANNING SESSION

The following items were discussed concerning Transfer Station Improvements:

1. Entrance Improvements
2. Convenience Center Modifications
3. Automated Truck Scale and Bypass
4. Scalehouse Modifications
5. Stairway and Sidewalk Improvements
6. Driver Restrooms/Outdoor Break Area
7. Driver Restrooms/Indoor Break Area
8. Rolloff Turnaround Area

NEW BUSINESS

Resolution establishing the Authority's regular meeting schedule for calendar year 2014

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 2014 as presented in the report of the Chief Executive Officer.

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

AYES: Ms. Green, Mr. Bengtson, Mr. Harkness, Mr. Lawrence, Ms. Owens, Ms. Snyder

NAYS: None

ABSENT: Mr. Tensen

Resolution establishing paid holidays for the Roanoke Valley Resource Authority for the calendar year 2014 including two floating holidays for Authority employees

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 2014 Holiday Schedule as presented.

On motion of Mr. Harkness to adopt the resolution and carried by the following roll call and recorded voice vote:

AYES: Ms. Green, Mr. Bengtson, Mr. Harkness, Mr. Lawrence, Ms. Owens, Ms. Snyder

NAYS: None

ABSENT: Mr. Tensen

Contract with Ingenco Renewal Development, LLC, for Beneficial Use of Landfill Gas at the Smith Gap Landfill

Mr. Miles reported that on October 1, 2012, the Authority solicited proposals for the Beneficial Use of Landfill Gas at the Smith Gap Landfill. Ingenco Renewable Development, LLC was selected as having made the best overall proposal for the beneficial use of the Authority's landfill gas, which proposal included plans to design, permit, build, and operate an onsite plant to generate up to 4MW of electricity. Staff conducted contract negotiations with Ingenco and has now concluded its due diligence and negotiated an initial contract for a term of 15 years with Ingenco's sole option to renew for one five year term and a mutual renewal option for an additional five years, for this service.

Staff recommended the Authority adopt a resolution authorizing the Chief Executive Officer to finalize and execute a contract as set forth above with Ingenco Renewable Development, LLC, in the material form as attached to the report of the Chief Executive Officer, such final contract to include such changes and/or other terms and conditions as the Chief Executive Officer shall find to be in the best interests of the Authority, in legal form approved by General Counsel.

On motion of Mr. Harkness to adopt the resolution and carried by the following roll call and recorded voice vote:

AYES: Ms. Green, Mr. Bengtson, Mr. Harkness, Mr. Lawrence, Ms. Owens, Ms. Snyder

NAYS: None

ABSENT: Mr. Tensen

Amendment to Host Community Fund Provisions

Mr. Miles reported that the Roanoke County Board of Supervisors adopted landfill permit conditions and operating policies pertaining to the Authority's management of the Smith Gap Landfill upon the landfill's creation in 1989 which included the provision of a Host Community Fund (Fund) for the benefit of residents residing in the Host Community. The Host Community is defined as the area within Roanoke County that is within 5,000 ft. of the Smith Gap Landfill property boundaries. The Host Community formed the Bradshaw Citizen's Association (BCA) which was incorporated on December 21, 2011. The BCA conducts business on behalf of the Host Community and holds meetings with the Community to determine how the Fund should be utilized. The BCA held an annual meeting on November 12, 2013 at the Smith Gap Landfill and one of the outcomes of the meeting was a request by the BCA to amend portions of the Fund to include the following:

Host Community Improvement Fund

A Host Community Improvement Fund ("Fund") will be established through the donations from the Landfill Agency for the purpose of public improvements for the Host Community. The Host Community is defined as the area within 5,000 feet of the landfill property **boundaries** along with the rail corridor. Donations will be made annually in amounts of \$10,000; however, the Fund shall never exceed ~~\$150,000~~ **\$250,000.00**.

The Fund shall be utilized **by the Bradshaw Citizens Association ("BCA"), in accordance with the process outlined below,** for capital improvements having an estimated useful life of at least ten (10) years that will benefit the Host Community and BCA operating costs. The capital improvements ~~must~~ **shall** be located on public **or Landfill Agency** property within the Host Community and ~~must~~ **shall** be made available for public use **by all residents of the Host Community.**

The Bradshaw Citizens Association, made up of citizens from within the Host Community, ~~may~~ **shall** develop a Public Improvement Plans **("Plan or Plans") from time to time,** with assistance provided, as needed and available by staff of the Landfill Agency, for the express purpose of utilizing the Fund. Prior to implementing ~~any~~ **any** the Plan and the Landfill Agency expending any or all of the Fund, ~~all~~ **all** the Plans ~~must~~ **shall** be approved and authorized, in order, by: The Landfill Agency; the Planning Commission, **if necessary;** and the Board of Supervisors.

Staff recommended the Authority adopt a resolution amending the Host Community Fund language, subject to, and to become effective upon, the final approval(s) by Roanoke County, as deemed necessary by the County, with the Chief Executive Officer being authorized to take such additional actions as may be necessary to implement such amendment, including

additional changes to the Host Community Fund provisions that are consistent with the request of the BCA and Authority direction.

On motion of Ms. Snyder to adopt the resolution and carried by the following roll call and recorded voice vote:

AYES: Ms. Green, Mr. Bengtson, Mr. Harkness, Mr. Lawrence, Ms. Owens, Ms. Snyder

NAYS: None

ABSENT: Mr. Tensen

CONSENT AGENDA

RESOLUTION RA#2013-647 APPROVING AND CONCURRING IN CERTAIN ITEMS SET FORTH ON THE ROANOKE VALLEY RESOURCE AUTHORITYS AGENDA FOR THIS DATE DESIGNATED AS ITEM III. CONSENT AGENDA

BE IT RESOLVED by the Roanoke Valley Resource Authority as follows:

That the certain section of the agenda of the Roanoke Valley Resource Authority for December 11, 2013, designated as Item III – Consent Agenda be, and hereby is, approved and concurred in as to each item separately set forth in said section designated Items A, B, and C, as follows:

- A. Approval of minutes – October 15, 2013 Special Board Meeting
- B. Approval of minutes – October 23, 2013 Board Meeting
- C. Approval of Recommendation to Purchase a New Wheel Loader

On motion of Chair Green to adopt the resolution and carried by the following roll call and recorded voice vote:

AYES: Ms. Green, Mr. Bengtson, Mr. Harkness, Mr. Lawrence, Ms. Owens, Ms. Snyder

NAYS: None

ABSENT: Mr. Tensen

REPORTS

Financial Report

Ms. Owens reported that as of October 31, 2013 the Statement of Cash Balances shows a cash balance of \$16.2 million. The Statement of the Treasurer's Accountability shows the investment of all the pooled cash and the balances of the Resource Authority are allocated correspondingly. Ms. Owens called attention to the bottom line item Operating Transfers In (Out) on the Statement of Operations which shows a negative Net Income. The Authority is on a cash basis the transfer out of Operations that was remaining from the last fiscal year to the Contingency Fund in the amount of \$425,662 was approved by the Board at its October 2013 meeting. The transfer to Reserves \$733,333 is made up of the \$200,000 that was approved to be transferred to the Equipment Reserve and then the standard monthly transfer cumulative was added. Ms. Owens pointed out that at the top of the page of the report Operating Revenues are trending above budget. The Statement of Cash Balances has a total of over 16 million dollars.

Waste Tonnage Report

Mr. Miles reported that for the five month period, the budget is 11.5% above what was budgeted for the year. The good news is the tonnage is coming from both the commercial and municipal tonnage, with the majority coming from commercial haulers.

Project Status Report

Rutrough Road Engineering Services for Design of Lift Station and Force Main

Mr. Barger stated that the Authority had received a tentative variance approval of reporting reduction allowance from the Department of Environmental Quality (DEQ). Pursuant to requirements of 9 VAC 20-81-760.B.3.c, the advertisement of the notice for 30-days of public comment must be advertised in the Roanoke Times newspaper. The public comment period will close on January 15, 2014. Upon close of the public comment period and evaluating any public comment received, the DEQ will make a final decision regarding the Variance approval within 15 days.

Mr. Barger reported that the primary opposition the Authority and the Western Virginia Water Authority (WVVA) are facing from residents in the Rutrough Road area is their concern of the cost to run lines to their homes, which is very expensive. The WVVA is waiting for language to be adopted by the Roanoke County Board of Supervisors to address this issue. Once the language is adopted, we will try to meet with each individual property owner to obtain an easement so we do not have to condemn their property. The WVVA is preparing preliminary designs so that calculations of how much each easement would cost and what we would offer each individual.

Ms. Snyder moved to receive and file the reports, seconded by Mr. Bengtson and carried by unanimous vote with Mr. Tensen absent.

INFORMATION

Virginia Investment Pool

Mr. Miles reported that the Board is aware of the loss of investment income over the last six to seven years. Mr. Miles, Chair Green, Ms. Owens, and Kevin Hutchins, Roanoke County Treasurer attended a meeting of a Virginia Investment Pool (VIP), which was recently formed by the Virginia Association of Counties (VACo) and Virginia Municipal League (VML). The founding members of VIP are the Cities of Chesapeake and Roanoke. VIP is a pool of investment plans typically for small municipalities and government agencies that don't have the wherewithal to invest on their own. Mr. Miles said that participation may be something that the Board would want to consider, but his recommendation is to wait to see the results of VIP and not to participate in VIP at this time.

MEMBER COMMENTS

Mr. Lawrence asked if the other localities were receiving complaints about the decrease in the number of free trash disposal trips residents are allowed. In response to Mr. Lawrence's

question if the other localities were receiving complaints about the decrease in the number of free trash disposal trips residents are allowed per fiscal year, Chair Green responded that the county has not received many complaints and issues waivers to residents who call their office.

Mr. Lawrence requested a Frequency Report for the Board's next meeting.

ADJOURNMENT

At 1:10 PM the meeting adjourned Wednesday, December 11, 2013.

Respectfully submitted,

Deborah T. Charles
Temporary RVRA Board Secretary