

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

**MINUTES OF MAY 28, 2025**

The Roanoke Valley Resource Authority Board met on May 28, 2025 at the Tinker Creek Transfer Station, 1020 Hollins Road NE, Roanoke, Virginia.

**OPENING CEREMONIES**

**Call to Order:** Vice-Chair Powell called the meeting to order at 12:05 p.m., followed by roll call for attendance.

**Members Present:** Steve Bandy, Roanoke County  
Doug Blount, Roanoke County  
Laurie Gearheart, Roanoke County  
Pete Peters, Town of Vinton  
Jeffrey Powell, City of Roanoke (Vice-Chair)  
Todd Simmons, Roanoke County

**Members Absent:** Rob Light, City of Salem  
Mike McEvoy, City of Roanoke  
Rebecca Owens, Roanoke County (Chair)

**Staff Present:** John Fitzgerald, Attorney  
Jon Lanford, Chief Executive Officer  
Brad Brewer, Finance Manager  
Jeremy Garrett, Director of Operations – Technology Services  
Jeff Harbin, Director of Operations - Field Services  
Lorie Bess, Board Secretary

**REQUESTS TO POSTPONE, ADD TO, OR CHANGE THE ORDER OF AGENDA ITEMS**  
None

**BUSINESS – ACTION ITEMS**

A. Consider Resolution declaring certain equipment as surplus and authorizing the sale of the equipment and depositing said funds into the Equipment Reserve Account. This agenda item was specific to Titan Trailers.

The Roanoke Valley Resource Authority had identified the following equipment as being surplus and no longer necessary to the Authority's operation, or the equipment was no longer operational:

<u>Location</u>	<u>Quantity</u>	<u>Description</u>	<u>Model</u>	<u>S/N</u>
RVRA sites	15 trailers	100 Series	48 V-groove	117 -131
	20 trailers	400 Series	48 V-groove	424 - 443
	14 trailers	700 Series	48 V-groove	781 – 795

Note: #793 was destroyed by train and replaced with #68, retaining for mulch.

In compliance with the Virginia Public Procurement Act, it was appropriate for the Authority to formally declare this equipment to be surplus and no longer necessary to the Authority's operation and to authorize the Chief Executive Officer to sell such equipment by sealed bidding or through public auction and/or other methods consistent with the Authority's policies. The equipment was to be sold "AS IS" and "WHERE IS" with absolutely no warranty of any kind. Staff will provide the Board with updated reports as equipment is sold by an information item. Staff recommended that any proceeds from the auctioning of the equipment listed above be transferred into the Equipment Reserve Account to allow staff to use towards the purchase of equipment identified and authorized in the FY26 Annual Budget. Staff recommend that the Board adopt the attached resolution:

**RESOLUTION**  
Adopted this 28<sup>th</sup> day of May 2025  
RA #2025-17

**RESOLUTION DECLARING CERTAIN AUTHORITY EQUIPMENT AS SURPLUS AND  
AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SELL SUCH EQUIPMENT BY  
COMPETITIVE SEALED BIDDING, UPON CERTAIN TERMS AND CONDITIONS**

**BE IT RESOLVED** by the Roanoke Valley Resource Authority that the Authority hereby declares the following equipment to be surplus and no longer necessary to the Authority's operation:

1. (15) Series 100, Titan Walking Floor Trailers
2. (20) Series 300, Titan Walking Floor Trailers
3. (14) Series 700, Titan Walking Floor Trailers; and

**BE IT FURTHER RESOLVED** that the Chief Executive Officer is authorized to publicly sell such equipment by competitive sealed bidding, the equipment to be sold "AS IS" and "WHERE IS" with absolutely no warranty of any kind, the sale documentation to include such other terms and conditions as deemed to be in the Authority's interest by the Chief Executive Office and General Counsel, all as more particularly set forth in the report of the Chief Executive Officer to this Authority dated May 28, 2025; and

**BE IT FINALLY RESOLVED** that the Board Treasurer, or their designee, is authorized to transfer or deposit any funds received from the sale of surplus equipment onto the Equipment Reserve Account (C847-9210).

**MOTION:** That the Board adopt the resolution, as presented.

**MOTION:** Mr. Peters

**SECOND:** Mr. Blount

**AYES:** Unanimous

**ABSENT:** Mr. Light, Mr. McEvoy, Ms. Owens

**RESOLUTION:** RA2025-17

B. Consider Resolution declaring certain equipment as surplus and authorizing the sale of the equipment and depositing said funds into the Equipment Reserve Account. This item was for various miscellaneous equipment. The Roanoke Valley Resource Authority

identified the following equipment as being surplus and the equipment was no longer necessary to the Authority's operation, or the equipment was no longer operational:

Surplus Equipment:

Location	Quantity	Description	Model	S/N
TCTS	1	Bobcat Skid steer	S220	530712472
	1	Bobcat Skid steer	843	5026M15613
	1	Ottawa Yard Dog	Unknown	68767
STS	1	GMC Dump Truck Single Axle	C7500	1GDP7C1B99F4D9664
	1	Bad Boy Ride Behind Mower	726cc Pro Series	BBS5426KA03141004
	1	Ford F-350 Single Cab with Tool Body	F-350	1FTRF3BT3BEB90347
SGLF	1	Bush Hog	SQ-840-1	NONE
	1	Bush Hog	MD	NONE
	1	Miller Gasoline Welder	Miller Welder	Unknown
	1	Cat Trash Compactor	826H	Unknown
	1	Komatsu D9 Dozer	D-155	80272
	1	Gravely Zero Turn Mower	Zero Turn	5179
	1	Lid Lift Crane	5-ton Crane	Unknown

In compliance with the Virginia Public Procurement Act, it was appropriate for the Authority to formally declare this equipment to be surplus and no longer necessary to the Authority's operation and to authorize the Chief Executive Officer to sell such equipment by sealed bidding or through public auction and/or other methods consistent with the Authority's policies. The equipment was to be sold "AS IS" and "WHERE IS" with absolutely no warranty of any kind. Staff will provide the Board update reports as equipment is sold by an information item. Staff recommended that any proceeds from the auctioning of the equipment listed above be transferred into the Equipment Reserve Account to allow staff to use towards the purchase of equipment identified and authorized in the FY 2025-2026 Annual Budget. Staff recommended that the Board adopt the attached resolution:

**RESOLUTION**  
**Adopted this 28<sup>th</sup> day of May 2025**  
**RA #2025 – 18**

**A RESOLUTION** declaring certain Authority equipment as surplus and authorizing the Chief Executive Officer to sell such equipment by competitive sealed bidding, upon certain terms and conditions.

**BE IT RESOLVED** by the Roanoke Valley Resource Authority that the Authority hereby declares the following equipment to be surplus and no longer necessary to the Authority's operation: 1. GMC C7500 Dump Truck Single Axle – Salem Transfer Station; 2. Bad Boy 726cc Pro Series Ride Behind Mower – Salem Transfer Station; 3. Ford F-350 Single Cab with Tool

Body – Salem Transfer Station; 4. Bush Hog SQ-840-1 – Smith Gap Landfill; 5. Bush Hog MD – Smith Gap Landfill; 6. Miller Gasoline Welder – Smith Gap Landfill; 7. Cat 826H Trash Compactor – Smith Gap Landfill; 8. Komatsu D-155 D9 Dozer – Smith Gap Landfill; 9. Gravely Zero Turn Mower – Smith Gap Landfill; 10. Lid Lift 5ton Crane – Smith Gap Landfill; 11. Bobcat S220 Skidsteer – Tinker Creek Transfer Station; 12. Bobcat 843 Skidsteer – Tinker Creek Transfer Station; 13. Ottawa Yarddog – Tinker Creek Transfer Station.

**BE IT FURTHER RESOLVED** that the Chief Executive Officer is authorized to publicly sell such equipment by competitive sealed bidding, the equipment to be sold "AS IS" and "WHERE IS" with absolutely no warranty of any kind, the sale documentation to include such other terms and conditions as deemed to be in the Authority's interest by the Chief Executive Officer and General Counsel, all as more particularly set forth in the report of the Chief Executive Officer to this Authority dated May 28, 2025.

**BE IT FINALLY RESOLVED** that the Board Treasurer, or their designee, is authorized to transfer or deposit any funds received from the sale of surplus equipment into the Equipment Reserve Account (C847-9210).

MOTION: That the Board adopt the resolution, as presented.

MOTION: Mr. Bandy

SECOND: Mr. Blount

AYES: Unanimous

ABSENT: Mr. Light, Mr. McEvoy, Ms. Owens

RESOLUTION: RA2025-18

C. Consider Contract Extension #2 to the Ground and Surface Monitoring Contract and various engineering services with TRC Engineers, Inc.

On June 28, 2023, the RVRA Board authorized a contract with TRC Engineers, Inc. to provide ground and surface water management and various engineering services at Tinker Creek Transfer Station, Smith Gap Landfill, and Rutrough Road Landfill. The contract included provisions for annual extensions with pricing adjustments.

This item proposed the second annual extension for Fiscal Year 2025-26 (FY25-26), covering groundwater, residential, and underdrain monitoring; assessment and corrective action monitoring; stormwater monitoring; Stormwater Pollution Prevention Plan (SWPPP) updates; PCB Pollutant Minimization Plan implementation; and new PFAS monitoring. The proposed FY25-26 budget is \$280,500, a \$72,000 (34.5%) increase from FY24-25's \$208,500. The breakdown of cost is as follows:

Task Description	FY 23-24 Costs	FY 24-25 Costs
Groundwater Residential, and Underdrain Monitoring	\$58,500	\$62,000
Assessment and Corrective Action Monitoring	\$92,000	\$129,000
Stormwater Monitoring	\$26,500	\$28,500
Stormwater Pollution Prevention Plan Updates	\$7,000	\$7,000
PCB Pollutant Minimization	\$24,500	\$25,000
PFAS Monitoring (New Legislation)	\$0	\$29,000

Total	\$208,500	<b>\$280,500</b>
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The cost increase is primarily driven by: (1) new mandatory PFAS monitoring (\$29,000) at Smith Gap Landfill and Salem Transfer Station, required by DEQ legislation; and (2) a \$37,000 increase in assessment and corrective action monitoring, due to the triennial Corrective Action Status Evaluation (CASE) Report for Rutrough Road Landfill, due August 2025. Additional increases include stormwater monitoring (\$2,000), groundwater monitoring (\$3,500), and PCB monitoring (\$500), reflecting inflation, labor rate escalations, and minor scope expansions. SWPPP update costs remain unchanged.

The FY25-26 budget for the TRC contract extension is \$280,500, a \$72,000 increase from FY24-25. Funding is available in the FY25-26 Annual Budget. The extension ensures compliance with Virginia Solid Waste Management Regulations, VPDES permits, and DEQ requirements for environmental monitoring and reporting.

Staff recommended that the Board approve the contract amendment as follows:

- 1) Authorize the Chief Executive Officer to execute the second annual extension of the contract with TRC Engineers, Inc. for ground and surface water management and various engineering services for FY25-26, as described above; and
- 2) Approve the FY25-26 budget of \$280,500 for these services; and
- 3) Authorize the Chief Executive Officer to execute all necessary documentation for the contract extension, including terms deemed in RVRA's interest by the Chief Executive Officer and General Counsel.

**MOTION: That the Board authorize Contract Extension #2 to the Ground and Surface Monitoring Contract and various engineering services with TRC Engineers, Inc., as presented.**

MOTION: Ms. Gearheart

SECOND: Mr. Bandy

AYES: Unanimous

ABSENT: Mr. Light, Mr. McEvoy, Ms. Owens

RESOLUTION: RA2025-19

D. Consider Resolution authorizing the award and execution of contracts for the supply of fuel and lubricants and authorizing negotiation of a propane service agreement pursuant to IFB# 92033.

In support of ongoing fleet and equipment operations, RVRA staff issued IFB #92033 seeking responsive bids for the supply and delivery of fuel, propane, and lubricants across the Authority's three primary operating facilities: Tinker Creek Transfer Station, Salem Transfer Station, and the Smith Gap Regional Landfill. Bids were publicly advertised through eVA and the RVRA Bid Portal, and responses were received from the following four vendors:

- Webb's Oil Company
- Carter Machinery
- PMI Lubricants
- Safety-Kleen Systems

Upon detailed review and tabulation, the following observations and rankings were made per service category:

- Fuel: Only Webb's Oil Company submitted a complete and responsive bid, including pricing for gasoline and diesel fuels, DEF, additives, telemetry support, and no-cost tank leasing with a defined annual volume threshold. Webb's Oil Company was recommended for award of the fuel contract.
- Lubricants: Carter Machinery submitted the most complete and responsive proposal, including full pricing, OEM-compliant product specifications, and bulk equipment support. They were recommended for the lubricants award. PMI and Safety-Kleen submitted partial lubricant bids but lacked critical specifications or completeness.
- Propane: No vendor submitted a responsive bid for propane. Staff recommended no award at this time for propane service.

A detailed evaluation matrix was prepared to rank each vendor's responsiveness and compliance across the three categories. Separate awards are proposed for fuel and lubricants to the most qualified vendors in each area, avoiding duplicate awards per service in line with RVRA procurement practice.

Fuel and lubricants are recurring operational expenses budgeted annually. Webb's Oil's Company fuel pricing aligns with projected FY25 volumes and market conditions and is anticipated to result in operational efficiencies and reduced equipment downtime. Carter Machinery's lubricant pricing is consistent with prior procurement and includes added value through tank leasing and product standardization. No propane costs were anticipated under this action. Staff recommended the Board adopt the following resolution authorizing the Chief Executive Officer to execute separate term contracts with:

- Webb's Oil Company for the supply of fuel and related services, and
- Carter Machinery for the supply of lubricants and related support equipment,

each in accordance with their bids submitted under IFB 92033 and subject to final terms approved by General Counsel.

With regard to propane services, staff recommended that the Board authorize the Chief Executive Officer to negotiate directly with the Authority's current propane provider to establish an agreement for the upcoming contract term. This recommendation was based on the fact that no responsive bids were received for the propane portion of IFB 92033, and such direct negotiation is permissible under applicable procurement policy when a competitive solicitation yields no offers. Any resulting agreement for propane services shall be executed under terms determined to be in the best interest of the Authority and in a form approved by General Counsel.

**RESOLUTION**  
Adopted this 28th day of May 2025  
RA#2025-20

**A RESOLUTION AUTHORIZING THE AWARD AND EXECUTION OF CONTRACTS FOR  
THE SUPPLY OF FUEL AND LUBRICANTS AND AUTHORIZING NEGOTIATION OF A  
PROPANE SERVICE AGREEMENT PURSUANT TO IFB# 92033**

**WHEREAS**, the Roanoke Valley Resource Authority (the "Authority") issued **Invitation for Bids (IFB) 92033** soliciting competitive sealed bids for the provision of fuel, propane, and lubricants to support its operational facilities; and

**WHEREAS**, said solicitation was publicly advertised and distributed in accordance with the Authority's procurement procedures and the Virginia Public Procurement Act; and

**WHEREAS**, bids were received and evaluated, and it was determined that **Webb's Oil Company** submitted the only responsive bid for fuel services and **Carter Machinery** submitted the most responsive and complete bid for lubricants; and

**WHEREAS**, no responsive bids were received for propane services.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Roanoke Valley Resource Authority as follows:

1. **Fuel Services Award:** The Chief Executive Officer is hereby authorized to award and execute a term contract with **Webb's Oil Company** for the supply and delivery of fuel and related products and services in accordance with the bid submitted under IFB 92033 and subject to terms approved by General Counsel.
2. **Lubricants Services Award:** The Chief Executive Officer is hereby authorized to award and execute a term contract with **Carter Machinery** for the supply of lubricants and related equipment in accordance with the bid submitted under IFB 92033 and subject to terms approved by General Counsel.
3. **Propane Services Authorization:** In light of the absence of responsive bids for propane services, the Chief Executive Officer is hereby authorized to negotiate and execute a service agreement for propane supply with the Authority's existing provider or another qualified vendor, provided that such agreement is determined to be in the best interest of the Authority and approved as to form by General Counsel.
4. **General Authority:** The Chief Executive Officer is further authorized to execute any and all documents and take such other actions as may be necessary or desirable to carry out the intent of this Resolution.

**MOTION: That the Board approve the resolution authorizing the award and execution of contracts for the supply of fuel and lubricants and authorizing negotiation of a propane service agreement pursuant to IFB# 92033, as presented.**

MOTION: Mr. Bandy

SECOND: Mr. Peters

AYES: Unanimous

ABSENT: Mr. Light, Mr. McEvoy, Ms. Owens

RESOLUTION: RA2025-20

**BUSINESS – INFORMATION ITEM**

None

**CONSENT AGENDA**

- A. Minutes of March 26, 2025 Meeting
- B. Cancelled April 23, 2025 Meeting
- C. MXI – Contract amendment for Household Hazardous Waste
- D. New River Recycling - Contract Amendment #2 for Scrap Metal and Chlorofluorocarbon (cvc's) Removal for the Tinker Creek Transfer Station, Salem Transfer Station and Smith Gap Landfill.

- E. RC Lawncare - Contract Amendment #1 – Mowing and Tree Removal Services at Rutrough Road Landfill
- F. Smith + Gardner - Contract Extension #4 to Smith Gap and Rutrough Road Landfill Gas Management and Utilization Project Contract
- G. Thompson Trucking - Contract Extension to Waste Hauling and Trailer Maintenance (Amendment #3)
- H. Timberland Mulch, Inc. - Contract Amendment #2 – Mulch Service

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

MOTION: Mr. Blount

SECOND: Mr. Bandy

AYES: Unanimous

ABSENT: Mr. Light, Mr. McEvoy, Ms. Owens

RESOLUTION: RA2025-21

## **REPORTS**

### **FINANCIAL REPORTS**

Mr. Brewer reviewed the following financial reports for month ending April 30, 2025

- 1. Statement of Cash Balances
- 2. Statement of Operations
- 3. Reconciliation of Net Income to Cash Provided by Operations (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. The following monthly reports were also provided to the Board as information:

- FY24-25 Monthly Trailer Report
- Residential Waste Report
- Woodwaste Report
- Recycling Report
- Household Hazardous Waste Report

### **PROJECT STATUS REPORT**

None.

### **PUBLIC QUESTIONS AND COMMENTS**

Mr. Lanford reported that he had spoken with Dean Smith, who lives at Williby and Hull Road, which is a 4-way stop. Mr. Smith expressed concern about heavy truck traffic and the neighbors not liking that there are trucks stopping there. Mr. Smith requested that we make modifications, including reducing the speed limit from 25mph to 15mph and putting out yield signs. Mr. Lanford discussed the concerns with Thompson Trucking and with all the neighbors. To improve the situation, new road signage will go up Friday this week. Also, we had a piece of pipe placed to move water away from the road when there is heavy rainfall. The water diversion meets all standard requirements, Mr. Lanford noted.

## **CHIEF EXECUTIVE OFFICER REPORT**

Mr. Lanford reported he met with Dennis Bagly at SPSA, who informed him that they are doing away with curbside recycling programs in each of their localities because they are running out of airspace. He explained they will use AI Technology to sort through materials as they are processed on the floor, and as the computer recognizes the items, whether they be plastic, aluminum, or food, it will separate them. He noted the technology gets more accurate with time and item recognition. Mr. Bagly reported to Mr. Lanford that curbside recycling program costs are more than using the AI program. Mr. Lanford stated if anyone was interested in a visit, we would get that scheduled.

## **BOARD MEMBER COMMENTS**

Vice-Chair Powell thanked Mr. Lanford and Mr. Harbin for participating in the recent apprenticeship program and discussed how important the program is.

## **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)(3) - Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

MOTION: Mr. Blount

SECOND: Mr. Bandy

AYES: Unanimous

ABSENT: Mr. Light, Mr. McEvoy, Ms. Owens

TIME: 12:35 p.m.

RESOLUTION: RA2025-22

## **CLOSED MEETING CERTIFICATION**

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. Bandy

SECOND: Mr. Peters

AYES: Unanimous

ABSENT: Mr. Light, Mr. McEvoy, Ms. Owens

TIME: 12:42 p.m.

RESOLUTION: RA2025-23

## **BOARD AUTHORIZATION FOR CHIEF EXECUTIVE OFFICER TO EXECUTE AGREEMENT**

Upon returning to Open Session, the Board desired to formally authorize the Chief Executive Officer to execute the Option Agreement as discussed in Closed Session.

MOTION: That the Board authorize the Chief Executive Officer to execute the option agreement, as discussed in Closed Session.

MOTION: Mr. Bandy

SECOND: Mr. Blount

AYES: Unanimous

ABSENT: Mr. Light, Mr. McEvoy, Ms. Owens

RESOLUTION: RA2025-24

**ADJOURNMENT**

Hearing no other questions or comments, Vice-Chair Powell adjourned the meeting at 12:49 p.m.

Respectfully submitted,



Lorie C. Bess  
RVRA Board Secretary