

AT A MEETING OF THE NEW RIVER RESOURCE AUTHORITY
HELD ON WEDNESDAY, JULY 26, 2023, AT NOON,
NRRRA ADMINISTRATION BUILDING,
DUBLIN, VIRGINIA:

- PRESENT: Mr. Paul Baker, Chairman
Mr. Steve Fijalkowski, Vice-Chairman
Mr. Robert Asbury, Secretary
Mr. Barry Helms, Member
Mr. Tye Kirkner, Member
Mr. Tom Starnes, Member
- ABSENT: Mr. Dirk Compton, Member
Mr. Jonathan Sweet, Member
- STAFF: Mr. Joseph Levine, NRRRA Executive Director
Ms. Marjorie Atkins, NRRRA Recording Secretary
Mr. Howard Estes, NRRRA Legal Counsel
Mr. Justin Atkins, NRRRA Equipment Operator
Mr. Brandon Atkins, NRRRA Compliance Assistant
Mr. Thad Ball, NRRRA Compliance Assistant
- GUESTS: Mr. Andrew Monk, Thompson & Litton, Inc.
Ms. Edith Hampton, Town of Dublin

Chairman Baker called the meeting to order.

The motion to approve the July 26, 2023, agenda was made by Mr. Starnes. The motion was seconded by Mr. Fijalkowski and approved by a recorded roll call vote of the Authority as follows:

Mr. Asbury	<u>yes</u>	Mr. Kirkner	<u>yes</u>
Mr. Fijalkowski	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Helms	<u>yes</u>	Mr. Baker	<u>yes</u>

The motion to approve the minutes of the May 24, 2023, Board Meeting, as presented, was made by Mr. Helms. The motion was seconded by Mr. Fijalkowski and approved by a recorded roll call vote of the Authority as follows:

Mr. Asbury	<u>yes</u>	Mr. Kirkner	<u>yes</u>
Mr. Fijalkowski	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Helms	<u>yes</u>	Mr. Baker	<u>yes</u>

Saturday Tonnage Analysis was discussed under Old Business on the agenda. Mr. Levine noted that the analysis had been updated for consideration. Mr. Levine recommended the Authority be closed on Saturdays but with the approval of the Board and/or Executive Director designated Saturday hours could be set as needed. Mr. Fijalkowski stated that it seemed to be a reasonable solution. Mr. Starnes noted the waste shortage (down sixteen percent) as reported in the monthly waste stream reports would mean revenue short falls and closing on Saturdays might help.

The motion to approve the Executive Director's recommendation regarding not scheduling regular Saturday hours was made by Mr. Starnes. The motion was seconded by Mr. Helms and approved by a recorded roll call vote of the Authority as follows:

Mr. Asbury	<u>yes</u>	Mr. Kirkner	<u>yes</u>
Mr. Fijalkowski	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Helms	<u>yes</u>	Mr. Baker	<u>yes</u>

Mr. Levine noted that staff would begin advertising the change immediately and would continue to have Saturday hours through the month of September. Notice will be provided to the member jurisdictions and customers.

New Business and Administrative Items included Items of Consent.

The Check Lists for the months of May and June 2023 were included in the agenda.

The motion to approve the Check Lists for the months of May and June 2023 was made by Mr. Asbury. The motion was seconded by Mr. Fijalkowski and approved by a recorded roll call vote of the Authority as follows:

Mr. Asbury	<u>yes</u>	Mr. Kirkner	<u>yes</u>
Mr. Fijalkowski	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Helms	<u>yes</u>	Mr. Baker	<u>yes</u>

The draft Financial Statements for the months ending May 31 and June 30, 2023, were presented.

The motion to approve the draft Financial Statements for May and June, as presented, was made by Mr. Helms. The motion was seconded by Mr. Starnes and approved by a recorded roll call vote of the Authority as follows:

Mr. Asbury	<u>yes</u>	Mr. Kirkner	<u>yes</u>
Mr. Fijalkowski	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Helms	<u>yes</u>	Mr. Baker	<u>yes</u>

Pay Request 33 for the construction of Area D was included in the agenda.

The motion to approve Area D Pay Request 33 in the amount of \$57,031.01 was made by Mr. Starnes. The motion was seconded by Mr. Fijalkowski and approved by a recorded roll call vote of the Authority as follows:

Mr. Asbury	<u>yes</u>	Mr. Kirkner	<u>yes</u>
Mr. Fijalkowski	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Helms	<u>yes</u>	Mr. Baker	<u>yes</u>

Fiscal Year 23/24 Committee Elections. The Chairman recommended Mr. Starnes and Mr. Helms be elected to serve as the Audit Committee.

The motion for Mr. Starnes and Mr. Helms to serve as the Audit Committee was made by Mr. Fijalkowski. The motion was seconded by Mr. Asbury and approved by a recorded roll call vote of the Authority as follows:

Mr. Asbury	<u>yes</u>	Mr. Kirkner	<u>yes</u>
Mr. Fijalkowski	<u>yes</u>	Mr. Starnes	<u>abstain</u>
Mr. Helms	<u>abstain</u>	Mr. Baker	<u>yes</u>

The Chairman recommended Mr. Compton, Mr. Fijalkowski and Mr. Asbury be elected to serve as the Budget Committee.

The motion for Mr. Compton, Mr. Fijalkowski and Mr. Asbury to serve as the Budget Committee was made by Mr. Starnes. The motion was seconded by Mr. Kirkner and approved by a recorded roll call vote of the Authority as follows:

Mr. Asbury	<u>yes</u>	Mr. Kirkner	<u>yes</u>
Mr. Fijalkowski	<u>abstain</u>	Mr. Starnes	<u>yes</u>
Mr. Helms	<u>yes</u>	Mr. Baker	<u>yes</u>

The FY 2023/24 Budget included the NRRRA Organizational Chart as an attachment. Mr. Levine presented a revised Organizational Chart to be effective immediately. Mr. Levine noted no new hires or budgetary changes were necessary with the revision. The proposed chart eliminated the Office Manager position, Assistant Operations Foreman, and Mechanic Foreman positions. Mr. Starnes asked which employees would be filling the top positions. Mr. Levine answered Marjorie Atkins, Deputy Director; David Rupe, Administrative Manager; and, Ike Snider, Operations Foreman.

The motion to accept the amended NRRRA Organizational Chart was made by Mr. Asbury. The motion was seconded by Mr. Fijalkowski and approved by a recorded roll call vote of the Authority as follows:

Mr. Asbury	<u>yes</u>	Mr. Kirkner	<u>yes</u>
Mr. Fijalkowski	<u>yes</u>	Mr. Starnes	<u>yes</u>
Mr. Helms	<u>yes</u>	Mr. Baker	<u>yes</u>

Mr. Levine presented the Executive Director's report. Revenues were 41.6% above projections and expenses were 6.8% below projections. 17,669.83 tons of waste was managed in May; 16,596.87 tons in June. July 2022 through June 2023, NRRRA received 209,364.61 tons of waste. Mr. Levine reported that the Authority's auditor had recommended that NRRRA replace the monthly "Check List" report with a Quick Books generated report "Transaction by Vendor" which list checks issued during the month by vendor not by Authority account codes. The August Agenda will include the new report. Sarita Moore with Pepper's Ferry Wastewater Treatment Authority conducted the annual technical inspection on May 31. No deficiencies were reported. Area D opened (sixteen acres with five acres currently being filled). The Authority had seen a large amount of rain and the clean water had to be treated as dirty water, creating some operational issues. NRRRA received assistance with the coordination of the issues from Thompson & Litton, Ayers and Sons and F & R Electric. June 8 was a pre-audit workday for Robinson Farmer Cox and NRRRA staff. The auditors plan to be on site August 24 and 25. On June 13 a full staff meeting for benefit renewal was held. On June 27, the new CAT 836 compactor arrived on site. Mr. Levine noted that the current budget includes the rebuilding of the 336 excavator. Quotes have been received for the rebuild and prices were comparable to buying a new machine. Mr. Levine stated he would provide more details and recommendations at a future meeting. HHW Day will be August 12 at NRSWMF.

Mr. Levine presented the Engineering Section of the Agenda.

Mowing had been completed at Ingles Mountain. The yearly clean out of leachate system was scheduled for August.

Mr. Monk reported that Area D had opened and was receiving waste. Five acres of the Area was open to the elements. Rain fall had increased the amount of leachate. While the water was mostly clean, it mixed with trash and had to be treated. Approximately one-third of the cushion layer had been placed but until the layer covers the area, the increased leachate would continue to be a problem.

The Area D litter fence was under construction. The time frame for construction was ninety days. Mr. Monk reported that the contractor had made progress and would most likely complete the project by the middle of August.

The Chairman invited Public Comments.

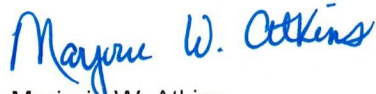
No comments were presented.

The meeting adjourned by consensus.

The meeting adjourned at 12:20 pm.

The next scheduled meeting of the Authority is Wednesday, August 23, 2023, 12:00, (NOON), at 7100 Cloyd's Mountain Road.

Respectfully Submitted,



Marjorie W. Atkins
Recording Secretary

Approved at 08/23/2023 Board Meeting.



Paul W. Baker, Chairman



Robert P. Asbury, Secretary



NRRA
PUBLIC COMMENT
REGISTRATION
JULY 26, 2023

Please register below if you wish to speak during the “Public Comment” portion of the Agenda. Speakers are limited to five minutes.

NAME: _____ **ADDRESS:** _____ **PHONE OR EMAIL:** _____

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