



**AGENDA
NRRA BOARD MEETING
WEDNESDAY, JULY 28, 2021
11:45 LUNCH
12:00 MEETING
NEW RIVER RESOURCE AUTHORITY
DUBLIN, VIRGINIA:**

- I. ROLL CALL AND DETERMINATION OF QUORUM**
- II. APPROVAL OF JULY 28, 2021 AGENDA**
- III. EMPLOYEE RECOGNITION**
- IV. PUBLIC COMMENTS**
- V. CLOSED MEETING** – Pursuant to Virginia Code Section 2.2-3711(a)(8) – Consultation with Legal Counsel on FOIA Compliance
- VI. APPROVAL OF**
 - A. Minutes of June 9, 2021
- VII. ITEMS OF CONSENT:**
 - A. NRRA Check List
 - B. Financial Statement
- VIII. ADMINISTRATION:**
 - A. Executive Director Report
 - B. Ratification of Area D Pay Request 12
 - C. Area D Phase II Pay Request 13
 - D. Election of NRRA Committees
- IX. ENGINEERING**
 - A. Ingles Mountain
 - B. New River Solid Waste Management Area
 - C. West Fork Mitigation Project

This agenda is subject to change at the discretion of the New River Resource Authority.

AT A MEETING OF THE NEW RIVER RESOURCE AUTHORITY
HELD ON JUNE 9, 2021 AT NOON,
NRRA ADMINISTRATION BUILDING,
DUBLIN, VIRGINIA:

PRESENT: Mr. Barry Helms, Chairman
Mr. Paul Baker, Vice-Chair
Mr. Robert Asbury, Member
Dr. Chris Kiwus, Member
Mr. Andy McCready, Member
Mr. Tom Starnes, Member
Mr. Jonathan Sweet, Member
Mr. Tye Kirkner, Member

STAFF: Mr. Joseph Levine, NRRA Executive Director
Ms. Marjorie Atkins, NRRA Recording Secretary
Mr. Howard Estes, NRRA Legal Counsel

ATTENDEES/

GUESTS: Mr. Andrew Monk, Thompson & Litton
Mr. Brian Tew, Thompson & Litton
Mr. Kevin Belcher, Giles County PSA

Chairman Helms called the meeting to order at noon.

Before approval of the Agenda, Mr. Starnes noted that Mr. Jerry White, a past NRRA Board member had passed away on May 31, 2021. The Board paused for a moment to remember Mr. White and his service.

The motion to approve the June 9, 2021 Agenda was made by Mr. Starnes. The motion was seconded by Mr. Baker and approved by a recorded roll call vote of the Board as follows:

Mr. Asbury	<u>yes</u>	Mr. McCready	<u>yes</u>
Mr. Baker	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Kirkner	<u>yes</u>	Mr. Sweet	<u>yes</u>
Dr. Kiwus	<u>yes</u>	Mr. Helms	<u>yes</u>

The motion to approve the minutes of the May 26, 2021 Board Meeting with the revision to Page 5, adding "Mr. Sweet stated point of order that the vote of confidence was not on the Agenda." was made by Mr. McCready. The motion was seconded by Dr. Kiwus and approved by a recorded roll call vote of the Board as follows:

Mr. Asbury	<u>yes</u>	Mr. McCready	<u>yes</u>
Mr. Baker	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Kirkner	<u>yes</u>	Mr. Sweet	<u>yes</u>
Dr. Kiwus	<u>yes</u>	Mr. Helms	<u>yes</u>

The motion to approve the Check List for the month of May 2021 was made by Mr. Baker. The motion was seconded by Mr. McCready and approved by a recorded roll call vote of the Board as follows:

Mr. Asbury	<u>yes</u>	Mr. McCready	<u>yes</u>
Mr. Baker	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Kirkner	<u>yes</u>	Mr. Sweet	<u>no</u>
Dr. Kiwus	<u>yes</u>	Mr. Helms	<u>yes</u>

Mr. Sweet stated that he had not had a chance to review the legal expenses and could not approve the check list.

The motion to approve the Financial Statement for the month of May 2021 was made by Mr. Sweet. The motion was seconded by Mr. McCready and approved by a recorded roll call vote of the Board as follows:

Mr. Asbury	<u>yes</u>	Mr. McCready	<u>yes</u>
Mr. Baker	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Kirkner	<u>yes</u>	Mr. Sweet	<u>yes</u>
Dr. Kiwus	<u>yes</u>	Mr. Helms	<u>yes</u>

Mr. Levine presented the Executive Director's Report. 33,298.35 tons of waste was managed in May. Roanoke Valley Resource Authority delivered 17,432.08 tons. Staff continues to maintain two working areas, one for RVRA and the other for members. The JPSA of Bland and Wythe have been delivering some waste to NRRA because of reported issues with Tazewell Landfill. Mr. Levine noted that in continuing discussion regarding the IT analysis from last month, the following points were offered:

- that last year the Authority's on-site server changed to a Network Area Storage, or NAS..

- the Authority used multiple contractors for different parts of the internet/access/cloud storage, etc.

- In February the Authority began evaluating services/systems and infrastructure and ways to combine services under one umbrella and to increase system security.

- In March the Authority switched to Office 365 but it was not fully functional

Mr. Levine noted that in addition to all of the evaluations, the Authority had several FOIA requests during the time of the evaluation that brought about even more questions about the system and the capabilities. He noted that Mr. Estes would continue with the IT update. Mr. Estes noted that a document was received the day before entitled "Analysis of Synology Log Data" and had provided a copy to the Board. Chris Hale from Kalsor IT Consulting was the vendor the Authority used to make copies of the files from Mr. Levine's computer for the FOIA request. In the context of that, there was an issue that files were corrupted and needed to be properly presented and sent for the request. Mr. Hale identified some issues that were not expected but needed to be presented to the Board. The document shared does raise concern and some issues even although Mr. Hale presents the end of the document as "Personal Thoughts". But, Mr. Estes noted, there are facts contained in the information. Mr. Estes noted that there are some issues and that he had some initial recommendations.

Between May 5 and May 19, Pulaski IT remotely accessed NRRA's server, the NAS. They compared the data from the FOIA production hard drive and the file directory on the NAS. The May 19, letter from the Pulaski County and Town of Dublin attorneys said that there 8 gigabytes of data and 71 files missing. It was agreed among the parties to put everyone together in a room to figure out what was missing and Pulaski County IT had a list of the files. They were able to identify the files, they just couldn't open them because they were corrupted. With that, and the need for comparison and review led to Chris Hale to present this report. It was not requested, but Mr. Estes said he thought he did it as part of his due diligence. Mr. Estes stated that this was an awkward situation where Pulaski County is the vendor and also a member of the Authority. In addition to the issue of access to the server, Mr. Levine's user name and password were used to access the system from Pulaski County offices. There was no authorization from

Mr. Levine for anyone to use his log in information and this could be a data breach. Mr. Estes read the MOU for IT services to the Board. (A copy of the MOU is attached to these minutes.)

Mr. Sweet, asked the Chairman, point of order, where is this on the Agenda?

Mr. Levine answered that it was part of his Executive Director's report.

Mr. Estes replied that it is an issue with operations of the Authority, a potential data breach, and is part of the Executive Director's report. He further stated that the information had just been received.

Mr. Sweet asked if anything could be discussed under the Executive Director's report and stated that he was confused it had not been provided in the packet.

Mr. Estes stated again that it had just come in and was time sensitive and that if there had been a data breach there were things the Authority was obligated to do. Mr. Estes stated that he wanted to bring the Board up to date and make some initial recommendations before the next meeting.

Mr. Sweet asked if this was legal and quasi contractual, regarding the MOU, and it was not on the Agenda, particularly with Mr. Estes' admission that there would be action requested following the report.

Mr. Estes answered that if the Agenda needed to be amended that it did not make a difference that it needed to be reported and was an operating issue of the Authority.

The Chairman asked did any of the members want to have the report placed on the Agenda?

The motion to amend the Agenda to include Mr. Estes' report under the Administration section of the Agenda as item A.1 was made by Mr. Asbury. The motion was seconded by Mr. Baker and approved by a recorded roll call vote of the Board as follows:

Mr. Asbury	<u>yes</u>	Mr. McCready	<u>yes</u>
Mr. Baker	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Kirkner	<u>yes</u>	Mr. Sweet	<u>yes</u>
Dr. Kiwus	<u>yes</u>	Mr. Helms	<u>yes</u>

Mr. Estes continued with his report, and the following issues were identified:

-Unauthorized use of Mr. Levine's user name and password (possibly the IT Department was using for some type of update, but he thought that would have been reported prior to use of the password).

-Need for analysis to see if other staff members' user name and password have been used to log in from Pulaski County offices.

Mr. Estes noted that he is not an expert but that data privacy issues are esoteric area of the law and that there can be civil issues, criminal issues and that he was concerned about HIPPA violations for staff information. He also noted that the Authority should have a reasonable expectation of privacy regarding its data. The document provided by Mr. Hale raised multiple questions. Mr. Estes stated that the logs show that the IT Department did access the NAS to do the comparison of the FOIA request data. No one from the Authority authorized that access.

Mr. Estes recommended that employees should be protected from possible breaches and that the Authority should provide and pay for Norton LifeLock for at least one year. Other questions that need to be asked of Pulaski County IT are:

1. Why was Mr. Levine's user name and password used and how many times was it used?
2. Was it for support purposes, if not, again, why?
3. How many times did the IT staff use NRRA staff user names and passwords?
4. Who was present when the data was accessed and why?
5. Was data removed or copied?

Mr. McCready stated that he was looking at the report and some of the things were troubling. Mr. McCready asked who is "gwilliams" from the log? Mr. Levine answered, George Williams from Pulaski County IT. Mr. McCready stated that Mr. Estes ought to, with the Board's authorization, reach out to Pulaski County's IT Department and ask them to look into this for NRRA and ask what went on and why. That would be a relatively low cost first step. Mr. McCready referenced the IP Address from the log 66.37.64.42 identified as being in Pulaski County, we need to see precisely where it is located. Mr. Estes should be the one to do the leg work and ask the questions. Mr. McCready stated that the Authority also needs an IT Policy for all employees that says "all information on agency computers belongs to the agency". Mr. McCready stated that Mr. Estes should, on behalf of the Board, talk to Pulaski County to see what happened and for him to develop an IT Policy for Authority personnel.

Mr. Sweet stated that we are not referencing a Russian data breach here. The IT Department was contracted by this Authority and was the IT provider of the Authority. He stated that the Board discussed in Executive Session less than a month ago the concerns they had of the data integrity of which it was their responsibility to ensure because of the several affidavits presented with concerns of Mr. Levine desiring to destroy FOIAble information. These were of serious, genuine concerns and the Pulaski staff put their names to it because of things Mr. Levine said. He reiterated that this is not Russia stealing data, this is maintaining integrity, and no files were opened.

Mr. Baker opined that the Authority needed to find out who got into the files. Mr. Sweet said he thought Mr. Baker was making an accusation. Mr. Baker reiterated that there needed to be an investigation, and Mr. Asbury agreed. Mr. Sweet stated that he thought there was too much innuendo into what took place. Mr. Baker replied the same was coming from Mr. Sweet. Mr. Sweet stated, "With all due respect, there is no innuendo coming from me, let the record reflect where the innuendo is being directed from."

Mr. Asbury was recognized and asked if logins that occurred from remote locations (Pulaski County site) were a common practice? And, secondly, was Mr. Williams going on the site to maintain it? Mr. McCready said as long as he was going into update computers, take care of viruses, he was doing his job. Mr. Estes added that Mr. Hale thought the log ins with Mr. Levine's user name and password were unusual.

Mr. Estes noted that as much as he would like to help out with this issue, he did not know enough about a lot of this area to know the questions to ask. He noted that a brand-new bill had just passed the General Assembly regarding cyber-security that is fifty pages. Mr. Estes recommend hiring an attorney well versed in the area. Mr. Estes recommended Beth Burgin Waller from Woods Rogers.

Mr. McCready asked if a budget of \$10,000 would be enough for the investigation. Mr. Estes answered that her hourly rate is healthy but it is a very specialized area of the law. Mr. McCready stated she could help with developing data policies too. Mr. Estes replied that the Authority has a policy in the Personnel Policies that states there is no right to privacy by the staff and could be updated. Mr. McCready stated that he was willing to advance the motion.

Mr. Sweet stated that it was ironic that the Board was not considering anything heard in Executive Session from the last meeting and that IT services did this for data integrity and serious concerns with the Executive Director. He questioned the need to spend money on an investigation.

Mr. McCready said that he was concerned and wanted an independent third-party review. He questioned the logins with Mr. Levine's user name and passwords from a remote location. Continuing, he said confidence needs to be built about what had been going on regarding IT.

When Mr. McCready began to offer a motion to retain services of Ms. Waller, he was interrupted by Mr. Sweet who directed to Mr. Estes that the investigation seemed contrived and that Mr. Estes already knew who was going to do the investigation. Mr. Estes replied that this was his recommendation and that he had talked with her on the way to the meeting because he was concerned about meeting time frames.

Mr. Sweet stated that the document being referred to... (Mr. Sweet read from the Personal Thoughts section) "It is my opinion that Pulaski County IT Department was acting on good faith..." Mr. Sweet also stated that there is nothing in this report says that we have had a Russian hack, or that data was stolen or manipulated in any way. He said that Mr. Estes' inferences from the log, that he views as saying nothing, is not taking into consideration or account anything that was said in Executive Session at the last meeting and that the investigation request was in appropriate.

Mr. Helms stated that whether the IT staff were acting in good faith or not, that he didn't know what direction they were under and nobody asked anyone on Board or counsel or notified anyone that they were going to access the system.

Mr. Sweet asked if the Board could be certain that minutes reflects the timing of how this just popped up today and was not on the agenda?"

Mr. Asbury stated that he agreed with Mr. Sweet, in part, but the Board now has knowledge it did not have in previous meetings and the Board must pursue this for answers at this time.

The motion was made by Mr. McCready to ask Mr. Estes to enlist the services of Beth Burgin Waller, an IT specialist attorney for the purposes of reviewing some of the questions that were discussed today with a cap of no more than \$20,000 initially and to review current IT policies/ownership and for her to present a written report to the Board in a timely fashion.

The motion was seconded by Mr. Starnes.

Dr. Kiwus asked if there could be a discussion before the vote. The Chairman answered, yes. Dr. Kiwus stated that he was not an IT expert but that he uses computers. He said he realized that people can't use others' user names and passwords but asked if hiring a lawyer to perform these services was appropriate to the issues raised.

Mr. Sweet stated that the investigation is similar to Mr. Levine and Mr. Estes seeking to pursue a civil claim against Mr. McCready and to pursue civil and criminal cases against Pulaski County Board member Dirk Compton. He then stated his view that Mr. Levine and Mr. Estes would pursue civil or criminal matters against him.

Mr. Estes denied pursuing anybody, civilly or criminally.

Dr. Kiwus restated his question about using a lawyer when there are questions to be posed to the IT staff and their supervisors.

Mr. Kirkner said he agreed and referenced how Mr. Estes and Pulaski County Attorney Kirtner had met and reached agreement when there was confusion about downloading records. He thought that was a good first approach before retaining a lawyer.

Mr. McCready stated that he would be in favor of that and using in house counsel but that in house counsel said it was beyond his technical ability. He continued that he was looking to kill two birds with one stone. He viewed a legal expert in IT could direct the investigation for answers and look at current policies and improve on them.

Dr. Kiwus asked if the first step would be to get answers from someone above the IT staff in the County offices.

Mr. Estes answered that he thought that the first step would be to contact the County Attorney to notify him of the process. He noted that there had been a lot of cross communication during the FOIA process to figure out what was being requested from the Authority. He listed some initial questions and stated that, while he and the County Attorney can formulate questions, he wanted to retain Ms. Waller because she would know something that was problematic versus nothing. This was the knowledge that the Authority was missing.

Dr. Kiwus said he was in favor of the investigation and that he understood that the lawyer would guide the process.

Mr. McCready noted that the Authority would still be able to operate even if hacked and shared concerns with the reputation of the Authority if it had been hacked. Mr. McCready said that he knew Pulaski County IT Department does a good job and that the head of the department is a person of great integrity and that he will give straight answers if he is asked questions.

Dr. Kiwus agreed.

Mr. Sweet stated that "it is vexing that we can hire an attorney for up to \$20,000 to review this but I can't get a personnel review committee to look at the actions and behaviors of our Executive Director and an Executive Session. It is very vexing and actually very telling and I appreciate all of this being captured very clearly in the meeting minutes."

Mr. Starnes was recognized and called the question.

The motion to ask Mr. Estes to enlist the services of Beth Burgin Waller, an IT specialist attorney for the purposes of reviewing some of the questions that have discussed today with a cap of no more than \$20,000 initially and to review current IT policies/ownership and for her to present a written report to the Board in a timely fashion was made by Mr. McCready.

The motion was seconded by Mr. Starnes and approved by a recorded roll call vote of the Board as follows:

Mr. Asbury	<u>yes</u>	Mr. McCready	<u>yes</u>
Mr. Baker	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Kirkner	<u>yes</u>	Mr. Sweet	<u>no</u>
Dr. Kiwus	<u>yes</u>	Mr. Helms	<u>yes</u>

The motion was made by Mr. McCready to authorize the Executive Director to pay Area D, Pay Request 12, provided the amounts are within budget, and to provide Board members with a copy when it is paid and for Pay Request 12 be ratified at the July meeting. The motion was seconded by Mr. Baker and approved by a recorded roll call vote of the Board as follows:

Mr. Asbury	<u>yes</u>	Mr. McCready	<u>yes</u>
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Mr. Baker yes
Mr. Kirkner yes
Dr. Kiwus yes

Mr. Starnes yes
Mr. Sweet yes
Mr. Helms yes

The motion to provide Norton LifeLock for all employees and Board members for one year was made by Mr. Baker. The motion was seconded by Mr. Asbury and approved by a recorded roll call vote of the Board as follows:

Mr. Asbury yes
Mr. Baker yes
Mr. Kirkner yes
Dr. Kiwus yes

Mr. McCready yes
Mr. Starnes yes
Mr. Sweet no
Mr. Helms yes

The Chairman referenced a draft "New River Resource Authority Board Code of Ethics" (copy attached to these minutes). He asked members if this was interested in pursuing something like this, and if so it would be put on a future Agenda. Mr. Sweet stated that he thought it was a good idea and it should go as far as including appointed members like the Executive Director and the clerk should be included and the Authority's legal counsel also.

Mr. Estes advised that the Virginia State Bar was his code of ethics.

Mr. Kirkner suggested that the Board utilize a work session to work on the Code of Ethics and any other policies that needed to be updated.

Mr. Helms stated that a work session would be added to the August Agenda.

Dr. Kiwus stated the Code of Ethics is a very positive message.

Mr. McCready noted that at that time Ms. Waller may be able to provide a briefing of her findings also.

Mr. Levine presented the Engineering Section of the Agenda.

Ingles Mountain – No report.

NRSWMA – NRRRA is receiving assistance from Thompson & Litton regarding environmental compliance and construction. Mr. Monk reported that Phase I of Area D construction is phasing out and that the notice to proceed for Phase II was issued on June 1.

West Fork – No report. 2021 is a non-reporting year and it is unlikely that the Army Corps of Engineers or DEQ will visit this year.

The Chairman invited Public Comments.

No public comments were presented.

Mr. McCready noted that he recently brought a load of waste in and was amazed at the Area D construction.

Mr. Levine offered a tour to any members interested after the meeting adjourned.

The motion to adjourn was made by Mr. Starnes, seconded by Mr. Baker and passed by unanimous consent.

The meeting adjourned at 12:55 pm.

The next regularly scheduled meeting of the Board of Directors of the Authority is scheduled for Wednesday, July 28, 2021, 12:00, NOON at 7100 Cloyd's Mountain Road.

Respectfully Submitted,



Marjorie W. Atkins
NRRA Recording Secretary

Approved at _____ Board Meeting.

Barry Helms, Chair

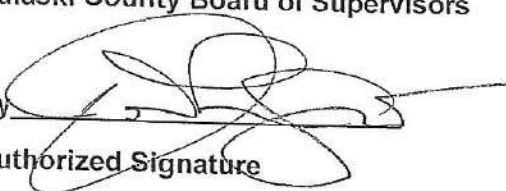
Memorandum of Understanding (MOU)
Between the Pulaski County Board of Supervisors and
New River Resource Authority
For Information Technology Services

This Memorandum of Understanding (MOU) is entered into by and between the Pulaski County Board of Supervisors, hereafter "The County" and the New River Resource Authority, hereafter "NRRA".

1. This Agreement shall be for a term of twelve (12) months commencing March 1, 2019 and shall terminate on June 30, 2020. This agreement shall automatically renew for consecutive renewal terms of one (1) year each without end unless there are changes to this agreement. In the event the hourly rate increases, the increased amount will not take effect until the fiscal start of the next year (July 1). Hourly rate increases will be reviewed every (12) months by The County. Neither party can terminate this agreement without a minimum of six (6) month notice prior to termination date.
2. The County will charge The NRRA a retainer fee of 300 hundred (300) dollars per month plus the hourly rates of service that apply in Section 4.
3. The County IT Department will provide the following services to the NRRA:
 - a. Desktop PC Support including peripherals (i.e. printers and scanners) and software installation and updates
 - b. Maintain Network needs and demands of NRRA
 - c. Work with Telephone/Internet Providers for support and ticket entry
 - d. Maintain records of repairs on all equipment serviced and follow through until conflicts are resolved
 - e. Maintain an inventory database of hardware and software
 - f. Be aware of technology developments
 - g. Design and maintain web site
4. The County will charge the NRRA for services as follows:
 - a. Twenty-five (25) dollars per hour for desktop support
 - b. Twenty-four (24) dollars per hour for web design and maintenance
 - c. Thirty-Six (36) dollars per hour for network support
5. Monthly reports will be generated from The County's helpdesk system and given to NRRA to justify and show charges of services provided. The hourly rate charged to NRRA will be equal to the rate that is charged to other departments and organizations for IT services.

Pulaski County Board of Supervisors

New River Resource Authority

By 

Authorized Signature

Date

02/13/19

By 

Director

Date

2/11/19

**NRRA CHECKLIST
FOR THE MONTH OF JUNE 2021**

<u>ACCOUNT</u>	<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>EXPLANATION</u>
500.02	NATIONAL BANK	\$219.00	BOARD DIRECT EXPENSE
500.02	CAPITAL ONE - (WAL-MART)	\$25.74	BOARD DIRECT EXPENSE
500.02	NORTHSIDE FLOWER SHOP, INC.	\$113.00	BOARD DIRECT EXPENSE
520.03	ANTHEM BLUE CROSS & BLUE SHIELD	\$33,299.09	HOSPITALIZATION/MEDICAL
520.04	MINNESOTA LIFE INSURANCE CO.	\$452.19	LIFE INSURANCE
520.08	JUSTIN ATKINS	\$129.41	MISC. BENEFITS - SAFETY BOOTS
520.08	JEREMY FULLER	\$150.00	MISC. BENEFITS - SAFETY BOOTS
520.08	NATIONAL BANK	\$88.09	MISCELLANEOUS BENEFITS
520.08	CINTAS	\$109.94	MISCELLANEOUS BENEFITS
520.08	AFLAC	\$714.62	MISCELLANEOUS BENEFITS
520.08	MICHAEL STRICKLAND	\$150.00	MISC. BENEFITS - SAFETY BOOTS
520.08	CINTAS	\$331.42	MISCELLANEOUS BENEFITS
520.10	CINTAS	\$743.86	UNIFORMS
520.10	CINTAS	\$944.55	UNIFORMS
520.11	DELTA DENTAL	\$2,797.59	DENTAL
601.01	ESTES LAW & CONSULTING	\$103.50	LEGAL
601.01	ESTES LAW & CONSULTING	\$477.00	LEGAL
601.01	ESTES LAW & CONSULTING	\$966.00	LEGAL
601.01	ESTES LAW & CONSULTING	\$2,382.00	LEGAL
603.01	THOMPSON & LITTON, INC.	\$5,592.00	ENGINEERING - GENERAL
603.01	THOMPSON & LITTON, INC.	\$9,768.00	ENGINEERING - GENERAL
603.01	SCS ENGINEERS	\$2,370.00	ENGINEERING - GENERAL
603.01	SCS ENGINEERS	\$3,697.80	ENGINEERING - GENERAL
603.01	THOMPSON & LITTON, INC.	\$6,589.25	ENGINEERING - GENERAL
603.01	THOMPSON & LITTON, INC.	\$5,881.98	ENGINEERING - GENERAL
603.02	THOMPSON & LITTON, INC.	\$2,453.16	ENGINEERING - SURVEY
603.02	THOMPSON & LITTON, INC.	\$375.00	ENGINEERING - SURVEY
604.01	DARRYL J. GILLESPIE, PC	\$1,200.00	ACCOUNTING
609.01	UPS	\$198.20	LANDFILL GAS MANAGEMENT PROGRAM
609.01	NEW RIVER HEATING AND AIR	\$85.00	LANDFILL GAS MANAGEMENT PROGRAM
609.01	ELKINS EARTHWORKS, LLC	\$952.50	LANDFILL GAS MANAGEMENT PROGRAM
620.10	NATIONAL BANK	\$249.48	LICENSE
702.10	KALSOR IT CONSULTING	\$241.07	OFFICE EQUIPMENT & SUPPLIES
702.10	KALSOR IT CONSULTING	\$348.88	OFFICE EQUIPMENT & SUPPLIES
702.10	PULASKI COUNTY (IT)	\$300.00	OFFICE EQUIPMENT & SUPPLIES
702.10	KALSOR IT CONSULTING	\$501.36	OFFICE EQUIPMENT & SUPPLIES
702.10	TAYLOR OFFICE SUPPLY, INC.	\$748.57	OFFICE EQUIPMENT & SUPPLIES
702.10	DELL MARKETING L.P.	\$3,641.50	OFFICE EQUIPMENT & SUPPLIES
702.10	KALSOR IT CONSULTING	\$330.32	OFFICE EQUIPMENT & SUPPLIES
703.10	PURCHASE POWER	\$1,513.50	POSTAGE
703.10	PITNEY BOWES GLOBAL FINANCIAL	\$250.78	POSTAGE - METER RENTAL
704.10	THE SOUTHWEST TIMES	\$96.00	BOOKS & SUBSCRIPTIONS
705.10	NATIONAL BANK	\$2,180.00	TRAINING & EDUCATION-OP LICENSE CLASS
705.10	CINTAS	\$857.44	TRAINING & EDUCATION
706.10	ISAIAH SNIDER	\$54.88	MEETINGS & TRAVEL - MILEAGE
706.10	DAVID RUPE	\$49.28	MEETINGS & TRAVEL - MILEAGE

NRRA CHECKLIST
FOR THE MONTH OF JUNE 2021
PAGE 2

<u>ACCOUNT</u>	<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>EXPLANATION</u>
751.80	APPALACHIAN POWER	\$2,410.74	ELECTRICITY
751.80	APPALACHIAN POWER	\$25.09	ELECTRICITY
751.80	CITY OF RADFORD	\$26.95	ELECTRICITY
752.50	ALL POINTS BROADBAND	\$99.95	TELEPHONE SERVICE - INTERNET
752.50	HOMETOWN SECURITY, INC.	\$210.00	TELEPHONE SERVICE
752.50	NATIONAL BANK	\$49.99	TELEPHONE SERVICE
752.50	TELRITE CORPORATION	\$15.75	TELEPHONE SERVICE
752.50	VERIZON WIRELESS	\$530.08	TELEPHONE SERVICE
752.50	HOMETOWN SECURITY, INC.	\$255.00	TELEPHONE SERVICE
752.50	VERIZON	\$481.48	TELEPHONE SERVICE
752.50	TWO-WAY RADIO, INC.	\$495.00	TELEPHONE SERVICE
752.50	VERIZON	\$486.51	TELEPHONE SERVICE
752.50	VERIZON WIRELESS	\$419.57	TELEPHONE SERVICE
752.50	TELRITE CORPORATION	\$16.75	TELEPHONE SERVICE - INTERNET
753.81	PUBLIC SERVICE AUTHORITY	\$3,321.77	LEACHATE TREATMENT - NRSWMA
753.81	CITY OF RADFORD	\$12.24	LEACHATE TREATMENT
753.81	PACE ANALYTICAL	\$875.02	LEACHATE TREATMENT
754.10	AYERS & SONS SPETIC, LLC	\$100.00	SUPPLIES & MAINTENANCE
754.10	GRAINGER	\$354.20	SUPPLIES & MAINTENANCE
754.10	CAVALIER SUPPLY CO., INC.	\$223.50	SUPPLIES & MAINTENANCE
754.10	CAPITAL ONE	\$114.96	SUPPLIES & MAINTENANCE
754.10	BROWN EXTERMINATING CO.	\$105.00	SUPPLIES & MAINTENANCE
754.10	CINTAS	\$1,132.15	SUPPLIES & MAINTENANCE
754.10	NEW RIVER HEATING AND AIR	\$150.00	SUPPLIES & MAINTENANCE
754.10	CAMPBELL CONSTRUCTION	\$2,250.00	SUPPLIES & MAINTENANCE
754.10	JEFF PEAK'S PLUMBING, LLC	\$960.00	SUPPLIES & MAINTENANCE
754.10	SANDY'S SERVICE STATION	\$32.85	SUPPLIES & MAINTENANCE
754.10	NEW RIVER HEATING AND AIR	\$169.00	SUPPLIES & MAINTENANCE
754.10	GRAINGER	\$169.56	SUPPLIES & MAINTENANCE
754.10	CRYSTAL SPRINGS	\$349.63	SUPPLIES & MAINTENANCE
754.10	UNITED RENTAL	\$1,207.80	SUPPLIES & MAINTENANCE
754.10	ARC3 GASES	\$600.00	SUPPLIES & MAINTENANCE
754.10	AYERS & SONS SEPTIC, LLC.	\$100.00	SUPPLIES & MAINTENANCE
754.10	COMMERCIAL LIGHTING COMPANY	\$530.52	SUPPLIES & MAINTENANCE
754.10	NORTHWEST HARDWARE CO., INC.	\$55.02	SUPPLIES & MAINTENANCE
754.10	CAPITOL ONE - (WAL-MART)	\$177.74	SUPPLIES & MAINTENANCE
754.10	CINTAS	\$1,281.90	SUPPLIES & MAINTENANCE
754.10	AYERS & SON SEPTIC, LLC	\$100.00	SUPPLIES & MAINTENANCE
801.01	LIZETH F. JACKSON #172	\$250.00	GENERAL MAINTENANCE
801.01	LIZETH F. JACKSON #171	\$250.00	GENERAL MAINTENANCE
801.01	LIZETH F. JACKSON #168	\$250.00	GENERAL MAINTENANCE
801.01	LIZETH F. JACKSON #169	\$250.00	GENERAL MAINTENANCE
801.01	LIZETH F. JACKSON #170	\$250.00	GENERAL MAINTENANCE

NRRA CHECKLIST
FOR THE MONTH OF JUNE 2021
PAGE 3

<u>ACCOUNT</u>	<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>EXPLANATION</u>
802.01	SIGN SYSTEMS, INC.	\$497.00	POST CLOSURE CARE
805.10	HOLSTON RIVER	\$7,981.42	GRAVEL
807.11	CARTER MACHINERY COMPANY, INC.	\$13,889.19	MISCELLANEOUS MAINTENANCE
807.11	POWER ZONE	\$237.87	MISCELLANEOUS MAINTENANCE
807.11	CARTER MACHINERY COMPANY, INC.	\$814.05	MISCELLANEOUS MAINTENANCE
807.11	GILBERT AUTO PARTS	\$70.34	MISCELLANEOUS MAINTENANCE
807.11	POWER ZONE	\$2,850.44	MISCELLANEOUS MAINTENANCE
807.21	ROANOKE HOSE & FITTINGS, INC.	\$159.60	TEREX 390
807.21	GILBERT AUTO PARTS	\$66.86	TEREX 390
807.21	O'REILLY AUTOMOTIVE, INC.	\$57.97	TEREX 390
807.21	THERMOW KING CENTRAL CAROLINAS	\$593.56	TEREX 390
807.21	ROANOKE HOSE & FITTINGS, INC.	\$234.57	TEREX 390
807.21	GILBERT AUTO PARTS	\$108.60	TEREX 390
807.25	ROANOKE HOSE & FITTINGS, INC.	\$14.20	FUEL TRUCK
807.33	CARTER MACHINERY COMPANY, INC.	\$255.95	CAT 336 EXCAVATOR
807.33	CARTER MACHINERY COMPANY, INC.	\$194.54	CAT 336 EXCAVATOR
807.34	CARTER MACHINERY COMPANY, INC.	\$16,941.23	CAT D6T
807.36	THERMO KING	\$235.90	MOBARK TUB GRINDER
807.36	GILBERT AUTO PARTS	\$20.43	MOBARK TUB GRINDER
807.38	BLUE RIDGE DIESEL INJECTION, INC.	\$596.23	TACHEUCHI EXCAVATOR
807.38	BLUE RIDGE DIESEL INJECTION, INC.	\$2,499.40	TACHEUCHI EXCAVATOR
807.38	GILBERT AUTO PARTS	\$167.76	TACHEUCHI EXCAVATOR
807.38	O'REILLY AUTOMOTIVE, INC.	\$135.74	TACHEUCHI EXCAVATOR
807.40	JAMES RIVER EQUIPMENT	\$2,886.27	JD 624K WHEEL LOADER
807.44	JAMES RIVER EQUIPMENT	\$3,375.49	JD DOZER 1050
807.45	MARK 4 SUZUKI SALES, INC.	\$271.68	KAWASAKI MULES
807.45	GILBERT AUTO PARTS	\$55.70	KAWASAKI MULES
807.48	JAMES RIVER EQUIPMENT	\$2,563.60	BOWMAG COMPACTOR
807.48	JAMES RIVER EQUIPMENT	\$111.40	BOWMAG COMPACTOR
807.49	CARTER MACHINERY COMPANY, INC.	\$259.36	CAT 745
807.51	CARTER MACHINERY COMPANY, INC.	\$1,395.84	D6 2019
807.51	CARTER MACHINERY COMPANY, INC.	\$282.21	D6 2019
809.37	GILBERT AUTO PARTS	\$158.39	DODGE RAM 1500
809.37	NEW RIVER GLASS	\$365.66	DODGE RAM 1500
810.20	CARTER MACHINERY COMPANY, INC.	\$6,400.00	HEAVY EQUIPMENT RENTAL
810.20	CARTER MACHINERY COMPANY, INC.	\$12,600.00	HEAVY EQUIPMENT RENTAL
813.02	NORTHWEST HARDWARE CO., INC.	\$76.54	FUELS & FLUIDS
813.02	GREAT LAKES PETROLEUM	\$6,906.17	FUELS & FLUIDS
813.02	HUTCHENS PETROLEUM	\$1,085.34	FUELS & FLUIDS
813.02	GREAT LAKES PETROLEUM	\$11,841.28	FUELS & FLUIDS
813.02	HUTCHENS PETROLEUM	\$627.20	FUELS & FLUIDS
813.02	GREAT LAKES PETROLEUM	\$6,588.52	FUELS & FLUIDS
813.02	CARTER MACHINERY COMPANY, INC.	\$332.68	FUELS & FLUIDS
813.02	MANSFIELD OIL COMPANY	\$93.36	FUELS & FLUIDS
813.02	GREAT LAKES PETROLEUM	\$544.80	FUELS & FLUIDS

NRRA CHECKLIST
FOR THE MONTH OF JUNE 2021
PAGE 4

<u>ACCOUNT</u>	<u>VENDOR</u>	<u>AMOUNT PAID</u>	<u>EXPLANATION</u>
920.05	SCOTT INDUSTRIES, LLC	\$855.50	HHW CONTRACT SERVICES
920.06	FRONTLINE LOGISTICS INC.	\$2,665.70	FUELS & FLUIDS
920.06	FRONTLINE LOGISTICS INC.	\$2,635.30	FUELS & FLUIDS
920.06	FRONTLINE LOGISTICS INC.	\$2,399.70	FUELS & FLUIDS
125	F&R ELECTRIC	\$5,950.00	AREA D
125	THOMPSON & LITTON, INC.	\$2,703.60	AREA D
125	THOMPSON & LITTON, INC.	\$2,250.00	AREA D
125	MAIN STREET BUILDERS, LLC	\$141,397.50	AREA D
125	MAIN STREET BUILDERS, LLC	\$125,379.97	AREA D
125	THOMPSON & LITTON, INC.	\$1,210.13	AREA D

NRRA PAYROLL ACCOUNT

NET PAYROLL	\$64,591.75
VA DEPARTMENT OF TAXATION	\$6,614.38
US TREASURY DEPARTMENT	\$45,238.86
ICMARC	\$3,771.20
MINNESOTA LIFE INSURANCE CO.	\$452.19
AFLAC	\$714.62
BUREAU OF CHILD SUPPORT ENFORCEMEN	\$649.00
VRS	\$12,930.28

TOTAL	\$645,722.69
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07/18/21

Accrual Basis

NEW RIVER RESOURCE AUTHORITY
Balance Sheet
As of June 30, 2021

DRAFT

Jun 30, 21

ASSETS**Current Assets****Checking/Savings**

100.01 CASH O & M NBB	409,429.63
100.02 CASH DEV & CLOSURE NBB	7,303,937.39
100.03 CASH INGLES NBB	992,452.44
100.04 CASH EQUIPMENT FUND	1,208,342.87
100.05 CASH ENVIRONMENTAL FUND	83,457.05
100.06 PETTY CASH - NBB	2,700.38
100.07 FLEXIBLE SPENDING ACCT	12,360.62
100.08 CASH VRS UNFUNDED LIAB	338,393.14
108.01 NBB FINANCIAL ASSURANCE	8,844,524.91
109.01 NBB - INGLES FUNDS	2,053,251.13
110.01 CASH - ENVIR FUND INVEST	1,028,761.83
111.01 INGLES ENVIR FUND INVES	1,028,761.84

Total Checking/Savings 23,306,373.23

Accounts Receivable**ACCOUNTS RECEIVABLE**

190.20 ACCOUNTS RECEIVABLE 661,621.43

Total ACCOUNTS RECEIVABLE 661,621.43

Total Accounts Receivable 661,621.43

Other Current Assets

192 DEF OUTFLO OF RESOU PR VS AC	108,004.24
192 DEF OUTFLOW RESO EXP VS AC	72,503.25
193 DEF OUTFLO OF RESOU - CY CO	9,793.54
ACCRUED REVENUE	-207,725.13

Total Other Current Assets -17,424.10

Total Current Assets 23,950,570.56

Fixed Assets

120 LAND	545,932.64
125 LANDFILL & FACILITIES	41,489,580.20
126 ACC DEP LANDFILL & FACILI	-21,149,852.82
130 EQUIPMENT	6,922,260.72
131 ACC DEP EQUIPMENT	-5,037,947.89
145 VEHICLES	341,049.47
146 ACC DEPR VEHICLES	-253,673.07
148 FLOYD MITIGATION	1,651,148.28
149 LAND IMPROVEMENTS-FLOYD MI	406,642.05

Total Fixed Assets 24,915,139.58

TOTAL ASSETS 48,865,710.14

LIABILITIES & EQUITY**Liabilities****Current Liabilities****Accounts Payable**

202 ACCOUNTS PAYABLE 50.00

Total Accounts Payable 50.00

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07/18/21

Accrual Basis

NEW RIVER RESOURCE AUTHORITY

Balance Sheet

As of June 30, 2021

DRAFT

	Jun 30, 21
Other Current Liabilities	
206 FEDERAL WITHHELD	-4,966.14
207 SOCIAL SECURITY PAYABLE	-5,804.34
208 STATE WITHHELD	-4,485.88
209 MEDICARE PAYABLE	-1,357.42
211 ACCRUED PAYROLL	45,471.93
212 457 PLAN	-258.30
213 AFLAC PAYABLE	4,389.71
215 ACCRUED ANNUAL LEAVE	130,079.22
216 PR TAX DUE ACCRUED LEAVE	10,195.72
218 CHILD SUPPORT	-653.05
219 ACCRUED FLEX SPENDING	837.75
240 CLOSURE COST LIABILITY	7,820,730.66
241 DEFER INFLOW OF RESOURCES	158,799.00
242 DEFERRED INFLOW OF RESOUR...	1,636.00
243 DEFER INFLOW OF RESOURCE ...	8,000.00
244 VRS - NET PENSION LIABILITY	332,274.00
245 VRS OPEN LIABILITY (HIC)	-4,306.00
246 VRS - OPER LIABILITY (GLI)	84,000.00
Payroll Liabilities	357.75
Total Other Current Liabilities	8,574,940.61
Total Current Liabilities	8,574,990.61
Total Liabilities	8,574,990.61
Equity	
318 RETAINED EARNINGS	33,998,009.37
319 UNRESTRICTED NET ASSET	3,749,062.19
Net Income	2,543,647.97
Total Equity	40,290,719.53
TOTAL LIABILITIES & EQUITY	48,865,710.14

NEW RIVER RESOURCE AUTHORITY
Profit Loss Budget Performance
JUNE 2021

DRAFT

	JUNE 2021	JULY TO JUNE 2021	Annual Budget	Budget Balance
Revenue:				
402 REVENUE - PULASKI COUNTY	85,391.38	1,150,625.26	1,429,500.00	278,874.74
403 REVENUE - RADFORD CITY	14,268.91	168,549.01	193,800.00	25,250.99
404 REVENUE - DUBLIN TOWN	2,210.42	28,693.20	35,500.00	6,806.80
405 REVENUE - GILES COUNTY	25,443.23	362,525.65	305,400.00	(57,125.65)
406 REVENUE MSW - MRSWA	0.00	1,302,880.86	1,597,000.00	294,119.14
410 INTEREST INCOME/DIVIDEND INCOME	24,845.07	280,458.53	450,000.00	189,541.47
414 REVENUE - NON-MEMBER	730,153.21	2,928,060.54	1,019,200.00	(1,908,860.54)
415 REVENUE - MISC. SALES	0.00	190,279.70	0.00	(190,279.70)
496 GAS TO ENERGY REVENUE	7,189.69	80,921.05	90,000.00	9,078.95
Total Operating Revenue	889,501.91	6,492,993.80	5,120,400.00	(1,372,593.80)
Expense:				
500.01 BOARD COMPENSATION	2,550.00	35,700.00	40,800.00	5,100.00
500.02 BOARD EXPENSES	357.74	6,974.98	6,000.00	(974.98)
500.03 TRAVEL & MEETINGS	0.00	0.00	1,000.00	1,000.00
501.05 SALARIES & WAGES F/T	28,899.42	398,929.75	432,000.00	33,070.25
501.15 SALARIES & WAGES O/T	0.00	784.38	3,000.00	2,215.62
502.05 SALARIES & WAGES F/T	63,649.59	814,208.49	870,000.00	55,791.51
502.15 SALARIES & WAGES O/T	4,076.17	54,871.31	39,000.00	(15,871.31)
511.00 BANK ADMIN FEES	72.14	3,225.63	2,000.00	(1,225.63)
512.00 TRUST FUND EXPENSE	1,819.93	23,683.79	0.00	(23,683.79)
520.01 FICA	5,873.88	117,697.54	108,000.00	(9,697.54)
520.02 VRS RETIREMENT	9,146.58	83,988.51	102,000.00	18,011.49
520.03 HOSPITAL/MEDICAL	33,299.09	363,814.38	470,000.00	106,185.62
520.04 LIFE INSURANCE	3.63	13,484.07	15,500.00	2,015.93
520.05 VEC UNEMPLOYMENT INS	0.00	527.42	500.00	(27.42)
520.06 WORKER COMPENSATION INS	0.00	25,461.00	35,000.00	9,539.00
520.07 MEDICAL EXPENSES	0.00	0.00	3,000.00	3,000.00
520.08 MISCELLANEOUS BENEFITS	1,673.48	20,972.92	25,000.00	4,027.08
520.10 UNIFORMS/SPECIAL CLOTH	1,688.41	9,316.75	18,000.00	6,883.25
520.11 DENTAL INSURANCE	2,797.59	17,449.78	19,000.00	1,550.22
601.01 LEGAL	3,928.50	40,180.73	15,000.00	(25,180.73)
603.01 ENGINEERING- GENERAL	33,899.03	194,855.59	220,000.00	25,144.41
603.02 ENGINEERING -SURVEYING	2,828.16	30,048.13	25,000.00	(5,048.13)
603.03 FINANCIAL ASSURANCE	0.00	25,000.00	25,000.00	0.00
604.01 ACCOUNTING	1,200.00	8,400.00	0.00	(8,400.00)
605.01 AUDITOR	0.00	15,000.00	9,300.00	(5,700.00)
608.11 GW TEST & REPORT NRSWA	0.00	25,200.00	35,000.00	9,800.00
608.14 SURFACE WATER TESTING	0.00	5,000.00	8,000.00	3,000.00
609.01 LANDFILL GAS MANAGEMENT PROGRAM	1,150.70	46,988.53	75,000.00	28,011.47
630.01 DEQ PERMIT FEE	0.00	20,016.50	25,000.00	4,983.50
660.10 GENERAL LIABILITY	0.00	4,192.00	9,000.00	4,808.00
660.30 HEAVY EQUIP INSURANCE	0.00	7,496.00	8,500.00	1,004.00
660.40 VEHICLE INSURANCE	0.00	8,959.00	9,000.00	41.00
660.60 EMPLOYEE BOND	0.00	249.00	500.00	251.00
660.70 PHYSICAL PROPERTY	0.00	5,387.00	12,000.00	6,613.00
702.10 OFFICE EQUIPMENT & SUPPLIES	6,371.18	29,429.03	28,000.00	(1,429.03)

NEW RIVER RESOURCE AUTHORITY
Profit Loss Budget Performance
JUNE 2021

DRAFT

	JUNE 2021	JULY TO JUNE 2021	Annual Budget	Budget Balance
703.10 POSTAGE	1,764.28	3,981.14	4,000.00	18.86
705.10 TRAINING & EDUCATION	3,133.44	5,108.44	6,500.00	1,391.56
706.10 MEETING & TRAVEL	104.16	1,048.96	8,000.00	6,951.04
708.10 DUES & ASSOC MEMBERSHPS	0.00	268.00	1,500.00	1,232.00
709.10 ADVERTISEMENTS	0.00	1,249.18	12,000.00	10,750.82
710.10 PROMOTIONS	0.00	1,927.44	20,000.00	18,072.56
751.80 ELECTRICITY	2,462.78	35,675.92	40,000.00	4,324.08
752.50 COMMUNICATION SERVICES & ALARM	3,060.08	23,474.35	25,000.00	1,525.65
753.81 WATER AND WASTE WATER SYSTEM	4,209.03	233,091.88	65,000.00	(168,091.88)
753.90 SCALE SERVICE	0.00	2,797.00	14,000.00	11,203.00
754.10 SUPPLIES & MAINTENANCE - GENERAL	10,248.83	49,581.12	65,000.00	15,418.88
770.10 GAS SERVICE	0.00	13,380.66	18,000.00	4,619.34
780.10 POST CLOSURE CARE	0.00	12,003.97	40,000.00	27,996.03
790.10 WEST FORK PROPERTY	0.00	603.95	5,000.00	4,396.05
801.01 GENERAL MAINTENANCE	1,250.00	11,391.75	35,000.00	23,608.25
802.01 BMP GENERAL	497.00	8,628.50	40,000.00	31,371.50
803.01 TOOLS & SUPPLIES GENERAL	0.00	11,967.90	12,000.00	32.10
805.10 GRAVEL-M.S.W. AREA	5,507.90	58,556.00	60,000.00	1,444.00
807.01 EQUIPMENT BUDGET	51,345.98	188,972.74	220,000.00	31,027.26
809.01 VEHICLE PARTS & MAINT	524.05	8,727.78	33,000.00	24,272.22
810.20 HEAVY EQUIPMENT RENTAL	19,000.00	21,692.70	10,000.00	(11,692.70)
813.02 FUELS AND FLUIDS	25,032.42	187,032.15	250,000.00	62,967.85
920.05 HHW CONTRACT SERVICES	855.50	30,687.26	50,000.00	19,312.74
920.06 TIRE PROGRAM	7,700.70	88,908.55	80,000.00	(8,908.55)
Total Operating Expenses	341,981.37	3,458,249.55	3,806,100.00	347,850.45
Net Operating Income	547,520.54	3,034,744.25	1,314,300.00	(1,720,444.25)
Non-Operating Expenses				
847. DEPRECIATION	88,706.73	887,356.19	1,066,201.00	178,844.81
848. APPRECIATION- TRUST FUND	26,192.50	138,423.85	0.00	(138,423.85)
Budget Reserve Transfer	(30,416.67)	(334,583.37)	(365,000.00)	(30,416.63)
Total Non Operating Expenses	84,482.56	601,196.67	701,201.00	10,004.33
Net Income	463,037.98	2,343,547.58	613,099.00	(1,730,448.58)



July 20, 2021

MEMORANDUM:

TO: NEW RIVER RESOURCE AUTHORITY BOARD MEMBERS

**FROM: JOSEPH R. LEVINE, P.E.
EXECUTIVE DIRECTOR**

A handwritten signature in black ink, appearing to read "JRL", is placed to the right of the "FROM" line.

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

This report includes the following:

- Waste Stream Report for June 2021
- Operations Summary

In summary of the Balance Sheet, revenues to date are 26.8% above projections and expenses are 9.1% below projections to date. The amount transferred to the Development/Closure and Equipment Fund for the month of June 2021, was \$367,614.62. The total year to date transferred to the Development/Closure Fund, Equipment Fund and Environmental Fund is \$2,445,822.20.

Operations Summary

June 2, T&L submitted Area D Phase 1 final inspection report.

June 2, Pepper's Ferry WTA personnel were on site conducting annual inspection.

June 9, Labella personnel were on site connecting the seven new landfill gas wells to the flare station.

June 17, I attended MRSWA Board Meeting.

June 22-24, Thad Ball and Jeremy Fuller attended Virginia landfill operators' class 1 and class 2 training. The training was conducted virtually by Labella personnel.

June 29, DEQ personnel were on site conducting an inspection.

June 29, James River Equipment and Bomag representatives were on site to discuss Bomag landfill compactor improvements to include the change in the engine from Mercedes to Cummins.

June 30, NRRA staff conducted routine maintenance and mowing at the Ingles Mountain facility.

July 6, Dave Rupe attended virtual kick off meeting for the 2020 greenhouse gas credit verification with SCS Engineers and SCS global.

July 8, Sandy Warner, CHA, was onsite for tour and to discuss updating health and safety plan.

July 8, Meade Tractor provided a quote for a JOHN DEERE GATOR TM XUV835M HVAC (Model Year 2022). The approved budget for FY 2021-2022 included a budget of \$25,000 for a 4WD facility vehicle. The quote was compliant with Sourcewell Grounds Maintenance 031121-DAC (PG NB CG 70) with a selling price of \$21,999.14. Quote expires August 7, 2021.

July 10, NRRA staff conducted routine maintenance and mowing at the Ingles Mountain facility.

July 12, Adam Murray, T&L, was on site to discuss Area D Construction project questions.

July 14, Dave Rupe attended SWANA webinar discussing waste to energy plant operations in Utah.

July 14, Darlene Burcham, Pulaski Town Manager, and Bill Pedigo, Pulaski Town Engineer were on site for a tour.

WASTE STREAM REPORT FOR
JUNE 2021

MEMBER JURISDICTION	MUNICIPAL SOLID WASTE	CONST. DEBRIS	CLEAN WOOD	SPECIAL WASTE W/ USER FEE	SPECIAL WASTE W/OUT FEE	TIRES	TOTALS	% OF TOTAL
TOWN OF DUBLIN	122.15	0.29	0.00	0.00	0.00	0.00	122.44	
DUBLIN INDUST./COMMERCIAL	51.69	39.54	3.54	0.00	0.00	1.33	96.10	
DUBLIN PRIVATE	2.43	4.07	0.00	0.00	0.00	0.00	6.50	
DUBLIN TOTAL	176.27	43.90	3.54	0.00	0.00	1.33	225.04	0.62
GILES COUNTY P. S. A.	1200.63	18.09	31.16	22.89	0.00	18.05	1290.82	
GILES CO. INDUST./COMMERCIAL	12.69	295.19	0.00	0.00	0.00	0.00	307.88	
GILES COUNTY PRIVATE	0.13	4.88	0.39	0.00	0.00	0.00	5.40	
GILES COUNTY TOTAL	1213.45	318.16	31.55	22.89	0.00	18.05	1604.10	4.44
MONTGOMERY RSWA	6318.96	21.34	0.00	384.93	0.00	0.00	6725.23	18.64
PULASKI COUNTY P. S. A.	2798.45	189.44	0.00	569.58	0.00	30.38	3587.85	
PULASKI CO. IND./COMMERCIAL	170.94	137.08	28.51	299.29	0.00	16.31	652.13	
PULASKI COUNTY PRIVATE	14.71	40.10	3.42	0.00	0.00	0.00	58.23	
PULASKI COUNTY TOTAL	2984.10	366.62	31.93	868.87	0.00	46.69	4298.21	11.91
CITY OF RADFORD	733.38	1.53	0.00	0.00	0.00	0.00	734.91	
RADFORD INDUST./COMMERCIAL	120.17	104.72	0.14	0.00	0.00	3.26	228.29	
RADFORD PRIVATE	0.94	1.71	0.00	0.00	0.00	0.00	2.65	
RADFORD UNIVERSITY	130.75	0.00	0.93	0.00	0.00	0.00	131.68	
RADFORD TOTAL	985.24	107.96	1.07	0.00	0.00	3.26	1097.53	3.04
NON MEMBERS								
FLOYD COUNTY	1208.47	52.72	0.00	0.00	0.00	0.00	1261.19	3.49
WYTHE/BLAND CO.	515.17	17.24	0.00	171.08	0.00	20.79	724.28	2.01
ROANOKE VR AUTH.	20152.78	0.00	0.00	0.00	0.00	0.00	20152.78	55.84
NRRA TOTALS	33554.44	927.94	68.09	1447.77	0.00	90.12	36088.36	100.00

WASTE STREAM REPORT FOR												
JANUARY - DECEMBER 2020												
MONTH	MSW	CONST. DEBRIS	PALLETS	BRUSH/ CLEAN WOOD	SP WASTE w/ USER FEE	SP WASTE w/o USER FEE	TIRES	TOTALS	TOTALS	YTD TONS		
January 2020	15320.26	1389.67	64.71	12.17	1566.43		563.92	17.77	18924.93	18924.93		
February 2020	10596.17	1642.06	61.45	18.43	1531.70		195.05	25.75	14070.61	32995.54		
March 2020	12547.24	1254.90	57.38	94.83	1644.15		0.00	13.56	15612.05	48607.60		
April 2020	13101.21	1327.47	74.92	58.48	1163.77		48.90	9.64	15784.39	64391.99		
May 2020	12519.13	1162.25	52.01	59.82	1119.83		0.00	36.99	14950.03	94586.96		
June 2020	12772.50	1005.08	37.52	54.40	1343.54		0.00	31.90	15244.94	15924.24		
July 2020	12419.27	1783.48	0.00	66.10	1605.65		0.00	49.74	15924.24	110511.20		
August 2020	12488.50	607.34	0.00	84.08	1405.59		0.00	54.36	14639.87	125151.07		
September 2020	12566.76	627.38	0.00	111.69	1292.36		0.00	37.62	14635.81	139786.88		
October 2020	12137.09	987.35	0.00	118.30	1268.20		0.00	46.33	14557.27	154344.15		
November 2020	25219.51	1111.96	0.00	85.94	1381.81		0.00	26.80	27826.02	182170.17		
December 2020	11986.51	635.89	0.00	105.88	1343.61		0.00	25.52	14097.41	196267.58		
NRRA TOTALS	163674.15	13534.83	347.99	870.12	16656.64		807.87	375.98	196267.58			
WASTE STREAM REPORT FOR												
JANUARY - DECEMBER 2021												
MONTH	MSW	CONST. DEBRIS	CLEAN WOOD	SP WASTE w/ USER FEE	SP WASTE w/o USER FEE	TIRES	TOTALS	YTD TONS				
January 2021	9864.99	1628.66	60.44	1324.13	0.00	29.33	12907.75	12907.75				
February 2021	9754.00	603.68	67.40	1249.83	0.00	21.86	11696.77	24604.52				
March 2021	13251.82	874.62	159.98	1816.73	0.00	89.70	16192.85	40797.37				
April 2021	30193.21	1235.89	80.12	2597.77	0.00	26.88	34133.87	74931.24				
May 2021	29943.28	1739.16	74.93	1509.49	0.00	31.49	33298.35	108229.59				
June 2021	33554.44	927.94	68.09	1447.77	0.00	90.12	36088.36	144317.95				
July 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
August 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
September 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
October 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
November 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
December 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
NRRA TOTALS	126561.74	7010.15	510.96	9945.72	0.00	289.38	144317.95					

JULY 2020

THROUGH

JUNE 2021

WASTE STREAM REPORT FOR

MEMBER JURISDICTION	MUNICIPAL SOLID WASTE	CONST. DEBRIS	CLEAN WOOD	SPECIAL WASTE W/ USER FEE	SPECIAL WASTE W/OUT FEE	TIRES	TOTALS	% OF TOTAL
TOWN OF DUBLIN	1271.72	1.28	0.00	5.89	0.00	0.00	1278.89	
DUBLIN INDUST./COMMERCIAL	827.59	638.27	37.89	0.00	0.00	18.99	1522.74	
DUBLIN PRIVATE	43.85	15.85	0.31	0.00	0.00	0.00	60.01	
DUBLIN TOTAL	2143.16	655.40	38.20	5.89	0.00	18.99	2861.64	1.16
GILES COUNTY P. S. A.	13322.17	332.78	397.22	312.30	0.00	268.79	14633.26	
GILES CO. INDUST./COMMERCIAL	270.12	1214.60	22.90	0.00	0.00	0.13	1507.75	
GILES COUNTY PRIVATE	16.76	28.88	0.39	0.00	0.00	0.00	46.03	
GILES COUNTY TOTAL	13609.05	1576.26	420.51	312.30	0.00	268.92	16187.04	6.58
MONTGOMERY RSWA	68974.06	1758.37	2.79	4929.20	0.00	29.72	75694.14	30.77
PULASKI COUNTY P. S. A.	31490.94	3119.05	0.00	7627.23	0.00	36.12	42273.34	
PULASKI CO. IND./COMMERCIAL	1811.87	3427.55	589.05	3452.23	0.00	85.23	9365.93	
PULASKI COUNTY PRIVATE	178.83	166.69	14.59	0.00	0.00	0.00	360.11	
PULASKI COUNTY TOTAL	33481.64	6713.29	603.64	11079.46	0.00	121.35	51999.38	21.14
CITY OF RADFORD	8175.21	9.07	1.15	0.00	0.00	5.96	8191.39	
RADFORD INDUST./COMMERCIAL	1104.11	1704.77	0.41	0.00	0.00	23.81	2833.10	
RADFORD PRIVATE	18.53	12.28	1.52	0.00	0.00	0.00	32.33	
RADFORD UNIVERSITY	1190.48	8.90	11.14	0.00	0.00	1.01	1211.53	
RADFORD TOTAL	10488.33	1735.02	14.22	0.00	0.00	30.78	12268.35	4.99
NON MEMBERS								
FLOYD COUNTY	12885.09	65.07	0.28	46.83	0.00	0.00	12997.27	5.28
WYTHE/BLAND CO.	2624.03	260.14	3.31	1869.26	0.00	59.99	4816.73	1.96
ROANOKE VR AUTH.	69174.02	0.00	0.00	0.00	0.00	0.00	69174.02	28.12
NRRA TOTALS	213379.38	12763.55	1082.95	18242.94	0.00	529.75	245998.57	100.00

AREA D PROJECT PAY REQUEST 12

Account Name	Pay Request Expenditures	Expenditures to Date	Budget	Balance
INFRASTRUCTURE	\$5,950.00	\$850,338.98	\$1,500,000.00	\$643,711.02
Engineering #1 @	\$4,953.60	\$185,402.48	\$215,880.00	\$25,523.92
LFG Contract #1	\$0.00	\$16,485.99	\$25,000.00	\$8,514.01
*CONSTRUCTION - MAIN ST.	\$266,777.47	\$2,240,821.88	\$2,507,599.35	\$0.00
Construction Contingency ^	-\$65,000.00	\$102,654.58	\$550,000.00	\$512,345.42
QA-QC #1 #/@	\$1,210.13	\$308,660.53	\$316,765.00	\$6,894.34
Stone (purchased by NRRRA)	\$0.00	\$1,032,522.86	\$2,000,000.00	\$967,477.14
Liner (purchased by NRRRA)	\$0.00	\$520,917.20	\$530,000.00	\$9,082.80
Misc. Legal, etc.	\$0.00	\$3,300.00	\$135,000.00	\$131,700.00
TOTAL	\$213,891.20	\$5,261,104.50	\$7,780,244.35	\$2,305,248.65

*TOTAL FOR PAY REQUEST 12 INCLUDES RETAINAGE OF \$125,379.97
 #MOU 19 ADDED \$28,890 TO BUDGET
 @\$21,600.43 (REQUESTS 4 & 5) MOVED
 FROM Engineering # 1 to QA-QC TO MATCH
 CONTRACTS
 AREA D PAY REQUEST 12
 06/23/2021

*CONSTRUCTION BUDGET CHANGED TO REFLECT
 CHANGE ORDERS 00, 01 AND 02
 ^\$65,000 CREDIT FROM PAY REQUEST 10
 WILL BE PAID ON REQUEST 13 - PHASE II

AREA D

PROJECT

PAY

REQUEST

13

Account Name	Pay Request Expenditures	Expenditures to Date	Budget	Balance
INFRASTRUCTURE	\$0.00	\$856,288.98	\$1,500,000.00	\$643,711.02
Engineering #1 @	\$0.00	\$208,943.00	\$215,380.00	\$6,937.00
LFG Contract #1	\$0.00	\$16,485.99	\$25,000.00	\$8,514.01
*^CONSTRUCTION - MAIN ST.	\$0.00	\$2,507,599.35	\$2,507,599.35	\$0.00
**CONSTRUCTION - Phase II	\$80,774.70	\$0.00	\$4,087,467.00	\$4,006,692.30
***Construction Contingency	\$0.00	\$37,654.58	\$494,986.00	\$457,331.42
****QA-QC #1	\$45,869.31	\$297,019.69	\$342,889.00	\$0.00
Stone (purchased by NRRRA)	\$0.00	\$1,032,522.86	\$2,000,000.00	\$967,477.14
Liner (purchased by NRRRA)	\$0.00	\$520,917.20	\$530,000.00	\$9,082.80
Misc. Legal, etc.	\$0.00	\$3,300.00	\$135,000.00	\$131,700.00
TOTAL	\$126,644.01	\$5,480,731.65	\$11,838,821.35	\$6,231,445.69

*CONSTRUCTION BUDGET CHANGED TO REFLECT CHANGE ORDERS 01 (+37654.50) AND 02 (-84,598.00).

^Change Order 02 includes deduction of \$58,474 which was applied as Change Order 02 to the Phase II budget and a deduction of \$26,124 which was applied to QA-QC Budget

**CONSTRUCTION BUDGET CHANGED TO REFLECT CHANGE ORDER 01 (+85,000) AND 02 (+58,474.00)

*** CONTINGENCY EXPENDITURES REDUCED BY \$65,000.00. CONTINGENCY BUDGET REDUCED \$55,014.00 REFLECT ADDITIONAL QA-QC.

**** QA-QC BUDGET UPDATED TO REFLECT 15073-19 (+28,890.00 FOR APPROVED WEATHER DAYS) AND 15073-20 (+26,124 FOR UNAPPROVED WEATHER DAYS THAT WAS DEDUCTED FROM MSB CONTRACT)

CONTRACTS

AREA D PAY REQUEST 13

07/28/2021

BOARD COMMITTEES

Human Resources Liaison – Vice Chair to serve in a new role with an amendment to Section 1.1 of the Personnel Policies, noting the following addition. “The Vice Chair of the Board of Directors will serve as an ex officio Human Resources Liaison and will meet at least annually with the Office Manager to review the Personnel Policies and other personnel related procedures to ensure compliance with related State and Federal Laws. Further, proposed changes to these policies will be vetted for Board consideration through the Human Resources Liaison.” The Vice Chair will serve in this capacity for the duration of the term as Vice-Chair.

Audit Committee – Two Members, with the Chair, ex officio – Two Committee members and the Chair will meet with auditors during the audit report preparation and before the presentation of the report to the full board. Further, the Committee will meet with auditors upon their request. The auditors will be provided with the names and contact information of the Committee upon their election to the Committee. The purpose of the Audit Committee is to represent and assist the Board in its general oversight of the Authority’s accounting processes, audits of the financial statements, and internal control and audit functions.

Budget Committee – Up to Three Members - Committee members will meet with the Executive Director during the budget preparation process and at least one time before the final draft budget is presented to the full Board at the regularly scheduled January meeting each year. The Committee will adopt and report on the proposed budget for consideration by the full Board. The purpose of the Budget Committee is to provide financial oversight for the Authority, including budgeting and expenditure tracking, financial planning, investment, rate setting and financial reporting.

COMMITTEE FORMATION

The **Audit Committee** and **Budget Committee** members must currently be on the NRRA Board and may not serve on both committees concurrently. Members may serve no more than two consecutive terms on either committee.

*The term for both committees is one year. Annual elections for committees will be at the July Board meeting.

*Members must be nominated and elected by a majority of the Board votes.

*Member Jurisdictions of the Authority may have only one representative on a committee.

In case of a vacancy on a committee during the year, consistent with the other provisions set forth herein, the Chair shall appoint a replacement to serve on the committee until the remaining term of the vacant position is filled by vote of the Authority Board.