

ROANOKE VALLEY RESOURCE AUTHORITY
Tinker Creek Transfer Station
1020 Hollins Road, N.E.
Roanoke, Virginia 24012-8011
Minutes
April 22, 2020

The Roanoke Valley Resource Authority met electronically this day, Wednesday, April 22, 2020, at 12:00 p.m. at the Tinker Creek Transfer Station, 1020 Hollins Road, N.E., Roanoke, Virginia, the fourth meeting for the calendar year 2020.

OPENING CEREMONIES

Call to Order: Chair Hiner called the meeting to order at 12:05 p.m. The roll call was taken.

Members Present: Broaddus Fitzpatrick, Joey Hiner, Rob Light, Daniel O'Donnell, Rebecca Owens, Jeffrey Powell, Mike Tyler and Dan Webb

Members Absent: Timothy Martin

Guests: Susan Bandy

Staff Present: Dan Miles, Chief Executive Officer; Steve Barger, Director of Operations, Peggy Bishop, Board Secretary; Jim H. Guynn, Jr., General Counsel

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

Mr. Miles added Information Report Item No. VB to the Agenda.

NEW BUSINESS

A Resolution Expressing Appreciation to Bobby Edwards For His Service to the Roanoke Valley Resource Authority

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

AYES: Broaddus Fitzpatrick, Joey Hiner, Rob Light, Daniel O'Donnell, Rebecca Owens, Jeffrey Powell, Mike Tyler and Dan Webb

NAYS: None

ABSENT: Timothy Martin

Draft FY 2020-2021 Annual Budget and Reserve Funds

Mr. Miles discussed the differences between Option 2 and Option 3 and there was discussion by the board members. Ms. Owens said that Option 2 eliminates raises to employees, no transfers into Site Development and no increase to the municipal tipping fee. Ms. Owens reported that at the end of March we had \$12.9 million in the Reserve Fund which includes the Contingency money we had in our replacement Reserves. Mr. Miles said we have balanced our Budget for the last four years on the contribution to Reserves. Our net worth is directly correlated to the Reserve Funds. We have been deleting our net worth for four years in a row.

Mr. Miles does not recommend doing that. Mr. Powell asked Mr. O'Donnell for his perspective and Mr. O'Donnell reported that in all his discussions with other municipalities, it appears that this coming year will see a recession or perhaps worse and we are all trying to survive this coming year. Mr. O'Donnell and Mr. Powell said they favor Option 2. Mr. O'Donnell made the motion, modified, so that there would be no increase to the municipal tipping fee but the suggested increase to the commercial tipping fee remains the same and the transfer from the Contingency Reserve Fund is approximately \$139,000.

On motion of Mr. O'Donnell to adopt the resolution, seconded by Mr. Powell and carried by the following roll call and recorded voice vote:

AYES: Broaddus Fitzpatrick, Joey Hiner, Rob Light, Daniel O'Donnell, Rebecca Owens, Jeffrey Powell, Mike Tyler and Dan Webb

NAYS: None

ABSENT: Timothy Martin

Adequacy Determination and Review of Reserve Funds

Mr. Miles reported that page 11 of the Reserve Funds shows we are looking at a short term and long term deficit of Equipment Replacement which will continue until the transportation mode is determined. We don't know what equipment to buy; what equipment to keep and what to maintain. We can reach into other reserve funds on a short term basis but not on a long term basis. The Site Development fund is adequate for the short term period but it is inadequate for the long term period.

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

AYES: Broaddus Fitzpatrick, Joey Hiner, Rob Light, Daniel O'Donnell, Rebecca Owens, Jeffrey Powell, Mike Tyler and Dan Webb

NAYS: None

ABSENT: Timothy Martin

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 –February 26, 2020, Board Meeting

B. Approval of minutes – April 15, 2020 Special Called Board Meeting

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

AYES: Broaddus Fitzpatrick, Joey Hiner, Rob Light, Daniel O'Donnell, Rebecca Owens, Jeffrey Powell, Mike Tyler and Dan Webb

NAYS: None
ABSENT: Timothy Martin

REPORTS

Financial Report

Ms. Owens reported that at the end of March the Statement of Cash Balances shows \$15.9 million. The Statement of Operations shows Operating Revenues of \$10.8 million. This is about eighty-one percent. Operating Expenses show we are trending slightly above budget. Investment Income is budgeted at about \$140,00 and we are actually slightly above budget. We are at seventy-five percent for the transfer to future site development, host community improvement and the transfer to the Reserve. Income before any transfer to Contingency or anything is \$1.4 million. At the end of March, we are sitting on a negative \$425,000 in terms of cash being provided by operations. At the end of March, we have \$12.9 million in Reserve Funds.

Waste Tonnage Report

Mr. Miles reported that our tonnages are still ahead of budget projections. We are seeing more tonnages from the municipalities. Revenues from municipal tipping fees is less than what we get from the commercial side. We are still trending with a deficit budget for this fiscal year particularly when we add in the additional \$600,000 that still has to be paid to the member communities. Mr. Miles reported that he sent a memo to all supervisors that no overtime would be issued without his direct approval.

Project Status Report

Mr. Miles reported that the well-heads have been installed for the landfill gas collection system and staff will be reaching out to the residents who had voiced concerns about the odor to see if they have experienced an improvement.

Mr. Hiner moved the Reports be received and filed. All those in favor, Aye. None opposed.

INFORMATION

A. Discussion on Residential Service Area

Mr. Light asked Mr. Miles to describe the interaction between residents and staff when they come onto the property. Mr. Miles proposed a phased approach for the reopening at the Authority's transfer stations to residents by allowing the residents to visit the transfer stations Saturdays only. He believes there are still a number of unknowns regarding the COVID-19 virus. The more people we have physically on-site, the statistical odds are increased of transmitting or receiving the COVID-19 virus.

Mr. O'Donnell asked about the situation where a lot of residents claimed to be contractors. Staff has determined that approximately thirty percent of our former residential

customers have now indicated that they are commercial haulers. Staff has provided forms to track their license plates on the computer system.

Mr. O'Donnell asked if the residents could be required to wear a mask on site. Mr. Miles said we could require them to wear a mask but enforcing it would be difficult. Mr. Webb moved that the transfer stations open one hundred percent and to encourage folks to wear PPE. Mr. Miles said that we can enforce our staff to wear masks provided we have the masks. Mr. Light asked which employees would need PPE and Mr. Miles answered it would be the employee who works the Residential Service Area at the Tinker Creek Transfer Station and the operators on the tipping floors of both transfer stations who have to get out on breaks. Mr. O'Donnell asked whether the employees have the ability to distance themselves and Mr. Miles said the six foot requirement is questionable when somebody is sneezing and coughing.

Mr. Barger said the residents are going to be stacked up and backed out in the road. It only takes staff person to get sick and the next you know the rest of our staff is sick and we won't be able to wait on you at all. Mr. Miles said that the overriding concern is that we have such a small work force that if one person contracts the virus and then whoever else he came in touch with has to be quarantined, we are in real danger of not having enough manpower to be able to operate. If we can't operate, we are not able to handle the real essential services which would be the member communities and the commercial haulers and there is nowhere for the garbage to go. Mr. Miles is hearing that the group is recommending opening both sites Monday through Saturday and he will make it happen. Mr. O'Donnell agrees but said he will talk to his people to see what kind of PPE they have for the RVRA staff. Mr. Powell said he would see if Roanoke City can help with PPE.

B. Discussion on Ongoing Transportation Matters

Mr. Miles reported on a timeline of activities associated with its two remaining transportation options. The Board requested a July 1st delivery of reports on the respective projects for the County's engineering review of the cost projections and timeline of the rail conversion and FMR's negotiations with Norfolk Southern. The Board anticipates having a Special Called Meeting in July to review and discuss the report findings.

PUBLIC QUESTIONS/COMMENTS RECEIVED

Various letters were included in the agenda package but not discussed.

MEMBER COMMENTS

None.

ADJOURNMENT

At around 1:35 p.m. the meeting adjourned Wednesday, April 22, 2020.

Respectfully submitted,



Peggy L. Bishop
RVRA Board Secretary