

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

MINUTES OF OCTOBER 22, 2025

The Roanoke Valley Resource Authority Board met on October 22, 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 12:00 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:

Staff Present: Jim Guynn, Attorney
Jon Lanford, Chief Executive Officer
Brad Brewer, Finance Manager
Lorie Bess, Board Secretary

REQUESTS TO POSTPONE, ADD TO, OR CHANGE THE ORDER OF AGENDA ITEMS

Mr. Lanford requested to add to the agenda a resolution of appreciation for Rebecca Owens, who would be retiring December 1, 2025. Mr. Light motioned to add the resolution to the agenda; seconded by Mr. Blount. Mr. Lanford read the resolution aloud.

Mr. Powell presented Ms. Owens with tokens of appreciation on behalf of Roanoke City.

Mr. Peters stated it was a pleasure to work with Ms. Owens on the Board and all other interactions on behalf of the town of Vinton.

Mr. Light stated that Ms. Owens hired him in 2008 and he had ever since appreciated her support, leadership, friendship, and that she had been nothing but great to work with.

Mr. Bandy stated he appreciated all her help with Mason Cove especially but also appreciated her as a person.

Mr. McEvoy thanked Ms. Owens for her dedicated service to the entire Roanoke Valley.

Ms. Owens thanked everyone for the resolution and the kind words.

BUSINESS – ACTION ITEMS

RVRA Waste and Leachate Hauling Contract Award

RVRA solicited proposals for Waste and Leachate Hauling this summer, with a total of six (6) proposals received. RVRA staff met to discuss, review and decide upon highest and best offeror. Staff determined Thompson Trucking, our incumbent hauler for both services, was highest and best offeror. On September 8, 2025, Thompson Trucking was issued a Notice of Intent to Award, contingent upon fulfillment of all contractual obligations and completion of all required approvals by RVRA Board of Directors.

Following is a summary of offers submitted in accordance with solicitation:

RFP - WASTE AND LEACHATE HAULING			
BIDDERS	STS → SG	TCTS → SG	SG → STS
CASH ENTERPRISES	\$370 - \$543	\$408 - \$576	\$1056
ILLUMINE	\$355 - \$378	\$397 - \$423	\$416
MOUNTAIN WASTE	\$340 - \$405	\$385 - \$454	\$452
MWS LOGISTICS	\$350 - \$390	\$370 - \$410	\$475
THOMPSON	\$265.63 - \$299.46	\$291.88 - \$325.76	\$304.24
WEBB'S	-----	-----	\$441.97

****first price listed is RVRA Owns Trailers; second price is Contractor Owned****

As noted in schedule above, Thompson Trucking provided the best value and had the experience to provide quality hauling services for both needs.

Thompson Trucking offered \$1.3MM cash for the purchase of 49 RVRA walking floor trailers. Mr. Lanford noted that Thompson's pricing was the only one that offered a cash option to purchase trailers based off the trade-in value.

In evaluating all costs associated with the potential sale of trailers and utilizing a model where contractor owns all trailers, staff looked at bid pricing in schedule above and also compared current contracted per pull rate versus contractor owned trailer per pull rate in solicitation. Both models yield an overall annual savings to the Authority.

Comparison one, when simply looking at proposed pricing, there is a \$33.83 per pull delta. RVRA averages 12,600 pulls per year equaling \$426,258 more in operational costs. However, we spent \$255,308.22 in Fiscal 25 maintaining our fleet of trailers (this number will only inflate as costs increase and fleet ages). This leaves a true delta of \$170,949.78 or approximately the equivalent of cash needed to fund replacement of a single trailer annually.

Comparison two looked at our current per pull rate (Authority owned) with Thompson Trucking versus proposed per rate (Contractor owned). These per pull rates are different than what is shown in schedule above and base bid rate Thompson Trucking utilized during last solicitation as they include fuel surcharge adjustments based upon DOE weekly published Diesel Fuel costs. Currently, with fuel surcharge adjustment we pay Thompson Trucking \$335.53 per pull. Adjusted proposed price for contractor owned trailer per pull rate is \$355.08 or approximately \$20.00 more than we are currently paying. Multiplying that amount by 12,600 equals \$252,000 more per year in hauling costs but \$3,308.22 less than we spent on trailer maintenance last fiscal year.

It was recommended that the Board authorize staff to formalize two separate contracts with Thompson Trucking, one for leachate and one for waste, to include sale of trailers. The following resolution was read aloud:

RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY
Adopted this 22nd day of October 2025
RA#2025-34

**A RESOLUTION AUTHORIZING TWO SEPARATE CONTRACTS FOR WASTE AND
LEACHATE HAULING SERVICES FROM THOMPSON TRUCKING, UPON CERTAIN TERMS
AND CONDITIONS**

BE IT RESOLVED by the Roanoke Valley Resource Authority that the Chief Executive Officer is authorized to execute, in a form approved by General Counsel, appropriate documentation necessary for the contracting of **Waste and Leachate Hauling Services** from Thompson Trucking. Such procurement is to be in accordance with the terms of contracts approved by General Counsel and to conform as necessary to the Authority's purchasing requirements, including such additional terms and conditions as the Chief Executive Officer and General Counsel determine to be in the best interest of the Authority, all as more particularly set forth in the RFB bid submission dated August 26, 2025.

MOTION: That the Board authorize staff to formalize two separate contracts, one for Waste Hauling, and one for Leachate Hauling, including the sale of trailers.

MOTION: Mr. Bandy

SECOND: Mr. Powell

AYES: Unanimous

RESOLUTION: RA2025-34

Presentation of the Year End Audit Results for June 30, 2025

The audit firm of Robinson, Farmer, Cox Associates completed their independent audit of the Roanoke Valley Resource Authority (RVRA) for the year ended June 30, 2025. The RVRA received a clean and unmodified opinion on the financials. The final "Annual Comprehensive Financial Report" was enclosed in the packet and reviewed at the meeting.

The operating fund ended the year with a net surplus to transfer of \$2,609,861.

Total revenues were approximately \$19.1 million in fiscal year 2025.

- Tipping fees exceeded budget by approximately \$1.2 million, primarily due to a modest rate increase and higher overall tonnage collected.
- Miscellaneous revenue surpassed budget expectations by \$242,441, driven by the new contracted sale of landfill gas and the receipt of FEMA/VDEM reimbursements from Hurricane Helene.
- Total nonoperating revenues amounted to \$452,905, attributable solely to interest income, which exceeded budgeted projections by \$302,905.

Total expenditures and net transfers totaled approximately \$16.4 million.

- Personnel expenditures aligned closely with projected budget, ending with a variance of only 0.3% or \$11,684.
- Operating expenditures exceeded budget by \$695,660 primarily due to:
 - Increased cost of contracted repairs (approx. \$313,000)
 - Increased expense for the purchase of repair parts and tires (approx. \$300,540)
- The fiscal year 2025 budgeted transfer of \$1.7 million to the Future Site Development Reserve was not made prior to June 30, resulting in an addition to the surplus of \$1.7 million.
- VRA debt coverage ratio of 2.39 exceeded the 1.0 minimum requirement

Ms. Gearheart thanked Brad Brewer, Jessica Beemer, and the Roanoke County team for their work with the audit.

Mr. Lanford thanked Mrs. Gearheart and her team, as well as Brad Brewer, for their work on the audit. He noted the \$580,000 would be used to accelerate the purchase of a haul truck at the landfill and it would be a top-rated piece of equipment for 2027. He explained we are currently renting an articulating truck at the landfill.

Staff recommended acceptance of the audit for the fiscal year ended June 30, 2025, and the transfer of net surplus funds in the amounts of \$580,000.00 to the Equipment Reserve Fund and \$2,029,861.49 to the Site Development Reserve Fund in the total amount of \$2,609,861.49.

RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY
Adopted this 22nd day of October 2025
RA#2025-35

A RESOLUTION ACCEPTING THE AUTHORITY'S INDEPENDENT "ANNUAL COMPREHENSIVE FINANCIAL REPORT" AUDIT FOR FY2025 AND AUTHORIZING THE TRANSFER OF CERTAIN FUNDS, UPON CERTAIN TERMS AND CONDITIONS

BE IT RESOLVED by the Roanoke Valley Resource Authority that:

1. The Independent Annual Audit for the year ended June 30, 2025, performed by Robinson, Farmer, Cox Associates, and accompanying letters, as presented to the Board and as described in the October 22, 2025 report of the Authority Treasurer, are hereby accepted and the Authority Secretary is authorized and directed to file such document with the Authority's official records; and
2. The following transfer of funds is hereby authorized, as described in the October 22, 2025, report from the Authority Treasurer:
 - i. \$580,000.00 of Surplus to the Equipment Replacement Reserve Fund
 - ii. \$2,029,861.49 Surplus to the Site Development Reserve Fund

MOTION: That the Board accept the Year End Audit Results for June 30, 2025, and the transfer of net surplus funds in the amounts discussed and presented.

MOTION: Mr. Peters

SECOND: Mr. Powell

AYES: Unanimous

RESOLUTION: RA2025-35

BUSINESS – INFORMATION ITEMS

CONSENT AGENDA

A. Minutes of September 24, 2025 Meeting

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

MOTION: Ms. Gearheart

SECOND: Mr. Bandy

AYES: Unanimous

RESOLUTION: RA2025-36

REPORTS

FINANCIAL REPORTS

Mr. Brewer reviewed the following financial reports for month ending September 2025 (attached)

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 still performing better than budgeted but there was a peak in July that has now leveled out.

The following monthly reports were provided to the Board as information:

- Trailer Report
- Residential Waste Report
- Woodwaste Report
- Recycling Report
- Household Hazardous Waste Report

PROJECT STATUS REPORT - None

PUBLIC QUESTIONS AND COMMENTS - None

CHIEF EXECUTIVE OFFICER REPORT

Mr. Lanford offered the following report:

- During the December 3 meeting Amanda McGhee (VDEM) may attend to discuss the Hazardous Mitigation Plan to be considered for approval by the Board. We do have some grant applications in place now so the adoption of this Plan would be critical for moving forward.
- Hurricane Helene - We have been approved for \$200,000 for repairs. Bids will be due in December and will come to the Board in January.
- I have been discussing with Ms. Duval about the 12-free trips policy for residents and how those policies are outdated. Specifically, policy currently states the maximum vehicle size for residents is a three-quarter ton truck; however, many people are driving ton

trucks now as their daily vehicle, unlike back when the policies were established when only commercial vendors were using the larger trucks. Ms. Duval will work with the localities to refine the policy.

- I met with David Moore with Virginia Tech to discuss options for RVRA to partner with TAP. He reached out to us to discuss options for folks that are reentering the workforce following being released from incarceration. He noted it is a 12-week program, they manage it, and there is no cost to us. While we do not have enough electronic devices for this program, we may look at greenway maintenance, painting of parking lots, and getting project lists from our localities. Let me know if any of you are interested in participating.
- Due to pennies no longer being made, in January we will be rounding up to the nearest nickel, as many businesses have begun to do already. We will post a public notice about it but want to make the Board aware also.
- We will present a revised Employee Handbook in December for the Board's consideration.
- We will present a Transfer Policy in December with a recommendation for the Board's consideration.
- Congratulations to Todd Simmons and Steve Bandy on their reappointments.
- Thank you to Tiffany Bradbury who is doing a lot of good work for us. (Slideshow presentation.)

BOARD MEMBER COMMENTS

Mr. McEvoy reminded everyone that Saturday would be RX Take Back Day.

Mr. Powell noted the following weekend would be Trick or Treat and to be mindful of children walking around.

Ms. Owens thanked everyone for the beautiful resolution and wished everyone well.

ADJOURNMENT

Hearing no further questions or comments, Chair Owens adjourned the meeting at 12:43 p.m.

Respectfully submitted,



Lorie C. Bess
RVRA Board Secretary

Roanoke Valley Resource Authority
Statement of Cash Balances
As of September 30, 2025

Cash held by Roanoke County	
Operating Fund	\$ 5,429,879
Contingency	1,483,939
Closure Fund - Smith Gap Landfill	1,068,870
Renewal and Replacement Fund	1,673,369
Additional Reserves Fund	3,220,986 **
Closure Fund - Rutrough Road Landfill	<u>-</u>
Total	<u><u>\$ 12,877,043</u></u>
Cash held in Escrow	
VRA 2021A Bond Issuance - principal	\$ -
VRA 2021A Bond Issuance - interest	<u>15,554</u>
Total	<u><u>\$ 15,554</u></u>

** \$9,211 of this amount is held by the County for assurance on construction projects

Roanoke Valley Resource Authority
Statement of Operations
As of September 30, 2025
(Cash Basis)

	ANNUAL BUDGET	ACTUAL TO DATE	PERCENTAGE
Operating Revenues			
Tipping Fees	\$ 17,950,445	\$ 5,311,355	30%
Sale of Recyclable Material	50,000	15,445	31%
Sale of Mulch	50,000	9,648	19%
Miscellaneous Revenue	35,000	750	2%
Sale of Landfill Gas	831,289	207,822	25%
Beginning balance	69,685	-	0%
Total Operating Revenue	<u>18,986,419</u>	<u>5,545,020</u>	<u>29%</u>
Operating Expenses			
<i>Administration</i>			
Personnel	1,112,348	313,099	28%
Operating	1,039,043	266,453	26%
Unappropriated Balance	12,893	-	0%
Sub total	<u>2,164,284</u>	<u>579,552</u>	<u>27%</u>
<i>Transfer Station</i>			
Personnel	1,153,961	289,675	25%
Operating	3,518,740	756,885	22%
Unappropriated Balance	43,875	-	0%
Sub total	<u>4,716,576</u>	<u>1,046,560</u>	<u>22%</u>
<i>Smith Gap</i>			
Personnel	1,178,968	299,102	25%
Operating	3,400,292	753,508	22%
Unappropriated Balance	41,838	-	0%
Sub total	<u>4,621,098</u>	<u>1,052,610</u>	<u>23%</u>
<i>Salem Transfer Station</i>			
Personnel	659,459	195,561	30%
Operating	2,329,792	533,775	23%
Unappropriated Balance	29,122	-	0%
Sub total	<u>3,018,373</u>	<u>729,336</u>	<u>24%</u>
Total Operating Expenses	<u>14,520,331</u>	<u>3,408,058</u>	<u>23%</u>
Income from Operations	<u>4,466,088</u>	<u>2,136,962</u>	<u>48%</u>
Non Operating Revenues (Expenses)			
Investment Income	200,000	88,813	44%
Interest Expense	(666,718)	(251,701)	38%
Non operating Expenses (net)	<u>(466,718)</u>	<u>(162,888)</u>	<u>35%</u>
Income (loss) before Operating Transfers	3,999,370	1,974,074	49%
Operating Transfers In (Out)			
Transfer to Equipment Reserves	(695,000)	-	0%
Transfer to RVRA Capital	(200,000)	(50,000)	25%
Transfer to Surplus Revenue Fund	(45,400)	-	0%
Transfer to Future Site Development	<u>(1,829,913)</u>	<u>-</u>	<u>0%</u>
Net Income	<u>\$ 1,229,057</u>	<u>\$ 1,924,074</u>	

Roanoke Valley Resource Authority
Reconciliation of Net Income to Cash Provided by Operations
As of September 30, 2025
(Cash Basis)

	<u>ANNUAL BUDGET</u>	<u>ACTUAL TO DATE</u>
Net Income	\$ 1,229,057	\$ 1,924,074
Adjustments to Net Income		
Principal payment on Loans	(1,229,057)	(700,000)
Increase (Decrease) in cash provided by operations	<u>\$ -</u>	<u>\$ 1,224,074</u>

Roanoke Valley Resource Authority
Summary of Reserve Funds
As of September 30, 2025

	Beginning Balance	Deposits	Expenditures	Ending Balance	Encumbrances	Remaining Balance
Closure Fund	\$ 1,068,870	\$ -	\$ -	\$ 1,068,870	\$ -	\$ 1,068,870
Contingency Fund	1,483,939	-	-	1,483,939	-	1,483,939
Renewal and Replacement Reserve						
Equipment Reserves	552,939	-	-	552,939	665,908	(112,969)
Environmental Fund	500,000	-	-	500,000	-	500,000
Host Community Improvement	250,000	-	-	250,000	-	250,000
Property Value Protection	370,430	-	-	370,430	-	370,430
	1,673,369	-	-	1,673,369	665,908	1,007,461
Additional Deposits						
Further Site Development	2,957,271	649	11,528	2,946,392	7,501	2,938,891 **
Capital Improvement	224,594	50,000	-	274,594	-	274,594
	3,181,865	50,649	11,528	3,220,986	7,501	3,213,485
Grand Total	\$ 7,408,043	\$ 50,649	\$ 11,528	\$ 7,447,164	\$ 673,409	\$ 6,773,755

** \$9,211 of this amount is held by the County for assurance on construction projects

Roanoke Valley Resource Authority
Summary of Cash Reserves Transferred from RVRSWMB *
As of September 30, 2025

	CLOSURE & POST CLOSURE
Beginning Balance July 1, 2025	\$ -
Revenue	
Interest Income	-
Expenditures	
Contractual Services	-
Professional Services	-
Landfill Gas Monitoring	-
Lease and Rent	-
Warrants and Fees	-
Supplies and Small Equipment	-
Supplies	-
Building Maintenance	-
	<hr/>
Cash Balance (less vouchers payable)	-
Accrued Landfill Closure Liability	<hr/> <u>(3,576,433)</u>
Unrestricted Balance	<hr/> <u>\$ (3,576,433)</u>

* Roanoke Valley Regional Solid Waste Management Board

	ANNUAL BUDGET	ACTUAL Jul 2025	ACTUAL Aug 2025	ACTUAL Sep 2025	ACTUAL Oct 2025	ACTUAL Nov 2025	ACTUAL Dec 2025	ACTUAL Jan 2026	ACTUAL Feb 2026	ACTUAL Mar 2026	ACTUAL Apr 2026	ACTUAL May 2026	ACTUAL Jun 2026	MONTHLY Average
Operating Revenues	\$ 17,950,445	\$ 1,936,800	\$ 1,794,979	\$ 1,579,576										\$ 1,770,452
Tipping Fees	50,000	5,158	4,647	5,640										5,148
Sale of Recyclable Material	50,000	8,579	-	1,069										3,216
Sale of Mulch	35,000	-	750	-										250
Miscellaneous Revenue	831,289	69,274	69,274	69,274										69,274
Sale of Landfill Gas	69,685	-	-	-										-
Total Operating Revenue	18,985,419	2,019,811	1,869,650	1,655,559	-	-	-	-	-	-	-	-	-	1,848,340
Operating Expenses														
Administration														
Personnel	1,112,348	85,583	118,628	108,888										104,366
Operating	1,039,043	71,897	70,520	124,036										88,818
Unappropriated Balance	12,893	-	-	-										-
Sub total	2,164,284	157,480	189,148	232,924										193,184
Transfer Station														
Personnel	1,153,961	80,322	115,206	94,147										96,558
Operating	3,518,740	150,357	212,312	394,216										252,295
Unappropriated Balance	43,875	-	-	-										-
Sub total	4,716,576	230,679	327,518	488,363										348,853
Smith Gap														
Personnel	1,178,968	86,528	123,657	88,917										98,701
Operating	3,400,292	139,914	221,494	392,100										251,169
Unappropriated Balance	41,838	-	-	-										-
Sub total	4,621,098	226,442	345,151	481,017										350,870
Salem Transfer Station														
Personnel	659,459	60,150	75,238	60,173										65,187
Operating	2,329,792	120,139	168,672	244,964										177,925
Unappropriated Balance	29,122	-	-	-										-
Sub total	3,018,373	180,289	243,910	305,137										243,112
Total Operating Expenses	14,520,331	794,890	1,105,727	1,507,441										1,136,019
Income from Operations	4,466,088	1,224,921	763,923	148,118										712,321
Non Operating Revenues/(Expenses)														
Investment Income	200,000	-	47,966	40,847										29,604
Interest Expense	(666,718)	(83,607)	-	(168,094)										(83,900)
Non operating Revenues/(Expenses), net	(466,718)	(83,607)	47,966	(127,247)										(54,296)
Income (loss) before Operating Transfers	3,999,370	1,141,314	811,889	20,871										658,025
Operating Transfers In (Out)														
Transfer to Equipment Reserves	(695,000)	-	-	-										-
Transfer to RVRA Capital	(200,000)	(16,667)	(16,666)	(16,667)										(16,667)
Transfer to Surplus Revenue Fund	(45,400)	-	-	-										-
Transfer to Future Site Development	(1,829,913)	-	-	-										-
Net income	\$ 1,229,057	\$ 1,124,647	\$ 795,223	\$ 4,204	\$ -	\$ -								

Roanoke Valley Resource Authority
VRA 2021A Bond Issuance
As of September 30, 2025
(Cash Basis)

	Annual Budget	Actual To Date	Outstanding Encumbrance	Remaining Balance
<i>Tinker Creek Transfer Station Conversion</i>				
Building Improvements/Additions	\$ -	\$ -	\$ -	\$ -
Sub total	-	-	-	-
<i>Smith Gap Rail Spur Conversion</i>				
Buildings	-	-	-	-
Sub total	-	-	-	-
<i>Unallocated</i>				
Restricted Interest	15,242	312	-	15,554
Sub total	15,242	312	-	15,554
Total	\$ 15,242	\$ 312	\$ -	\$ 15,554