

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

MINUTES OF FEBRUARY 26, 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 12:05 p.m., followed by attendance roll call.

Members Present: Steve Bandy, Roanoke County
Doug Blount, Roanoke County
Rob Light, City of Salem
Mike McEvoy, City of Roanoke
Rebecca Owens, Roanoke County (Chair)
Todd Simmons, Roanoke County

Non-member: Brian Haynesworth attended on behalf of Jeffrey Powell

Members Absent: Laurie Gearheart, Roanoke County
Pete Peters, Town of Vinton
Jeffrey Powell, City of Roanoke (Vice Chair)

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 ITEM

REVIEW DRAFT AND DISCUSS UPDATED PURCHASING POLICY

Mr. Lanford stated the Board was provided the draft policy in January and reminded them of one key change to the policy which included having no set limits for purchasing and procurement requirements, but instead having 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 recommended approval of the revised RVRA Procurement Manual as it was presented.

MOTION: That the Board approve the revised RVRA Procurement Manual, as presented.

MOTION: Mr. McEvoy

SECOND: Mr. Bandy

ABSENT: Mrs. Gearheart, Mr. Peters, Mr. Powell

AYES: Unanimous

RESOLUTION: RA2025-08

It was 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.

CONSENT AGENDA

MINUTES OF JANUARY 22, 2025

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

MOTION: Mr. Light

SECOND: Mr. McEvoy

ABSENT: Mrs. Gearheart, Mr. Peters, Mr. Powell

AYES: Unanimous

RESOLUTION: RA2025-09

REPORTS

FINANCIAL REPORTS

Mr. Brewer reviewed the following financial reports for month ending January 31, 2025.

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

WASTE TONNAGE REPORT

Mr. Lanford reviewed the Waste Tonnage report noting we are performing above budget on tonnages.

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 January 2025 Airspace Report.

UTILIZATION BETWEEN SURVEYS

December 23, 2024 vs. February 10, 2025						
Actual Tonnage Received (Smith Gap): 36,999						
Volume Cut (yd ³)	Volume Fill (yd ³)	Volume Net (yd ³)	Density (t per yd ³)	Tonnage Cut (t)	Tonnage Fill (t)	Tonnage Net (t)
25,690.8	70,881.8	45,191.0	0.5	12,845.4	35,440.9	22,595.5

Note: The ratio of volume utilized and actual tonnage disposed allows for the calculation of the density factor for airspace utilization (Represented above as 0.7 tons per yd³ or 1,400 lbs. per yd³).

REMAINING AIRSPACE

February 10, 2020 Survey vs. Permit Master Model Cells I-VII (Top of Intermediate Cover)						
Estimated Annual Tonnage (Smith Gap): 330,000						
Volume Cut (yd ³)	Volume Fill (yd ³)	Volume Net (yd ³)	Density (t per yd ³)	Tonnage Cut (t)	Tonnage Fill (t)	Tonnage Net (t)
52,947.5	3,245,087.9	3,192,140.4	0.7	26,473.75	1,622,543.9	1,596,220.2
Estimated Remaining Airspace (Years)						4.76

Note: Airspace estimates do not directly include daily cover estimates; however, the density factor is also artificially low, as it does not include cover materials. This methodology significantly nullifies the error, but it should always be considered.

PROJECT STATUS REPORT

None.

PUBLIC QUESTIONS AND COMMENTS

None.

CHIEF EXECUTIVE OFFICER REPORT

Mr. Lanford commended staff for their extra work involved with recent inclement weather, especially at Smith Gap Landfill. He thanked Mr. Garrett and Mr. Wells for staying overnight to take care of overflows.

He informed the Board the administrative team have a work session scheduled in March to work on the Master Plan and will bring their ideas to the Board in a future meeting.

He reported all operational costs associated with work from Hurricane Helene have been approved from FEMA and there may also be funds available for mitigation improvements.

BOARD MEMBER COMMENTS

Mr. McEvoy stated the General Assembly passed a bill requiring the water authority to perform PFAS testing at the landfill. Mr. Lanford replied he had seen an article in the Roanoke Times about it.

Mr. Light thanked Brian Haynesworth for attending on behalf of Mr. Powell and also thanked RVRA staff for their extra efforts during the inclement weather.

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

ABSENT: Mrs. Gearheart, Mr. Peters, Mr. Powell

AYES: Unanimous

TIME: 1:21 p.m.

RESOLUTION: RA2025-10

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. McEvoy

SECOND: Mr. Blount

ABSENT: Mrs. Gearheart, Mr. Peters, Mr. Powell

AYES: Unanimous

TIME: 1:23 p.m.

RESOLUTION: RA2025-11

ADJOURNMENT

Hearing no other questions or comments, Chair Owens adjourned the meeting at 1:24 p.m.

Respectfully submitted,



Lorie C. Bess
Board Secretary