

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

MINUTES OF JUNE 25, 2025

The Roanoke Valley Resource Authority Board met on June 25, 2025, at the Tinker Creek Transfer Station, 1020 Hollins Road NE, Roanoke, Virginia 24012.

OPENING CEREMONIES

Call to Order: Chair Owens 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
Rob Light, City of Salem
Mike McEvoy, City of Roanoke
Rebecca Owens, Roanoke County (Chair)
Pete Peters, Town of Vinton
Jeffrey Powell, City of Roanoke (Vice-Chair)
Todd Simmons, Roanoke County

Members Absent: None

Staff Present: Jim Guynn, 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. PUBLIC HEARING: FY 2025-2026 RVRA Rate Schedule

Chair Owens declared the public hearing open at 12:06 p.m. There were no citizens wishing to address the Board; therefore, Chair Owens closed the Public Hearing at 12:06 p.m. Chair Owens read aloud the following resolution for the Board's consideration:

**RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY ADOPTING
SCHEDULE OF RATES, FEES, AND CHARGES FOR THE USE OF THE AUTHORITY'S
SYSTEMS, EFFECTIVE JULY 1, 2025**

Adopted this 25th day of June 2025

RA#2025-25

A RESOLUTION adopting a schedule of rates, fees and charges for the use of the Authority's system effective July 1, 2025.

BE IT RESOLVED by the Roanoke Valley Resource Authority that:

1. The preliminary Rate Schedule previously established by the Authority by resolution (RA#2025-10 dated March 26, 2025 of rates, fees and charges to be charged by the Authority effective July 1, 2025 for the use of the system set forth on Exhibit "A", which is attached to and incorporated in this resolution, is hereby ADOPTED in final and put into effect, as more particularly set forth in the report from the Chief Executive Officer to this Authority, dated June 25, 2025.
2. The Authority Board Secretary is authorized and directed to transmit a certified copy of this resolution with the final adopted schedule of rates, fees, and charges effective July 1, 2025 to the Office of the Clerk for Roanoke City Council, the Office of the Clerk for the Roanoke County Board of Supervisors, the Office of the Clerk for the Vinton Town Council, and the Clerk for the City of Salem City Council to be kept on file and open to inspection by all parties interested.

MOTION: That the Board adopt the resolution as presented, approving the FY 2025-2026 RVRA Rate Schedule.

MOTION: Mr. McEvoy

SECOND: Mr. Bandy

AYES: Unanimous

RESOLUTION: RA2025-25

B. Amendment of FY2024-25 Budget

As we approach the end of the FY2024-25 fiscal year, it has become clear that the RVRA will exceed the approved budgeted personnel and operating expenses of \$13,108,826 but that revenue is on pace to exceed the budgeted amount by an even greater margin. This budget increase is necessary primarily because Wastewater Freight expense is on pace to finish the year \$600,000, over budget. There will not be a fiscal impact on the organization as the budgeted revenue will also be increased by \$600,000. Staff requested the Board's authorization to increase Wastewater Freight and Commercial Receipts \$600,000.00 to provide sufficient budgeted funds for the remainder of the FY24-25 fiscal year.

RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY

Adopted this 25th day of June 2025

RA#2025-26

A RESOLUTION approving the amendment of the Authority's Annual Operating and Reserves budget for fiscal year 2024-2025.

BE IT RESOLVED by the Roanoke Valley Resource Authority that:

The fiscal year 2024-2025 Annual Operating and Reserves Budget for the Roanoke Valley Resource Authority as approved on March 26, 2025, be increased by \$600,000.00 in

Commercial Receipts and Wastewater Freight to remain in balance and thus to allow for sufficient operating funds for the remainder of the fiscal year.

MOTION: That the Board approve the resolution for a budget amendment of the FY2024-25 Budget, as presented.

MOTION: Mr. Powell

SECOND: Mr. McEvoy

AYES: Unanimous

RESOLUTION: RA2025-26

BUSINESS – INFORMATION ITEMS

C. Engagement of Robinson, Farmer, Cox Associates, PLLC to Conduct FY 2024-2025

Annual Audit

Staff retained Robinson, Farmer, Cox Associates, PLLC (RFC), to conduct its annual financial audit for FY 2024-2025. Auditing standards require certain information to be communicated directly to the Board. An engagement letter from Robinson, Farmer, Cox Associates explaining the auditing process was provided for each board member. No action was necessary.

D. Award of Temporary Term Contract - Mulching Services

To prevent operational disruption at the Tinker Creek Transfer Station, RVRA staff negotiated an interim Memorandum of Understanding (MOU) with Timberland Mulch, a Virginia-based corporation, to provide emergency mulching services for all wood waste scaled at the facility located at 1020 Hollins Road NE, Roanoke, VA 24012. The MOU would remain in effect until a formal solicitation and term contract award process could be completed.

The emergency MOU with Timberland Mulch includes the following key terms:

- Timberland Mulch will process all wood waste scaled at the Tinker Creek Transfer Station into mulch, using contractor-provided equipment and labor, at a rate of \$36 per ton, inclusive of all labor, equipment, unlimited mobilization, and administrative costs.
- The contractor is permitted to store primary mulching equipment on-site at no cost, with RVRA assuming no liability for such equipment.
- Services will be provided on an as-needed basis to ensure the designated mulching area remains available, with weekly reports submitted to RVRA detailing processed volumes and any issues.
- The MOU will be effective July 1, 2025, and shall remain in place until the execution of a formal term contract, or until December 31, 2025, whichever occurs first. Either party may terminate the MOU with 30 days' written notice.

This emergency MOU was negotiated in accordance with the Virginia Public Procurement Act and RVRA's Procurement Policies, which allowed for direct negotiation in urgent situations when continuation of services was critical to Authority operations and a formal solicitation process was not yet completed.

The cost of mulching services is \$36 per ton of wood waste processed, as scaled at the Tinker Creek Transfer Station. This is a recurring operational expense and is anticipated to support continuity of service by preventing disruptions in wood waste acceptance during the interim period. The pricing structure is inclusive of all costs and is consistent with anticipated

rates for formal contract procurement.

Staff recommended the Board adopt the resolution below authorizing the Chief Executive Officer to execute an emergency Memorandum of Understanding with Timberland Mulch for the processing of wood waste at the Tinker Creek Transfer Station, in accordance with the negotiated terms and subject to final approval by General Counsel.

RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY
Adopted this 25th day of June 2025
RA#2025-27

A RESOLUTION AUTHORIZING THE EXECUTION OF A TEMPORARY MEMORANDUM OF UNDERSTANDING WITH TIMBERLAND MULCH FOR EMERGENCY MULCHING SERVICES AT THE TINKER CREEK TRANSFER STATION

WHEREAS, the Roanoke Valley Resource Authority (the "Authority") requires uninterrupted mulching services to process wood waste at its Tinker Creek Transfer Station in order to maintain operational capacity and ensure continued acceptance of wood waste; and

WHEREAS, the Authority has negotiated a temporary Memorandum of Understanding (MOU) with Timberland Mulch, a qualified Virginia-based corporation, to provide emergency mulching services at the Tinker Creek Transfer Station located at 1020 Hollins Road NE, Roanoke, VA 24012, pending the completion of a formal procurement process; and

WHEREAS, the temporary MOU provides for the processing of all scaled wood waste at a rate of \$36 per ton, inclusive of all labor, equipment, mobilization, and administrative costs, with services performed as needed, and includes provisions for equipment storage and operational reporting; and

WHEREAS, the MOU has been negotiated in accordance with the Authority's procurement policies and the Virginia Public Procurement Act, which permit direct negotiations in emergency or urgent operational circumstances.

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

1. **Emergency MOU Authorization:** The Chief Executive Officer is hereby authorized to execute a temporary Memorandum of Understanding with Timberland Mulch for the provision of emergency mulching services at the Tinker Creek Transfer Station, in accordance with the negotiated terms and subject to approval as to form by General Counsel.
2. **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 award of a Temporary Term Contract for Mulching Services, as presented.

MOTION: Mr. Light

SECOND: Mr. Blount

AYES: Unanimous

RESOLUTION: RA2025-27

E. Award of Contract – Janitorial and Cleaning Services (IFB#071521)

The Roanoke Valley Resource Authority issued Invitation for Bids (IFB#071521) on May 7, 2025, soliciting sealed bids from qualified firms to provide janitorial and cleaning services at its three primary operational facilities: Tinker Creek Transfer Station, Salem Transfer Station, and Smith Gap Regional Landfill.

Two bids were received in response to the IFB, submitted by RC Lawncare and TCM, Inc. Following a thorough evaluation of bid responsiveness, qualifications, and pricing, staff recommended awarding the contract to the lowest responsive and responsible bidder.

The contract includes regular janitorial services, as-needed tasks, and specified deliverables such as daily, weekly, and bi-annual cleaning at each site. The initial term will begin July 1, 2025, and continue through June 30, 2026, with up to four optional one-year renewals contingent on performance and mutual agreement.

The awarded contract services are included in the FY2025-26 operational budget. The selected bidder's pricing was determined to be competitive and within the available funding.

Staff recommended that the Board adopt the resolution below authorizing the Chief Executive Officer to award and execute a term contract with the lowest responsive and responsible bidder for the provision of janitorial and cleaning services at RVRA facilities, pursuant to the vendor's response to IFB#071521 and subject to final terms approved by General Counsel.

**RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY
Adopted this 25th day of June 2025
RA#2025-28**

**A RESOLUTION AUTHORIZING THE AWARD AND EXECUTION OF A TERM CONTRACT
FOR JANITORIAL AND CLEANING SERVICES PURSUANT TO IFB#071521**

WHEREAS, the Roanoke Valley Resource Authority (the "Authority") issued Invitation for Bids (IFB#071521) on May 7, 2025, soliciting sealed bids from qualified vendors for the provision of janitorial and cleaning services at the Tinker Creek Transfer Station, Salem Transfer Station, and Smith Gap Regional Landfill; and

WHEREAS, said solicitation was conducted in accordance with the Authority's procurement policies and the Virginia Public Procurement Act; and

WHEREAS, two bids were received and reviewed for responsiveness and responsibility; and

WHEREAS, RC Lawncare was determined to have submitted the lowest responsive and responsible bid meeting all technical and service specifications.

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

1. The Chief Executive Officer is hereby authorized to award and execute a term contract with the lowest responsive and responsible bidder for janitorial and cleaning services at

RVRA facilities, pursuant to the vendor's response to IFB#071521 and subject to terms approved by General Counsel.

The Chief Executive Officer is further authorized to execute all necessary documents and take such additional actions as may be necessary to carry out the intent of this Resolution.

MOTION: That the Board approve the contract for Janitorial and Cleaning Services.

MOTION: Mr. Peters

SECOND: Mr. Bandy

There was discussion about including the name of the company in the resolution and motion, for the official record.

MOTION: That the Board award RC Lawncare the contract for Janitorial and Cleaning Services.

MOTION: Mr. McEvoy

SECOND: Mr. Peters

AYES: Unanimous

RESOLUTION: RA2025-28

F. Award of Term Contract - Stone Services (IFB# 071519)

In support of the Authority's ongoing operations at its primary facilities—including the Tinker Creek Transfer Station, Salem Transfer Station, and the Smith Gap Regional Landfill—staff issued a formal Invitation for Bids (IFB# 071519) for the supply and delivery of stone and aggregate materials.

The solicitation was publicly advertised via the RVRA Bid Portal and Virginia's eVA system. Bids were received from the following three vendors:

- Salem Stone Corporation
- Boxley Materials Company
- Rockydale Quarries Corporation

All bids were reviewed for completeness and responsiveness. Salem Stone Corporation submitted the lowest responsive and responsible bid that met all required technical specifications and service terms. Based on this evaluation, staff recommended awarding the contract to Salem Stone Corporation.

Expenditures under this contract will be managed within the FY 2025-2026 Annual Budget allocations for operations and maintenance across RVRA facilities.

Staff recommended that the Board adopt the resolution below authorizing the Chief Executive Officer to award and execute a term contract with Salem Stone Corporation for the supply of stone and aggregate materials, pursuant to the vendor's response to IFB# 071519 and subject to final terms approved by General Counsel.

RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY
Adopted this 25th day of June 2025
RA#2025-29

**A RESOLUTION AUTHORIZING THE AWARD AND EXECUTION OF A CONTRACT FOR
THE SUPPLY AND DELIVERY OF STONE MATERIALS PURSUANT TO IFB "STONE
SERVICES - IFB - FY2025"**

WHEREAS, the Roanoke Valley Resource Authority (the "Authority") issued Invitation for Bids titled "Stone Services - IFB - FY2025" on May 7, 2025, seeking competitive sealed bids for the supply and delivery of stone materials meeting Virginia Department of Transportation (VDOT) specifications to various Authority facilities on an as-needed basis; and

WHEREAS, said solicitation was conducted in accordance with the Authority's procurement procedures and the Virginia Public Procurement Act, and bids were received and evaluated; and

WHEREAS, Salem Stone Corporation was determined to have submitted the lowest responsive and responsible bid meeting all technical and service specifications.

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

1. **Award and Contract Execution:** The Chief Executive Officer is hereby authorized to award and execute a one-year contract with Salem Stone Corporation for the supply and delivery of VDOT-specified stone materials to RVRA facilities, commencing July 1, 2025, and continuing through June 30, 2026, with options to renew for up to four (4) additional one-year periods, all as specified in the executed Stone Services Agreement and subject to terms approved by General Counsel.
2. **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 adopt the resolution awarding a Term Contract for Stone Services (IFB# 071519), as presented.

MOTION: Mr. Blount

SECOND: Mr. Light

AYES: Unanimous

RESOLUTION: RA2025-29

G. Review and consideration of revised Employee Handbook

Mr. Lanford reported that Mr. Haskell Brown had been working diligently to assist administration in updating our 2009 Employee Handbook, to bring it up to date with current practices and laws. Some clarity was provided for certain topics, including short- and long-term disability benefits. The Handbook also included updated policies for drug/alcohol/controlled substance use. Some key updates included:

Section 2.2	Language added to describe how criminal history reports should be handled. The wording comes from the Virginia Department of Human Resource Management's policies, which reflects best practice.
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Section 3.15	Tuition Reimbursement Program – Language added to clarify to employees that in return for tuition assistance, they will be asked to sign a memo acknowledging they will continue employment with
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RVRA for three years from the date of their certificate/degree. In the event they do not remain employed with RVRA within those three years they will be responsible for repaying the costs associated with their program. Any such repayment will be prorated such that they will owe 100% of the cost if they leave within year one, 50% if they leave during the second year, and 33% during the third year.

Section 4.1.1	Clarification that information on STD and LTD benefits can be found in the benefit enrollment guide, not the employee handbook.
Section 4.1.8	Language is added noting that RVRA follows Roanoke County's short-and long-term disability HR Management Policies.
Section 4.9(A) Section 4.9(C)	Christmas Eve added as a holiday. Two floating holidays revised to three.
Section 5.9.1(B)	The reference to an exit interview has been deleted.
Section 6.5.17(F)	The highlighted text in the middle of the statement has been deleted.
Section 7.1.3	Addresses marijuana and/or cannabis oil, particularly for medicinal uses. This Section addresses that you follow the normal FMSCA-prescribed policy for all FMSCA-covered employees, meaning they are not permitted for medicinal cannabis oil use under the state statute. Non-FMSCA employees must provide a "practitioner's" certification to be protected under the state statute, and they are still not allowed to be impaired at work or possess these substances at work.

The Board presented several questions and determined they would like more time to review the draft before approving; therefore, no action was taken.

H. Consider Resolution authorizing one-time bonuses for all employees

Staff requested authorization for payment of a one-time bonus, to be provided at the same time as the July 18, 2025 payroll, to each RVRA employee as noted below:

Full-time staff – 1.5% of current salary
Permanent part-time staff - \$250.00

**RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY
Adopted this 25th day of June 2025
RA#2025-30**

A RESOLUTION authorizing the payment of one-time bonuses to each of the Authority's employees, upon terms and conditions as follows.

BE IT RESOLVED by the Roanoke Valley Resource Authority that the payments of one-time bonuses in the amount of 1.5% of current salary for all full-time staff and \$250 each for all permanent part-time staff shall be provided in the July 18, 2025 payroll, as hereby authorized.

BE IT FURTHER RESOLVED that:

- a. The one-time bonus is based upon the employee's salary before the July 1, 2025 increase; and
- b. The cost of \$37,886 does not include FICA amounts; and
- c. The bonus is paid out of FY25 available funds; and
- d. The Chief Executive Officer is included in receiving the one-time bonus.

MOTION: That the Board adopt the resolution authorizing one-time bonuses for all employees, as presented.

MOTION: Ms. Gearheart

SECOND: Mr. Blount

AYES: Unanimous

RESOLUTION: RA2025-30

CONSENT AGENDA

- A. Minutes of May 28, 2025 Meeting

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

MOTION: Ms. Gearheart

SECOND: Mr. Blount

AYES: Unanimous

RESOLUTION: RA2025-31

REPORTS

FINANCIAL REPORTS

Mr. Brewer reviewed the following financial reports for month ending May 31, 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 noting we are currently at 114% budgeted tonnage for the year.

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
- Airspace Report

PROJECT STATUS REPORT - None

PUBLIC QUESTIONS AND COMMENTS – None

CHIEF EXECUTIVE OFFICER REPORT

Mr. Lanford offered the following report:

- a. The RFP for Waste and Leachate Hauling would be issued the following day. The RFP would be posted on the RVRA website and eVA.
- b. FEMA – RVRA will receive approximately \$220,000 for Hurricane Helene damages.
- c. The first Archaea payment was received.
- d. Valley Landscaping was scheduled to trim trees around the Administration building.
- e. Congratulations to Mr. Harbin on his retirement.

BOARD MEMBER COMMENTS

Mr. Powell presented a video of the recent graduation for the Apprenticeship Program, which Mr. Jeff Harbin participated in. Mr. Powell presented Mr. Harbin with a plaque of appreciation and also recognized his upcoming retirement. Mr. Powell wished him well in his retirement and thanked him for everything he had done for the Authority. Mr. Harbin thanked Mr. Powell for the recognition and the opportunity to participate in the program. He stated he would miss everyone and would be happy to continue to serve, if needed.

Individually, Board members wished Mr. Harbin a happy retirement and thanked him for his service to the Authority.

Ms. Owens thanked Mr. Powell for chairing the last meeting in her absence. She wished a happy retirement to Mr. Harbin.

ADJOURNMENT

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

Respectfully submitted,



Lorie C. Bess
RVRA Board Secretary