



**AGENDA
NRRA BOARD MEETING
WEDNESDAY, MAY 25, 2022
12:00 MEETING
NEW RIVER RESOURCE AUTHORITY
DUBLIN, VIRGINIA:**

I. ROLL CALL AND DETERMINATION OF QUORUM

II. APPROVAL OF MAY 25, 2022, AGENDA

III. APPROVAL OF

- A. Minutes of April 27, 2022, Meeting

IV. ITEMS OF CONSENT:

- A. NRRA Check List – April 2022
- B. Financial Statements – April 2022

V. ADMINISTRATION:

- A. Executive Director Report
- B. Area D Pay Request 23
- C. NRRA Bylaws
- D. Engineering Master Services Agreements
- E. Personnel Policies
- F. June Meeting

VI. ENGINEERING

- A. Ingles Mountain
- B. New River Solid Waste Management Facility
- C. West Fork Mitigation Project

VII. PUBLIC COMMENTS

VIII. ADJOURN

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 WEDNESDAY, APRIL 27, 2022, AT NOON,
NRRA ADMINISTRATION BUILDING,
DUBLIN, VIRGINIA:

PRESENT: Mr. Barry Helms, Chairman
Mr. Paul Baker, Vice-Chair
Mr. Robert Asbury, Member
Mr. Dirk Compton, Member
Mr. Steve Fijalkowski, Member
Mr. Tom Starnes, Member
Mr. Jonathan Sweet, Member

ABSENT: Mr. Tye Kirkner, Member

STAFF: Mr. Joseph Levine, NRRA Executive Director
Ms. Marjorie Atkins, NRRA Recording Secretary
Mr. David Rupe, NRRA Purchasing & Compliance
Mr. Howard Estes, NRRA Legal Counsel
Ms. Sherry Johnson, NRRA

GUESTS: Mr. Andrew Monk, Thompson & Litton
Ms. Jenny Johnson, LaBella
Mr. Matt Driscoll, LaBella
Ms. Sharon Scott, MRSWA Alternate

Chairman Helms called the meeting to order.

The motion to approve the April 27, 2022, Agenda was made by Mr. Starnes. The motion was seconded by Mr. Compton and approved by a recorded roll call vote of the Authority as follows:

| | | | |
|-----------------|------------|-------------|------------|
| Mr. Asbury | <u>yes</u> | Mr. Starnes | <u>yes</u> |
| Mr. Baker | <u>yes</u> | Mr. Sweet | <u>yes</u> |
| Mr. Compton | <u>yes</u> | Mr. Helms | <u>yes</u> |
| Mr. Fijalkowski | <u>yes</u> | | |

The motion to approve the minutes of the March 23, 2022, Board Meeting was made by Mr. Baker. 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. Starnes | <u>yes</u> |
| Mr. Baker | <u>yes</u> | Mr. Sweet | <u>yes</u> |
| Mr. Compton | <u>yes</u> | Mr. Helms | <u>yes</u> |
| Mr. Fijalkowski | <u>yes</u> | | |

The Check List for the month of March 2022 was presented.

The motion to approve the Check List for March was made by Mr. Baker. The motion was seconded by Mr. Compton and approved by a recorded roll call vote of the Authority as follows:

| | | | |
|-----------------|------------|-------------|------------|
| Mr. Asbury | <u>yes</u> | Mr. Starnes | <u>yes</u> |
| Mr. Baker | <u>yes</u> | Mr. Sweet | <u>no</u> |
| Mr. Compton | <u>yes</u> | Mr. Helms | <u>yes</u> |
| Mr. Fijalkowski | <u>yes</u> | | |

The Financial Statement for March 2022 was presented.

The motion to approve the Financial Statements as of March 31, 2022, as presented was made by Mr. Sweet. The motion was seconded by Mr. Baker and approved by a recorded roll call vote of the Authority as follows:

| | | | |
|-----------------|------------|-------------|------------|
| Mr. Asbury | <u>yes</u> | Mr. Starnes | <u>yes</u> |
| Mr. Baker | <u>yes</u> | Mr. Sweet | <u>yes</u> |
| Mr. Compton | <u>yes</u> | Mr. Helms | <u>yes</u> |
| Mr. Fijalkowski | <u>yes</u> | | |

Mr. Levine introduced Ms. Scott, an alternate from Montgomery Regional Solid Waste Authority. Ms. Scott visited and toured the facility on March 31.

Mr. Levine presented the Executive Director's Report. Revenue was 40.7% above projections; expenses were 8% below projections. 20,310.8 tons of waste was managed in March. Mr. Levine attended the Environmental Virginia Symposium in Lexington on March 29 and 30. On March 29, the Virginia Environmental Excellence Program (VEEP) annual report was submitted to DEQ. Staff attended webinars and in person trainings during April. The annual Recycling Report is due to DEQ by April 30.

Pay Request 22 for the Area D Phase II was included in the agenda package.

The motion to approve the Area D Phase II Project Pay Request 22 in the amount of \$158,474.22 was made by Mr. Baker. 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. Starnes | <u>yes</u> |
| Mr. Baker | <u>yes</u> | Mr. Sweet | <u>yes</u> |
| Mr. Compton | <u>yes</u> | Mr. Helms | <u>yes</u> |
| Mr. Fijalkowski | <u>yes</u> | | |

Draft Bylaws of the New River Resource Authority were presented for discussion. Mr. Levine noted that the revised Bylaws better defined officer roles, order of business and committee roles to match how the Authority does business. Mr. Estes noted that the current Bylaws were adopted in 1998 with some revision in 2016. Following discussion of Quorum and Alternates, suggested changes will be made and given to the Board for further consideration and discussion at the May 2022 meeting.

Mr. Estes presented a Resolution amending the Authority's small purchase policy. Mr. Estes noted that the Authority's current policy caps purchases at \$100,000 and Virginia Code had increased the purchasing limits to \$200,000.

The motion to adopt the following resolution for small purchases was made by Mr. Sweet. The motion was seconded by Mr. Baker and approved by a recorded roll call vote of the Authority as follows:

| | | | |
|-----------------|------------|-------------|------------|
| Mr. Asbury | <u>yes</u> | Mr. Starnes | <u>yes</u> |
| Mr. Baker | <u>yes</u> | Mr. Sweet | <u>yes</u> |
| Mr. Compton | <u>yes</u> | Mr. Helms | <u>yes</u> |
| Mr. Fijalkowski | <u>yes</u> | | |

RESOLUTION

WHEREAS, pursuant to Va. Code § 2.2-4303(G), provisions of what commonly is referred to as the Virginia Public Procurement Act, a public body may establish purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate of the sum of all phases is not expected to exceed \$200,000.00 and for professional services if the aggregate or the sum of all phases is not expected to exceed \$80,000.00; and

WHEREAS, such small purchase procedures shall provide for competition wherever practicable; and

WHEREAS, due to the de minimus nature of single or term small purchase contracts, the limited providers available and the costs of competitive procurement, the Board deems it to be in the best interests of the New River Resource Authority (the "Authority") to establish small purchase procedures.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Authority as follows:

1. That pursuant to the above-referenced statutory authority, the Authority and/or, following approval by the Board of Directors, its purchasing agent, designee or its Executive Director, may enter into single or term contracts for other than professional services if the aggregate or the sum of all phases is not expected to exceed \$200,000.00 as follows:

- a. for contracts not expected to exceed \$20,000.00, with whatever single provider or contractor the Authority desires and upon terms and conditions satisfactory to the Authority without competitive process.
- b. for contracts in an amount expected to exceed \$20,000.00 but not expected to exceed \$100,000.00 with a provider or contractor selected by the Authority after soliciting at least three (3) verbal and/or written confirmed bids for the service.

- c. *for contracts in an amount expected to exceed \$100,000.00 but not expected to exceed \$200,000.00 with a provider or contractor selected by the Authority after soliciting at least four (4) written informal specifications and confirmed bids for the service, when practicable.*

2. *That pursuant to the above-referenced statutory authority, the Authority and/or, following approval by the Board of Directors, its purchasing agent, designee or its Executive Director, may enter into single or term contracts for professional services if the aggregate or the sum of all phases is not expected to exceed \$80,000.00 as follows:*

- a. *for contracts not expected to exceed \$20,000.00, with whatever single provider or contractor the Authority desires and upon terms and conditions satisfactory to the Authority without competitive process.*
- b. *for contracts in an amount expected to exceed \$20,000.00 but not expected to exceed \$80,000.00, with a provider or contractor selected by the Authority after soliciting at least three (3) verbal and/or written confirmed bids for the service.*

Adopted this _____ day of _____, 2022.

(SEAL)

NEW RIVER RESOURCE AUTHORITY

*By: _____
Barry Helms, Chairman*

Attest:

Assistant Secretary

The New River Resource Authority Litter Prevention Assistance Program for FY 2022/2023 was included in Agenda package. Mr. Levine noted that the draft program was reviewed by the Budget Committee and verbal consensus was received. Applications for the assistance would be sent to the member jurisdiction, approved then sent by the member to NRRA. NRRA would then issue a check to the member and the approving member would disburse the funds. Following more discussion, it was agreed that "subject to funding each fiscal year" would be added to the second paragraph of page two.

The motion to adopt the New River Resource Authority Litter Prevention Assistance Program for FY 2022/2023 was made by Mr. Sweet. The motion was seconded by Mr. Baker and approved by a recorded roll call vote of the Authority as follows:

| | | | |
|-----------------|------------|-------------|------------|
| Mr. Asbury | <u>yes</u> | Mr. Starnes | <u>yes</u> |
| Mr. Baker | <u>yes</u> | Mr. Sweet | <u>yes</u> |
| Mr. Compton | <u>yes</u> | Mr. Helms | <u>yes</u> |
| Mr. Fijalkowski | <u>yes</u> | | |

A copy of the program is attached to these minutes.

Mr. Levine presented the Engineering Section of the Agenda.

Ingles Mountain – Mr. Driscoll from LaBella reported that his firm had been assisting NRRRA with Ingles Mountain gas system support activities (maintenance, repair, evaluation of the system). The system operates with a small flare station and blower. The amount of gas reduces as landfills age and the challenge is keeping the system running. Mr. Driscoll noted that NRRRA needed to avoid venting or over pulling gas from Ingles Mountain and to keep odors and gas from migrating. Upgrades have been planned and include updated flow control panel; system can be pre-programmed to maximize run times to allow for consistent operation of the system. To minimize in person visits to the Ingles Mountain facility, the system will have remote access. Upgrades are anticipated to be made in June. Mr. Asbury asked if the plans needed to be approved by DEQ. Mr. Driscoll stated no, the upgrades are a proactive, voluntary plan.

Ms. Jenny Johnson reported that LaBella takes care of groundwater monitoring at Ingles and that everything was good.

NRSWMF - Mr. Monk reported that Area D construction had been completed that the contractor was working on the final punch list.

Mr. Levine noted that a timber company was on site. Additional timbering offer from the company had been requested for \$100,000. Mr. Levine stated that this was for informational purposes only and that due diligence for price comparisons would be conducted.

Ms. Jenny Johnson provided an update of groundwater, Amendment 9 and PFAS.

NRRRA is responsible for groundwater monitoring for three facilities: Ingles Mountain Debris Landfill, Ingles Mountain Sanitary Landfill and NRSWMF. Additional sampling at NRSWMF will be required with the opening of Area D.

Amendment Nine is open for public comments until May 16. This deals with emerging contaminants called PFAS (Polyfluoroalkyl Substances) which are chemicals with strong bonds such as Teflon, scotch guard, and fire fighting foam. It is found in clothing and human blood and human waste. The EPA is poised to declare these hazardous substances, then hazardous waste and then proposes to set a national drinking water standard. These criteria would be added to groundwater testing criteria. If detected in NRRRA's groundwater then the Authority would have to enter a new, more expensive level of testing. NRRRA may have to replace groundwater well parts that may contain PFAS (currently ten wells). This would also impact industrial discharge permits. Future impacts include wastewater treatment facilities also, they will look for the source. Ms. Johnson noted that PFAS are probably in landfill gas also. Ms. Johnson added that the Authority needed as much money in reserves as possible because the "rainy days" are here. Mr. Asbury asked if this was a critical matter now. Mr. Levine answered absolutely, not just in Virginia but nationally too. The national standard for drinking water is expected next spring.

West Fork – No report.

The Chairman invited Public Comments.

No comments were presented.

The motion to adjourn the meeting was made by Mr. Baker, seconded by Mr. Asbury and the meeting adjourned by consensus.

The meeting adjourned at 1:10 pm.

The next scheduled meeting of the Authority is scheduled for Wednesday, May 25, 2022, 12:00, NOON at 7100 Cloyd's Mountain Road.

Respectfully Submitted,

Marjorie W. Atkins
NRRA Recording Secretary

Approved at _____ Board Meeting.

Barry Helms, Chair



NEW RIVER
RESOURCE AUTHORITY
LITTER PREVENTION ASSISTANCE PROGRAM
FY 2022/2023

The NRRA owns and operates the Regional Solid Waste Management Facility on Cloyd's Mountain, the two closed landfills on Ingles Mountain, and the Mitigation Property located in Floyd County. The Regional Solid Waste Management Facility serves Pulaski County, Giles County, Town of Dublin, City of Radford, Montgomery Regional Solid Waste Management Authority, Floyd County, Wythe County, Bland County and all incorporated towns within these jurisdictions.

The New River Resource Authority (NRRA) Board of Directors have established a Litter Prevention Assistance Program for the Member Jurisdictions of the NRRA and is subject to funding each fiscal year. The Program Funds for FY 2022/2023 will be up to \$5,000 per Member. Applications will be accepted from June 1, 2022, until April 15, 2023.

Funds must be expended in compliance with state and federal laws. The aim of the Program is to help tax-exempt, non-profit organizations and local governments support litter prevention and clean up. Eligible applications must be submitted by qualified non-profit, tax-exempt organizations, and local governments. The project or use of the funds must be within the NRRA member jurisdiction area and consistent with the Virginia Litter Prevention and Recycling grants.

Program details:

| | |
|--------------------------------|-----------------------------|
| POSTED DATE: | MAY 2, 2022 |
| LAST UPDATED DATE: | APRIL 27, 2022 |
| FUNDING PERIOD: | JULY 1, 2022- JUNE 30, 2023 |
| CLOSING DATE FOR APPLICATIONS: | APRIL 15, 2023 |
| TOTAL FUNDING: | \$25,000 |

Attached are the Guidelines for the Virginia Litter Prevention and Recycling Grants (DEQ-LPR-2) and the application for the NRRA Litter Prevention Assistance Program.

Submit applications to the applicable Member Jurisdiction at the following address:

Town of Dublin **540-674-4798**
P.O. Box 1066
101 Dublin Park Road
Dublin, Virginia 24084

Giles County **540-921-2525**
315 North Main Street
Pearisburg, Virginia 24134

Montgomery Regional Solid Waste Authority **540-381-2820**
Post Office Box 2130
555 Authority Drive
Christiansburg, Virginia 24068-2130

Pulaski County **540-980-7705**
143 Third Street, N.W.
Suite 1
Pulaski, Virginia 24301

City of Radford **540-731-3603**
10 Robertson Street
Radford, Virginia 24141

NRRA will send a check for the approved member grant application to the approving member jurisdiction for distribution to the grant recipient.

NEW RIVER RESOURCE AUTHORITY
LITTER PREVENTION ASSISTANCE PROGRAM APPLICATION

PROJECT INFORMATION

Name of Applicant:

Applicant Contact information: Must include a phone number and email address:

Applicant Address: To include street, city, state, and zip code

Project Name/Title and Address and Dates of Project Activity

Project Description:



GY 2022 APPLICATION AND CONTRACT FOR THE
VIRGINIA NON-COMPETITIVE
LITTER PREVENTION AND RECYCLING GRANT

Grant Period: July 1, 2021 through June 30, 2022

Deadline for application: June 30, 2021

Single Locality or Co-Op: ☐ Single ☐ Co-Op

Primary Agency: _____

Localities Represented: _____

The Locality Agency is applying for GY 2022 grant funding and agrees to use these grant funds to perform the litter prevention and recycling activities listed below. In order for an agency to qualify, a minimum of two items must be selected:

- | | |
|--|--|
| <input type="checkbox"/> Planning & Organization | <input type="checkbox"/> Adopt-A Programs (if more than one, please list): |
| <input type="checkbox"/> Recycling | _____ |
| <input type="checkbox"/> Youth Education | _____ |
| <input type="checkbox"/> Cleanups | <input type="checkbox"/> Other Activities (List): |
| <input type="checkbox"/> Law Enforcement | _____ |
| <input type="checkbox"/> Public Communication | _____ |

The Authorized Official certifies that the information provided in this application is correct and agrees to the terms and conditions contained herein and in the DEQ Guidelines for this grant program. For co-op applications, the Authorized Official certifies that a written agreement between the Coordinating Agency and each participating locality is on file.

Name of Organization: _____

Authorized Official:

Name of Authorized Official: _____ Title: _____

Authorized Signature: _____ Date: _____

Address: _____

Primary Phone: _____

Email: _____

Program Manager:

Name: _____ Title: _____

Address: _____

Primary Phone: _____

Email: _____

Finance:

FIPS: _____

FIN: _____

Name of Organization: _____

Remit To Address: _____

Do you expect to have any unspent grant funds remaining at the end of GY 2022? ☐ Yes ☐ No

Note: As long grant funds are committed by June 30, they can be reported as committed funds (outstanding invoices) on your accounting report as having been spent. Any unspent funds at the end of the previous grant year will be deducted from the new grant amount that is to be awarded in the current grant year.

DEPARTMENT OF ENVIRONMENTAL QUALITY USE ONLY

Signature of DEQ Official: _____

Date: _____

| DEQ USE ONLY | AGENCY NUMBER | FUND NUMBER | PROGRAM NUMBER | COST CODE | PROJECT CODE | GY | GRANT AMOUNT |
|--------------------|------------------|----------------|-------------------|--------------|---------------------------------|------|-----------------|
| | 44000 | 0825 | 515009 | 502 | 9002-0000 | 2022 | |
| | INVOICE NUMBER | | | | DESCRIPTION | | |
| | GRANTS | | | | LITTER PREVENTION AND RECYCLING | | |

Mail to: Virginia DEQ, Litter and Recycling Grants Program, P.O. Box 1105, Richmond, VA 23218

INSTRUCTIONS

LITTER PREVENTION & RECYCLING NON-COMPETITIVE LITTER GRANT – APPLICATION

APPLICANT LOCALITY STATUS:

1. If applying as a single locality, fill in ONLY your local government name on the “The Primary Agency” line.
2. If applying as a co-op, fill in your agency as “The Primary Agency” and the localities that are represented in addition to your own on the “Localities Represented” line.

LOCALITY’S ACTIVITIES:

The Litter Grant funds are to be used in order to perform the litter and recycling activities listed. In order for a locality or agency to qualify, a minimum of two items must be selected. Check all programs that apply to your locality and if any, list all Adopt-A programs and other activities.

LOCALITY DETAILS AND CONTACT INFORMATION:

1. Enter the name of the organization (Locality or Agency) that is applying for the litter grant.
2. The authorized signatory is the County Administrator, City Manager, Town Manager or Coordinating Agency’s Executive Director. For Coordinating Agencies that are non-governmental, the application shall be signed by the Coordinating Agency’s Executive Director, along with each locality manager’s signature on the Application form itself. Please refer to the DEQ Guidelines for acceptable documentation.
3. Enter the address, phone number, primary and secondary email addresses for the program contact.
4. Enter the locality or agency’s Federal Identification Number (FIN).
5. Enter the locality or agency’s Federal Information Processing Standards (FIPS) number.

GRANT FUNDS REMAINING:

Indicate if the Locality or Agency expects to have any unspent grant funds remaining at the end of the current grant year. Please note that as long as the grant funds are committed by June 30, they can be reported as committed funds (outstanding invoices) on the accounting report as having been spent.

DEQ CONTACT INFORMATION:

Mail the signed completed application to the address below:

USPS:

Department of Environmental Quality
Litter & Recycling Grants Program
P.O. Box 1105
Richmond, VA 23218

UPS/FEDEX:

Department of Environmental Quality
Litter & Recycling Grants Program
1111 East Main Street, Suite 1400
Richmond, VA 23219

For assistance, please contact va-landm@deq.virginia.gov.

**NRRA CHECKLIST
FOR THE MONTH OF APRIL 2022**

| <u>ACCOUNT</u> | <u>VENDOR</u> | <u>AMOUNT PAID</u> | <u>EXPLANATION</u> |
|----------------|---------------------------------------|--------------------|----------------------------------|
| 500.02 | CAPITAL ONE (WAL MART) | \$27.88 | BOARD EXPENSE |
| 500.02 | NATIONAL BANK | \$160.44 | BOARD EXPENSE |
| 520.03 | ANTHEM BLUE CROSS & BLUE SHIELD | \$36,706.64 | HOSPITALIZATION/MEDICAL |
| 520.08 | NORTONLIFE LOCK, INC. | \$117.33 | MISCELLANEOUS BENEFITS |
| 520.08 | FLEXIBLE BENEFIT ADMINISTRATORS, INC. | \$45.50 | MISCELLANEOUS BENEFITS |
| 520.08 | CAPITAL ONE - WALMART | \$43.07 | MISCELLANEOUS BENEFITS |
| 520.08 | SHERRY JOHNSON | \$34.80 | MISC. BENEFITS/WEELLNESS - APRIL |
| 520.10 | CINTAS | \$1,117.93 | UNIFORMS |
| 520.11 | DELTA DENTAL | \$1,937.84 | DENTAL INSURANCE |
| 601.01 | ESTES LAW & CONSULTING | \$2,898.00 | LEGAL - GENERAL MATTERS |
| 603.01 | SCS ENGINEERS | \$350.00 | ENGINEERING - GENERAL |
| 603.01 | LABELLA ASSOCIATES | \$275.00 | ENGINEERING - GENERAL |
| 603.01 | THOMPSON & LITTON, INC | \$6,656.50 | ENGINEERING - GENERAL |
| 603.01 | THOMPSON & LITTON, INC | \$3,050.68 | ENGINEERING - GENERAL |
| 603.01 | THOMPSON & LITTON, INC | \$3,455.50 | ENGINEERING - GENERAL |
| 603.01 | THOMPSON & LITTON, INC | \$4,012.12 | ENGINEERING - GENERAL |
| 603.01 | LABELLA ASSOCIATES | \$910.00 | ENGINEERING - GENERAL |
| 603.01 | LABELLA ASSOCIATES | \$121.80 | ENGINEERING - GENERAL |
| 603.01 | SCS ENGINEERS | \$6,000.47 | ENGINEERING - GENERAL |
| 603.01 | CHA | \$4,000.00 | ENGINEERING - GENERAL |
| 603.01 | LABELLA ASSOCIATES | \$580.63 | ENGINEERING - GENERAL |
| 603.01 | LABELLA ASSOCIATES | \$2,109.99 | ENGINEERING - GENERAL |
| 604.01 | DARRYL J. GILLESPIE, PC | \$1,200.00 | ACCOUNTANT |
| 608.11 | LABELLA ASSOCIATES | \$910.00 | GW MONITORING PROGRAM |
| 608.11 | LABELLA ASSOCIATES | \$275.00 | GW MONITORING PROGRAM |
| 608.11 | LABELLA ASSOCIATES | \$2,200.00 | GW MONITORING PROGRAM |
| 608.14 | UPS | \$24.88 | SURFACE WATER TESTING |
| 609.01 | LEE SUPPLY CO., INC. | \$6,686.90 | LANDFILL GAS MANAGEMENT PROGRAM |
| 702.10 | NATIONAL BANK | \$348.15 | COMPUTER EQUIPMENT & SERVICE |
| 702.10 | KALSOR IT CONSULTING | \$457.18 | COMPUTER EQUIPMENT & SERVICE |
| 702.10 | CAROLINA SOFTWARE | \$200.00 | COMPUTER EQUIPMENT & SERVICE |
| 702.10 | DAVE RUPE | \$36.84 | COMPUTER EQUIPMENT & SERVICE |
| 702.10 | TAYLOR OFFICE SUPPLY, INC. | \$1,588.72 | COMPUTER EQUIPMENT & SERVICE |
| 705.10 | NATIONAL BANK | \$150.00 | TRAINING & EDUCATION |
| 705.10 | SCS ENGINEERS | \$200.00 | TRAINING & EDUCATION |
| 706.10 | JOE LEVINE | \$117.00 | MEETINGS & TRAVEL |
| 706.10 | NATIONAL BANK | \$10.00 | MEETINGS & TRAVEL |
| 706.10 | IKE SNIDER | \$79.56 | MEETINGS & TRAVEL |
| 706.10 | DAVID RUPE | \$100.62 | MEETINGS & TRAVEL |
| 706.10 | IKE SNIDER | \$38.84 | MEETINGS & TRAVEL |
| 708.10 | TREASURER OF VIRGINIA | \$50.00 | OPERATOR LICENSE - ATKINS |
| 708.10 | TREASURER OF VIRGINIA | \$50.00 | OPERATOR LICENSE - BURTON |
| 751.80 | CITY OF RADFORD | \$24.53 | ELECTRICITY |
| 751.80 | APPALACHIAN POWER | \$3,764.58 | ELECTRICITY |
| 752.50 | ALL POINTS BROADBAND - NRV | \$99.95 | TELEPHONE SERVICE |
| 752.50 | HOMETOWN SECURITY, INC. | \$1,750.00 | TELEPHONE SERVICE |
| 752.50 | NATIONAL BANK | \$315.90 | TELEPHONE SERVICE |
| 752.50 | VERIZON WIRELESS | \$462.82 | TELEPHONE SERVICE |
| 753.81 | CITY OF RADFORD | \$12.24 | LEACHATE TREATMENT |
| 753.81 | PACE ANALYTICAL | \$27.00 | LEACHATE TREATMENT |
| 753.90 | AMERICAN SCALE COMPANY, LLC | \$425.00 | SCALE SERVICE |

NRRA CHECKLIST
FOR THE MONTH OF APRIL 2022
PAGE 2

| <u>ACCOUNT</u> | <u>VENDOR</u> | <u>AMOUNT PAID</u> | <u>EXPLANATION</u> |
|----------------|-------------------------------------|--------------------|----------------------------|
| 754.10 | CAPITAL ONE (WALMART) | \$92.76 | SUPPLIES & MAINTENANCE |
| 754.10 | BROWN EXTERMINATING | \$105.00 | SUPPLIES & MAINTENANCE |
| 754.10 | NATIONAL BANK | \$7.98 | SUPPLIES & MAINTENANCE |
| 754.10 | CINTAS | \$1,351.27 | SUPPLIES & MAINTENANCE |
| 754.10 | CRYSTAL SPRINGS | \$269.32 | SUPPLIES & MAINTENANCE |
| 754.10 | CAPITAL ONE - WALMART | \$129.63 | SUPPLIES & MAINTENANCE |
| 770.10 | SOUTHWESTERN VA GAS SERVICE | \$66.13 | GAS SERVICE |
| 780.10 | GREGORY SEEDING & LANDSCAPING, INC. | \$10,000.00 | POST CLOSURE CARE |
| 801.01 | COMMERCIAL LIGHTING COMPANY | \$580.49 | GENERAL MAINTENANCE |
| 801.01 | LIZETH F. JACKSON #13 (2022) | \$250.00 | GENERAL MAINTENANCE |
| 801.01 | AYERS & SONS SEPTIC, LLC | \$100.00 | GENERAL MAINTENANCE |
| 801.01 | LIZETH F. JACKSON #14 (2022) | \$250.00 | GENERAL MAINTENANCE |
| 801.01 | LIZETH F. JACKSON #15 (2022) | \$250.00 | GENERAL MAINTENANCE |
| 801.01 | LIZETH F. JACKSON #16 (2022) | \$250.00 | GENERAL MAINTENANCE |
| 801.01 | AYERS & SONS SEPTIC, LLC | \$100.00 | GENERAL MAINTENANCE |
| 801.01 | NEW RIVER HEATING & AIR | \$89.00 | GENERAL MAINTENANCE |
| 801.01 | NEW RIVER HEATING & AIR | \$365.00 | GENERAL MAINTENANCE |
| 801.01 | GRAINGER | \$485.03 | GENERAL MAINTENANCE |
| 803.01 | LOWES | \$94.99 | TOOLS & SUPPLIES - GENERAL |
| 803.01 | GRAINGER | \$72.45 | TOOLS & SUPPLIES - GENERAL |
| 803.01 | NORTHWEST HARDWARE CO., INC. | \$242.53 | TOOLS & SUPPLIES - GENERAL |
| 807.11 | ROANOKE HOSE & FITTINGS, INC. | \$340.32 | MISCELLANEOUS MAINTENANCE |
| 807.35 | FERGUSON ENTERPRISES, LLC | \$1,467.68 | GODWIN PUMP |
| 807.36 | PULASKI COUNTY | \$51.00 | MORBARK |
| 807.40 | JAMES RIVER EQUIPMENT | \$600.50 | JD 624 LOADER |
| 807.44 | JAMES RIVER EQUIPMENT | \$728.16 | JD DOZER 1050 |
| 807.48 | JAMES RIVER EQUIPMENT | \$3,656.54 | BOMAG COMPACTOR |
| 807.51 | CARTER MACHINERY COMPANY | \$398.16 | D6 WASTE |
| 809.28 | PULASKI COUNTY | \$51.00 | MACK TRUCK |
| 813.02 | VALICOR ENVIRONMENTAL SERVICES, LLC | \$50.00 | FUELS & FLUIDS |
| 813.02 | MANSFIELD OIL COMPANY | \$67.44 | FUELS & FLUIDS |
| 813.02 | GREAT LAKES PETROLEUM | \$18,366.67 | FUELS & FLUIDS |
| 920.06 | LUSK DISPOSAL SERVICE, INC. | \$5,562.00 | TIRE PROGRAM |
| 125 | ABBI AUTOMATION, INC. | \$2,503.22 | ENTRANCE GATE REPAIRS |
| 125 | PROFESSIONAL DOOR, INC. | \$376.50 | BUILDING REPAIRS |
| 125 | THOMPSON & LITTON, INC. | \$93,147.29 | AREA D |
| 125 | ABBI AUTOMATION, INC. | \$4,990.00 | AREA D |
| 125 | HOLSTON RIVER | \$60,336.93 | AREA D |

NRRA CHECKLIST
FOR THE MONTH OF APRIL 2022
PAGE 3

| <u>ACCOUNT</u> | <u>VENDOR</u> | <u>AMOUNT PAID</u> | <u>EXPLANATION</u> |
|-------------------------------------|---------------|--------------------|--------------------|
| NET PAYROLL | | \$68,815.75 | |
| VA DEPARTMENT OF TAXATION | | \$4,472.00 | |
| WVA DEPARTMENT OF TAXATION | | \$473.00 | |
| US TREASURY DEPARTMENT | | \$26,625.00 | |
| VRS RETIREMENT | | \$4,728.06 | |
| MISSION SQUARE RETIREMENT | | \$3,658.04 | |
| MINNESOTA LIFE INSURANCE CO. | | \$393.12 | |
| AFLAC | | \$714.62 | |
| BUREAU OF CHILD SUPPORT ENFORCEMENT | | \$649.00 | |
| | TOTAL | \$414,591.41 | |

NEW RIVER RESOURCE AUTHORITY

Balance Sheet

As of April 30, 2022

| | Apr 30, 22 |
|---------------------------------|----------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 100.01 CASH O & M NBB | 1,066,282.14 |
| 100.02 CASH DEV & CLOSURE NBB | 4,697,041.77 |
| 100.03 CASH INGLES NBB | 1,001,968.75 |
| 100.04 CASH EQUIPMENT FUND | 1,681,194.13 |
| 100.05 CASH ENVIRONMENTAL FUND | 84,300.56 |
| 100.06 PETTY CASH - NBB | 1,737.44 |
| 100.07 FLEXIBLE SPENDING ACCT | 13,974.21 |
| 100.08 CASH VRS UNFUNDED LIAB | 378,832.58 |
| 108.01 NBB FINANCIAL ASSURANCE | 8,413,826.56 |
| 109.01 NBB - INGLES FUNDS | 2,072,936.05 |
| 110.01 CASH - ENVIR FUND INVEST | 978,279.31 |
| 111.01 INGLES ENVIR FUND INVES | 978,279.32 |
| Total Checking/Savings | 21,368,652.82 |
| 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 | |
| 125.00 A/R OFFSET | -661,621.43 |
| 180 A/R | 1,254,554.05 |
| 192 DEF OUTFLOWS-PENSION | 378,898.00 |
| 194 PREPAID INSURANCE | 33,299.00 |
| CIP | -132,104.59 |
| DEFERRED OUTFLOWS-OPEB | 22,155.00 |
| Total Other Current Assets | 895,180.03 |
| Total Current Assets | 22,925,454.28 |
| Other Assets | |
| 120 LAND | 1,087,105.64 |
| 125 LANDFILL & FACILITIES | 45,522,912.81 |
| 126 ACC DEP LANDFILL & FACILI | -27,019,675.80 |
| 130 EQUIPMENT | 7,614,947.22 |
| 131 ACC DEP EQUIPMENT | -5,060,392.00 |
| 145 VEHICLES | 339,849.47 |
| 146 ACC DEPR VEHICLES | -265,227.00 |
| Total Other Assets | 22,219,520.34 |
| TOTAL ASSETS | 45,144,974.62 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 202 ACCOUNTS PAYABLE | 50.00 |
| Total Accounts Payable | 50.00 |

NEW RIVER RESOURCE AUTHORITY

Balance Sheet

As of April 30, 2022

| | Apr 30, 22 |
|----------------------------------|---------------|
| Other Current Liabilities | |
| 203 ACCOUNTS PAYABLE | 63,037.68 |
| 208 STATE WITHHELD | -2,356.88 |
| 211 ACCRUED PAYROLL | 58,007.73 |
| 212 457 PLAN | -12,078.48 |
| 213 AFLAC PAYABLE | 11,535.91 |
| 215 ACCRUED ANNUAL LEAVE | 192,684.52 |
| 216 PR TAX DUE ACCRUED LEAVE | 14,740.37 |
| 218 CHILD SUPPORT | 649.00 |
| 219 ACCRUED FLEX SPENDING | 226.34 |
| 240 CLOSURE COST LIABILITY | 9,024,106.00 |
| 241 DEFER INFLOW OF RES-PENSI... | 103,672.00 |
| 241.01 LOAN PAYABLE-HAUL TRUCK | 404,427.50 |
| 243 DEFER INFLOW OF RES-OPEB | 8,188.00 |
| 244 VRS - NET PENSION LIABILITY | 638,207.00 |
| 245 VRS OPEN LIABILITY (HIC) | -4,855.00 |
| 246 VRS - OPER LIABILITY (GLI) | 92,429.00 |
| Payroll Liabilities | 185.58 |
| Total Other Current Liabilities | 10,592,806.27 |
| Total Current Liabilities | 10,592,856.27 |
| Total Liabilities | 10,592,856.27 |
| Equity | |
| 318 RETAINED EARNINGS | 28,512,398.09 |
| 319 UNRESTRICTED NET ASSET | 4,392,928.43 |
| Net Income | 1,646,791.83 |
| Total Equity | 34,552,118.35 |
| TOTAL LIABILITIES & EQUITY | 45,144,974.62 |

NEW RIVER RESOURCE AUTHORITY

Profit Loss Budget Performance

APRIL 2022

| | APRIL 2022 | JULY TO APRIL 2022 | Annual Budget | Budget Balance | % Budget | % YTD (83) |
|--|------------|--------------------|---------------|----------------|----------|------------|
| Revenue: | | | | | 83% | |
| 402 REVENUE - PULASKI COUNTY | 173,151.41 | 1,102,782.95 | 1,109,000.00 | 6,217.05 | 99% | 16.1% |
| 403 REVENUE - RADFORD CITY | 14,855.84 | 143,067.04 | 208,525.00 | 65,457.96 | 69% | -14.7% |
| 404 REVENUE - DUBLIN TOWN | 1,474.76 | 19,726.07 | 33,875.00 | 14,148.93 | 58% | -25.1% |
| 405 REVENUE - GILES COUNTY | 29,744.21 | 278,118.83 | 370,280.00 | 92,161.17 | 75% | -8.2% |
| 406 REVENUE MSW - MRSWA | 171,309.60 | 1,604,848.97 | 1,787,925.00 | 183,076.03 | 90% | 6.5% |
| 410 INTEREST INCOME/DIVIDEND INCOME | 14,314.02 | 187,321.81 | 200,000.00 | 12,678.19 | 94% | 10.4% |
| 414 REVENUE - NON-MEMBER | 151,023.45 | 2,739,925.40 | 1,232,905.00 | (1,507,020.40) | 222% | 138.9% |
| 415 REVENUE - MISC. SALES | 0.00 | 220,205.20 | 50,000.00 | (170,205.20) | 440% | 357.1% |
| 498 GAS TO ENERGY REVENUE | 14,244.81 | 141,028.27 | 75,000.00 | (66,028.27) | 188% | 104.7% |
| Total Operating Revenue | 570,118.10 | 6,437,024.54 | 5,067,510.00 | (1,369,514.54) | 127% | 43.7% |
| Expense: | | | | | | |
| 500.01 BOARD COMPENSATION | 2,550.00 | 25,500.00 | 40,800.00 | 15,300.00 | 63% | -20.8% |
| 500.02 BOARD EXPENSES | 188.32 | 1,362.26 | 6,000.00 | 4,637.74 | 23% | -60.6% |
| 500.03 TRAVEL & MEETINGS | 0.00 | 0.00 | 500.00 | 500.00 | 0% | -83.3% |
| 501.05 SALARIES & WAGES F/T | 29,859.84 | 321,011.74 | 395,000.00 | 73,988.26 | 81% | -2.0% |
| 501.15 SALARIES & WAGES O/T | 12.44 | 12.44 | 2,000.00 | 1,987.56 | 1% | -82.7% |
| 502.05 SALARIES & WAGES F/T | 70,294.45 | 745,215.71 | 870,000.00 | 124,784.29 | 86% | 2.4% |
| 502.15 SALARIES & WAGES O/T | 2,128.79 | 44,219.54 | 26,100.00 | (18,119.54) | 169% | 86.1% |
| 511.00 BANK ADMIN FEES | 112.80 | 3,378.56 | 2,000.00 | (1,378.56) | 169% | 85.6% |
| 512.00 TRUST FUND EXPENSE | 1,741.88 | 17,999.39 | 0.00 | (17,999.39) | | |
| 520.01 FICA | 7,910.33 | 82,119.94 | 90,000.00 | 7,880.06 | 91% | 7.9% |
| 520.02 VRS RETIREMENT | (1,275.02) | 58,342.65 | 100,000.00 | 41,657.35 | 58% | -25.0% |
| 520.03 HOSPITAL/MEDICAL | 36,706.64 | 335,749.46 | 460,000.00 | 124,250.54 | 73% | -10.3% |
| 520.04 LIFE INSURANCE | 538.72 | 13,105.04 | 15,500.00 | 2,394.96 | 85% | 1.2% |
| 520.05 VEC UNEMPLOYMENT INS | 0.00 | 168.68 | 500.00 | 331.32 | 34% | -49.6% |
| 520.06 WORKER COMPENSATION INS | 0.00 | 21,908.00 | 35,000.00 | 13,092.00 | 63% | -20.7% |
| 520.07 MEDICAL EXPENSES | 128.99 | 1,169.94 | 3,000.00 | 1,830.06 | 39% | -44.3% |
| 520.08 MISCELLANEOUS BENEFITS | 900.88 | 19,779.36 | 20,000.00 | 220.64 | 99% | 15.6% |
| 520.10 UNIFORMS/SPECIAL CLOTH | 1,117.93 | 7,854.95 | 16,000.00 | 8,145.05 | 49% | -34.2% |
| 520.11 DENTAL INSURANCE | 1,937.84 | 15,125.20 | 19,000.00 | 3,874.80 | 80% | -3.7% |
| 601.01 LEGAL | 2,898.00 | 62,093.00 | 30,000.00 | (32,093.00) | 207% | 123.7% |
| 603.01 ENGINEERING- GENERAL | 31,522.69 | 156,039.32 | 330,000.00 | 173,960.68 | 47% | -36.0% |
| 603.02 ENGINEERING -SURVEYING | 0.00 | 9,298.76 | 25,000.00 | 15,701.24 | 37% | -46.1% |
| 603.03 FINANCIAL ASSURANCE | 0.00 | 25,000.00 | 25,000.00 | 0.00 | 100% | 16.7% |
| 604.01 ACCOUNTING | 1,200.00 | 12,000.00 | 18,000.00 | 6,000.00 | 67% | -16.6% |
| 605.01 AUDITOR | 0.00 | 12,000.00 | 15,000.00 | 3,000.00 | 80% | -3.3% |
| 608.11 GW TEST & REPORT NRSWMA | 3,385.00 | 29,489.00 | 35,000.00 | 5,511.00 | 84% | 1.0% |
| 608.14 SURFACE WATER TESTING | 24.88 | 14,733.12 | 8,000.00 | (6,733.12) | 184% | 100.9% |
| 609.01 LANDFILL GAS MANAGEMENT PROGRAM | 6,686.90 | 52,957.35 | 50,000.00 | (2,957.35) | 106% | 22.6% |
| 630.01 DEQ PERMIT FEE | 50.00 | 19,974.68 | 25,000.00 | 5,025.32 | 80% | -3.4% |
| 660.10 GENERAL LIABILITY | 0.00 | 5,739.00 | 9,000.00 | 3,261.00 | 64% | -19.5% |
| 660.30 HEAVY EQUIP INSURANCE | 0.00 | 7,575.00 | 11,000.00 | 3,425.00 | 69% | -14.4% |
| 660.40 VEHICLE INSURANCE | 0.00 | 9,030.00 | 11,000.00 | 1,970.00 | 82% | -1.2% |
| 660.60 EMPLOYEE BOND | 0.00 | 265.00 | 500.00 | 235.00 | 53% | -30.3% |
| 660.70 PHYSICAL PROPERTY | 0.00 | 5,892.00 | 12,000.00 | 6,108.00 | 49% | -34.2% |
| 702.10 OFFICE EQUIPMENT & SUPPLIES | 2,630.89 | 24,556.27 | 30,000.00 | 5,443.73 | 82% | -1.4% |
| 703.10 POSTAGE | 0.00 | 861.56 | 5,500.00 | 4,638.44 | 16% | -67.6% |
| 705.10 TRAINING & EDUCATION | 350.00 | 3,574.65 | 5,000.00 | 1,425.35 | 71% | -11.8% |
| 706.10 MEETING & TRAVEL | 346.02 | 2,627.89 | 8,000.00 | 5,372.11 | 33% | -50.5% |
| 708.10 DUES & ASSOC MEMBERSHPS | 50.00 | 518.00 | 1,500.00 | 982.00 | 35% | -48.8% |
| 709.10 ADVERTISEMENTS | 0.00 | 437.75 | 12,000.00 | 11,562.25 | 4% | -79.7% |
| 710.10 PROMOTIONS | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% | -83.3% |
| 751.80 ELECTRICITY | 3,789.11 | 38,015.72 | 40,000.00 | 1,984.28 | 95% | 11.7% |

NEW RIVER RESOURCE AUTHORITY
Profit Loss Budget Performance
APRIL 2022

| | APRIL 2022 | JULY TO APRIL 2022 | Annual Budget | Budget Balance | % Budget | % YTD (83) |
|---|-------------------|---------------------|---------------------|-----------------------|-------------|---------------|
| 752.50 COMMUNICATION SERVICES & ALARM | 2,628.67 | 15,983.28 | 20,000.00 | 4,016.72 | 80% | -3.4% |
| 753.81 WATER AND WASTE WATER SYSTEM | 39.24 | 47,973.69 | 45,000.00 | (2,973.69) | 107% | 23.3% |
| 753.90 SCALE SERVICE | 425.00 | 4,086.37 | 4,000.00 | (86.37) | 102% | 18.9% |
| 754.10 SUPPLIES & MAINTENANCE - GENERAL | 1,955.96 | 42,612.58 | 40,000.00 | (2,612.58) | 107% | 23.2% |
| 770.10 GAS SERVICE | 66.13 | 7,450.93 | 18,000.00 | 10,549.07 | 41% | -41.9% |
| 780.10 POST CLOSURE CARE | 10,000.00 | 9,881.20 | 25,000.00 | 15,118.80 | 40% | -43.8% |
| 790.10 WEST FORK PROPERTY | 0.00 | 1,375.87 | 5,000.00 | 3,624.13 | 28% | -55.8% |
| 801.01 GENERAL MAINTENANCE | 2,719.52 | 13,837.60 | 25,000.00 | 11,162.40 | 55% | -27.9% |
| 802.01 BMP GENERAL | 0.00 | 27,995.68 | 40,000.00 | 12,004.32 | 70% | -13.3% |
| 803.01 TOOLS & SUPPLIES GENERAL | 409.97 | 4,923.02 | 5,000.00 | 76.98 | 98% | 15.2% |
| 805.10 GRAVEL-M.S.W. AREA | 0.00 | 41,234.81 | 60,000.00 | 18,765.19 | 69% | -14.6% |
| 807.01 EQUIPMENT BUDGET | 7,242.36 | 107,595.90 | 350,000.00 | 242,404.10 | 31% | -52.6% |
| 809.01 VEHICLE PARTS & MAINT | 51.00 | 12,496.45 | 25,000.00 | 12,503.55 | 50% | -33.3% |
| 810.20 HEAVY EQUIPMENT RENTAL | 0.00 | 3,665.07 | 10,000.00 | 6,334.93 | 37% | -46.6% |
| 813.02 FUELS AND FLUIDS | 18,484.11 | 196,062.32 | 220,000.00 | 23,937.68 | 89% | 5.8% |
| 920.05 HHW CONTRACT SERVICES | 0.00 | 11,535.35 | 40,000.00 | 28,464.65 | 29% | -54.5% |
| 920.06 TIRE PROGRAM | 5,562.00 | 66,541.40 | 80,000.00 | 13,458.60 | 83% | -0.1% |
| Total Operating Expenses | 257,372.28 | 2,821,952.45 | 3,824,900.00 | 1,002,947.55 | 74% | -9.5% |
| Net Operating Income | 312,745.82 | 3,615,072.09 | 1,242,610.00 | (2,372,462.09) | 291% | 207.6% |
| Non-Operating Expenses | | | | | | |
| 847. DEPRECIATION | 138,162.58 | 1,381,625.00 | 1,066,201.00 | (315,424.00) | 130% | 46.3% |
| 848. APPRECIATION- TRUST FUND | 83,486.00 | 585,180.50 | 0.00 | (585,180.50) | | |
| Budget Reserve Transfer | 0.00 | 0.00 | (510,000.00) | (510,000.00) | 0% | -83.3% |
| Total Non Operating Expenses | 221,648.58 | 1,966,805.50 | 556,201.00 | (1,410,604.50) | 354% | 270.3% |
| Net Income | 91,097.24 | 1,648,266.59 | 686,409.00 | (961,857.59) | 240% | 156.8% |



May 17, 2022

MEMORANDUM:

TO: NEW RIVER RESOURCE AUTHORITY BOARD MEMBERS

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

A handwritten signature in blue ink, appearing to read "JRL", is positioned to the right of the printed name and title.

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

This report includes the following:

- Waste Stream Report for April 2022
- Operations Summary

In summary of the Balance Sheet, revenues to date are 43.7% above projections and expenses are 9.5% below projections to date. The amount transferred to the Reserve Fund for the month of April 2022, was \$214,644.43. The total year to date transferred to the Reserve Fund is \$2,056,264.43.

Operations Summary

April 20, a representative with the VDEQ conducted an inspection of the NRSWMA. No report has been received at this time.

April 20, a representative with the VDEQ conducted an inspection of the Ingles Mountain Facilities. A No Deficiency Letter was received on May 5, 2022.

April 28, the annual recycling report was submitted to the VDEQ.

April 28, Marjorie Atkins, Dave Rupe, and I met with a representative with Marsh McLennan to discuss the employee medical benefit renewal.

May 3, I conducted a site tour for Mr. Luke Clark, Director of Marketing & Development with Onward Visuals.

May 4, NRRA received a technical inspection report from Peppers Ferry Regional Wastewater Treatment Facility. This was the first inspection with New Director of Environmental Compliance (Ms. Sarita Moore).

May 4, Marjorie Atkins, Dave Rupe and I had a conference call with a VRSA representative to discuss the updates to the Personnel Policy.

May 5, Johnny Burton and Issac Wall conducted a site inspection at the Westfork Mitigation Site.

May 6, Dave Rupe began a SWANA Integrated Solid Waste Management Systems Training Course.

May 10, Mr. Eddie Shelton with VRSA was on site conducting a safety inspection.

UPCOMING

NRRA staff plan to attend Pulaski County Camp Cougar scheduled for June 10.

WASTE STREAM REPORT FOR
APRIL 2022

| MEMBER JURISDICTION | MUNICIPAL SOLID WASTE | CONST. DEBRIS | CLEAN WOOD | POTW/IND | ASH | TIRES | TOTALS | % OF TOTAL |
|------------------------------|-----------------------|----------------|---------------|----------------|-------------|--------------|-----------------|---------------|
| TOWN OF DUBLIN | 58.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 58.70 | |
| DUBLIN INDUST./COMMERCIAL | 32.69 | 109.76 | 1.35 | 0.00 | 0.00 | 0.00 | 143.80 | |
| DUBLIN PRIVATE | 0.93 | 1.63 | 0.00 | 0.00 | 0.00 | 0.00 | 2.56 | |
| DUBLIN TOTAL | 92.32 | 111.39 | 1.35 | 0.00 | 0.00 | 0.00 | 205.06 | 1.04 |
| GILES COUNTY P. S. A. | 1118.43 | 2.62 | 25.49 | 0.00 | 0.00 | 0.00 | 1146.54 | |
| GILES CO. INDUST./COMMERCIAL | 17.93 | 65.51 | 0.00 | 18.29 | 0.00 | 0.01 | 101.74 | |
| GILES COUNTY PRIVATE | 3.59 | 1.21 | 6.51 | 0.00 | 0.00 | 0.00 | 11.31 | |
| GILES COUNTY TOTAL | 1139.95 | 69.34 | 32.00 | 18.29 | 0.00 | 0.01 | 1259.59 | 6.41 |
| MONTGOMERY REGIONAL SWA | 7173.84 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7173.84 | |
| MONTGOMERY COUNTY | 23.28 | 53.33 | 3.91 | 439.82 | 0.00 | 0.00 | 520.34 | |
| MONTGOMERY COUNTY | 7197.12 | 53.33 | 3.91 | 439.82 | 0.00 | 0.00 | 7694.18 | 39.14 |
| PULASKI COUNTY P. S. A. | 2543.73 | 3410.23 | 18.45 | 558.15 | 0.00 | 12.10 | 6542.66 | |
| PULASKI CO. IND./COMMERCIAL | 232.04 | 920.81 | 48.43 | 305.21 | 0.00 | 13.66 | 1520.15 | |
| PULASKI COUNTY PRIVATE | 8.18 | 23.71 | 6.11 | 0.00 | 0.00 | 0.00 | 38.00 | |
| PULASKI COUNTY TOTAL | 2783.95 | 4354.75 | 72.99 | 863.36 | 0.00 | 25.76 | 8100.81 | 41.21 |
| CITY OF RADFORD | 565.11 | 0.00 | 0.00 | 0.00 | 0.00 | 1.01 | 566.12 | |
| RADFORD INDUST./COMMERCIAL | 162.05 | 73.19 | 3.28 | 0.00 | 0.00 | 0.20 | 238.72 | |
| RADFORD PRIVATE | 1.18 | 3.09 | 0.32 | 0.00 | 0.00 | 0.00 | 4.59 | |
| RADFORD UNIVERSITY | 141.20 | 0.00 | 1.95 | 0.00 | 0.00 | 0.23 | 143.38 | |
| RADFORD TOTAL | 869.54 | 76.28 | 5.55 | 0.00 | 0.00 | 1.44 | 952.81 | 4.85 |
| NON MEMBERS | | | | | | | | |
| FLOYD COUNTY | 1044.03 | 0.00 | 0.00 | 17.81 | 0.00 | 0.00 | 1061.84 | 5.40 |
| WYTHE/BLAND CO. | 178.49 | 44.81 | 0.00 | 158.55 | 0.00 | 0.00 | 381.85 | 1.94 |
| ROANOKE VR AUTH. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NRRA TOTALS | 13305.40 | 4709.90 | 115.80 | 1497.83 | 0.00 | 27.21 | 19656.14 | 100.00 |

| 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 | 1628.86 | 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 | 30832.08 | 1050.53 | 83.37 | 1275.13 | 0.00 | 35.68 | 33276.79 | 177594.74 | |
| August 2021 | 13085.43 | 1341.37 | 116.49 | 1383.33 | 0.00 | 53.34 | 15979.96 | 193574.70 | |
| September 2021 | 12680.65 | 2044.68 | 246.20 | 1453.42 | 0.00 | 33.21 | 16458.16 | 210032.86 | |
| October 2021 | 12816.71 | 1788.67 | 101.16 | 1514.37 | 0.00 | 22.90 | 16243.81 | 226276.67 | |
| November 2021 | 13119.00 | 779.21 | 92.33 | 1362.15 | 0.00 | 26.06 | 15378.75 | 241665.42 | |
| December 2021 | 11697.24 | 1191.03 | 53.12 | 2161.46 | 0.00 | 25.86 | 15128.71 | 256784.13 | |
| NRRA TOTALS | 220792.85 | 15205.64 | 1203.63 | 19095.58 | 0.00 | 486.43 | 256784.13 | | |
| WASTE STREAM REPORT FOR | | | | | | | | | |
| JANUARY - DECEMBER 2022 | | | | | | | | | |
| MONTH | MSW | CONST. DEBRIS | CLEAN WOOD | SP WASTE w/ USER FEE | SP WASTE w/o USER FEE | TIRES | TOTALS | YTD TONS | |
| January 2022 | 10554.15 | 5228.45 | 85.44 | 1213.48 | 0.00 | 18.75 | 17100.27 | 17100.27 | |
| February 2022 | 10951.02 | 6579.21 | 83.51 | 1476.90 | 0.00 | 21.15 | 19111.79 | 36212.06 | |
| March 2022 | 13976.81 | 4683.84 | 83.97 | 1537.41 | 0.00 | 28.81 | 20310.84 | 56522.90 | |
| April 2022 | 13305.40 | 4709.90 | 115.80 | 1497.83 | 0.00 | 27.21 | 19656.14 | 76179.04 | |
| May 2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| June 2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| July 2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| August 2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| September 2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| October 2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| November 2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| December 2022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| NRRA TOTALS | 48787.38 | 21201.40 | 368.72 | 5725.62 | 0.00 | 95.92 | 76179.04 | | |

AREA D

PROJECT

PAY

REQUEST

23

| Account Name | Pay Request Expenditures | Expenditures to Date | Budget | Balance |
|---------------------------|--------------------------|----------------------|-----------------|----------------|
| INFRASTRUCTURE | \$0.00 | \$992,180.53 | \$1,500,000.00 | \$507,819.47 |
| Engineering #1 @ | \$0.00 | \$208,943.00 | \$215,880.00 | \$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 | \$37,688.48 | \$3,895,837.71 | \$4,202,793.00 | \$269,266.81 |
| Construction Contingency | \$0.00 | \$37,654.58 | \$494,986.00 | \$457,331.42 |
| QA-QC #1 | \$0.00 | \$342,889.00 | \$342,889.00 | \$0.00 |
| Stone (purchased by NRRA) | \$0.00 | \$1,828,451.75 | \$2,000,000.00 | \$171,548.25 |
| Liner (purchased by NRRA) | \$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 | \$37,688.48 | \$10,354,259.11 | \$11,954,147.35 | \$1,562,199.76 |

AREA D PAY REQUEST 23

05/25/2022

AMENDED AND RESTATED
BYLAWS OF THE
NEW RIVER RESOURCE AUTHORITY

Effective _____

Last revised _____

Article I. BOARD OF DIRECTORS

Section 1.01 Membership. The Board of Directors of the New River Resource Authority (the "Authority") shall consist of eight (8) members ("Board Members" or "Directors") as appointed, including such designated alternates ("Alternates"), by the various political member jurisdictions and subdivisions ("member jurisdictions") comprising the Authority, reference being made to the Articles of Incorporation on file with the State Corporation Commission, regarding the Director's terms and manner of appointment and reappointment.

Section 1.02 Offices. The principal office of the Authority shall be the administrative offices of the Authority, 7100 Cloyd's Mountain Road, Dublin, Virginia 24084.

Section 1.03 Books and Records. All of the books and records of the Authority shall be kept at the principal office, except as may otherwise be required by the Authority for the conducting of business.

Section 1.04 Definitions. Terms used in these Bylaws shall be defined as follows:

- (a) "Annual Meeting" shall be the first meeting of each calendar year.
- (b) "Authority" shall mean the New River Resource Authority.
- (c) "Board" shall mean the Board of Directors appointed to supervise the Authority.
- (d) "Executive Director" shall mean the person appointed or otherwise hired to manage the day-to-day operations of the Authority's facilities, administer, and maintain the books, finances and records of the Authority and otherwise supervise and perform all other duties as required by the Board.
- (e) "Fiscal Year" shall mean, unless otherwise noted, a one-year period beginning July 1 and ending the following June 30, and the fiscal year of the Authority shall be such year.

Section 1.05 Compensation. Provided it is consistent with state law, the members of the Board may receive compensation and reimbursement of expenditures as from time to time approved by the Board. Per the Articles of Incorporation, any Board member who is a full-time, salaried employee of a member jurisdiction of the Authority shall not be entitled to compensation or reimbursement of expenditures by reason of membership in the Authority.

Article II. OFFICERS

Section 2.01 Positions. The officers of the Authority shall be Chairman, Vice Chairman, Secretary and Treasurer. The offices of Secretary and Treasurer are combined and designated as Secretary-Treasurer and are referred to as "Secretary" for purposes of, and duties as set forth in, these Bylaws. The Board shall appoint an Assistant Secretary as set forth in Section 2.06 and may also appoint such other positions as in its judgment it deems necessary or appropriate. The office holders of Assistant Secretary and such other positions need not be Directors.

Section 2.02 Elections. The Directors elect from their membership a Chairman and a Vice Chairman, and Secretary-Treasurer. Such officers shall serve for a term of two years from and after the date of their election, or until their successors are elected and duly qualify at each odd year Annual Meeting or as soon thereafter as practicable. Any Assistant Secretary is appointed by the Board from the staff of the Authority and serves as such officer to the Board at the pleasure of the Board; provided that such designation as an officer does not have an effect on such designee's employment with the Authority.

Section 2.03 Chairman. The duties of the Chairman shall be to preside at meetings of the Board, to prepare, or to have prepared, the agenda for any and all meetings, and to make a copy of the said agenda available to the secretary for the purpose of providing adequate notice of special meetings as hereinafter provided; to call special meetings; to call special elections; to sign, with the secretary or any other proper officer of the Authority thereunto authorized by the Board, any documents or instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer, or shall be required by law to be otherwise signed or executed; and in general shall perform duties of the office of the Chairman and such other duties as may be prescribed by the Board from time to time. The Chairman shall have an equal vote with the other directors.

Section 2.04 Vice Chairman. The duties of the Vice Chairman shall be to preside at meetings on the request of the Chairman, or in the absence of the Chairman; and in case of the death or resignation of the Chairman shall become Chairman for the remainder of the term for which the Chairman was elected. In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman, and when so acting shall have all the powers of and be subject to all the restriction upon the Chairman. The Vice Chairman serves as the Human Resources Liaison for the Board. The Vice Chairman shall perform such other duties as may be assigned by the Board from time to time.

Section 2.05 Secretary-Treasurer or Secretary. The Secretary shall be authorized to sign, with the Chairman or any other proper officer of the Authority thereunto authorized by the Board, any documents or instruments which the Board has authorized to be executed; to see that all notices are duly given as required by these Bylaws, by the Board of Directors or by operation of law; call meetings of the Board of Directors to order in the absence of the Chairman and Vice Chairman and thereupon to conduct an election for a temporary presiding officer for that meeting; and in general to perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Board.

Section 2.06 Assistant Secretary. An Assistant Secretary shall be responsible for the preparation of the minutes of the meeting of the Board, kept in a record book and made available for public inspection as herein provided; to have custody of all important records of the Authority; to keep suitable records of all financial transactions of the Authority; to provide oversight of an annual audit of such records; to make available such records for the public inspection at reasonable times and during each annual audit; to have custody of the seal of the Authority and to see that the seal of the Authority is affixed to all documents instruments, the execution of which on behalf of the Authority under its Seal is duly authorized by the Board in the absence of the Secretary. The Assistant Secretary shall be authorized to sign, with the Chairman or any other proper officer of the Authority thereunto authorized by the Board, any documents, or instruments which the Board has authorized to be executed. In the absence of the Assistant Secretary at a meeting, the Chairman shall appoint a staff member to be responsible for the preparation of minutes for that meeting.

Section 2.07 Executive Director. The Executive Director reports directly to the Board, is responsible for the day-to-day operations of the Authority; implements the policies and directives of the Board; and in general, performs all duties necessary to the position. He shall execute and enforce all orders and resolutions adopted by the Board and perform such duties as may be delegated to him by the Board.

Section 2.08 Vacancies. Any vacancy occurring in a Director-filled office shall be filled for the unexpired term by the Board at the next regular monthly meeting following the occurrence of such vacancy or at a special meeting called for that purpose. In the event of a vacancy of the Assistant Secretary position, the Chairman will appoint a replacement to fill the vacancy upon recommendation of the Executive Director at the next regular monthly meeting following the vacancy.

Article III. MEETINGS

Section 3.01 Quorum. Five (5) members of the Board of Directors shall constitute a quorum of the Board for the purpose of conducting business and exercising its powers, and for all other purposes, except that no facilities or assets owned by the Authority shall be leased, encumbered, pledged or disposed of in any manner without a majority vote of the Board of Directors in attendance. No vacancy in membership of the Board shall impair the right of quorum to exercise all the powers and perform all the duties of the Board.

Section 3.02 Alternates. Concurrent with the term of the corresponding Board member; alternate Board members may be selected by the member jurisdictions of the Authority. Such alternates shall be selected in the same manner and shall have the same qualifications as the Board members and shall serve the same term as the Board member. Alternates are the only designated replacement for the respective Board member. Alternates cannot replace a Board member once a quorum has been established in a meeting. In the case of resignation of an alternate, the member jurisdiction of the alternate may select a replacement alternate and shall duly notify the Authority of the new alternate, serving the remainder of the original alternate's term. Member jurisdictions should give at least 24-hours advance notice to the Chairman or the Assistant Secretary of an alternate attending a meeting of the Authority or serving in the stead of a Board member on a continuing basis.

Section 3.03 Time frames and Notice. At or before the Annual Meeting, the Executive Director shall prepare a proposed schedule of regular meetings for the year. Upon adoption of a schedule of regular meetings, no further notice to the Board members will be necessary for such meetings. Called or special meetings of the Board shall be held upon the call of either (i) the Chairman or Vice Chairman acting in his/her stead or (ii) three (3) directors, directed to each of the remaining members of the Board. Whenever any three (3) directors, not including the Chairman, request a special meeting, they shall provide the Secretary and Assistant Secretary with a statement of the business to be considered for the purpose of providing adequate notice. Unless an emergency or similar event prevents notice as set forth herein, except as hereinafter provided, notices of meetings shall be in writing, and shall be mailed or delivered to respective members of the Board not later than five (5) days prior to any meeting to the address of each Director as provided to the Assistant Secretary. Members may elect to receive all notices solely by email. Meetings may be held at any time pursuant to waiver of notice thereof, and attendance by a director at any meeting presumes waiver of notice.

Section 3.04 Place. All meetings of the Board are to be held in the administrative offices or onsite of the Authority's facilities unless otherwise approved by the Board. If the administrative offices are unavailable, meetings may be held at any place and at any time within the boundaries of the Authority's member jurisdictions or elsewhere at the discretion of the Board.

Section 3.05 Order of Business. The order of business conducted at any regular meeting of the Board shall be:

- (a) Call to Order and Roll Call
- (b) Approval of the Agenda
- (c) Approval of Minutes
- (d) Items of Consent
- (e) Administration Items
- (f) Engineering Reports
- (g) Public Comment*
- (h) Adjourn

The Board of Directors may enter a closed session in accordance with the Virginia Freedom of Information Act. Any formal action by the Board of Directors shall be taken in open session.

Section 3.06 Public Comment. The Board may establish at its Annual Meeting time limitations on public comments.

Section 3.07 Preservation of Order. At meetings of the Board, the Chairman shall preserve order and decorum. The Chairman shall have the following powers:

- (a) To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes.
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground.
- (c) To entertain and answer questions of parliamentary law or procedure.
- (d) To call a brief recess at any time.

- (e) To address matters of public health and safety arising during a meeting, such as non-compliance with emergency declarations and meeting requirements consistent with state law.
- (f) To adjourn in an emergency.

Section 3.08 Procedure. Unless otherwise provided, in all matters of parliamentary procedure not specifically governed by these Bylaws, Robert's Rules of Order shall be parliamentary authority in all meetings of the Board.

Section 3.09 Minutes. The Assistant Secretary shall prepare minutes of each meeting that shall be presented in advance of the Board's next subsequent regular meeting. The Board shall consider for approval the minutes of the previous regular meeting and special meetings at its next regular meeting. When approved, all minutes shall be signed by the Secretary and the Presiding Officer of the particular meeting.

Article IV. COMMITTEES

Section 4.01 Standing Committees. There is established two (2) standing committees; the Audit and the Budget committees. The Audit and Budget committee members must currently be on the Authority 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 Board votes. Member jurisdictions may have only one representative on a committee. In case of a vacancy on a committee during the year, consistent with other provisions set forth herein, the Chairman 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.

Section 4.02 Additional Committees.

a. Establishment. The Chairman may, with the advice and consent of the Board, appoint other committees as may be deemed appropriate to carry out the interests and purposes of the Authority. The Chairman shall appoint the chair of each committee.

b. Quorum. Committees shall be constituted by three (3) members of the Board and a quorum, unless waived by all committee members, shall be three (3) members. In the absence or unavailability of any member of a committee, the Chairman may appoint a Board member to act on such committee *pro tempore*, and such appointment shall be recorded in the record book of the Authority.

c. Meetings. Meetings will be held by notice as directed by the Chairman or by unanimous consent of the committee members.

d. Minutes. Committees shall keep minutes of its meetings, which shall be preserved along with the minutes of the Board.

Section 4.03 Human Resources Liaison. The Vice Chairman serves as a Human Resources Liaison and shall 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 Chairman will serve in this capacity for the duration of the term as Vice Chairman.

Section 4.04 Audit Committee. Two Board Members and the Chairman will meet with auditors during the audit report preparation and before the presentation of the report to the full board.

Section 4.05 Budget Committee. Three Board 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.

Article V. FINANCIAL OVERSIGHT

Section 5.01 Audit Committee. The Audit Committee will meet with auditors during the audit report preparation and before the presentation of the report to the full board. The auditor will be provided with the names and contact information of the Audit Committee upon their election to the Committee. The Committee will meet with the auditors upon their request. 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.

Section 5.02 Budget Committee. The Budget Committee 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, financial planning, investment, rate setting and financial reporting.

Section 5.03 Bonds and Insurance. The Board shall cause fidelity bonds to be issued covering each of its officers and employees who receive or disburse Authority funds in amounts deemed by it to be adequate and shall secure such casualty and liability insurance coverage as the Board deems necessary.

Article VI. CORPORATE SEAL

Section 6.01 Seal. The seal of the Authority shall be circular and shall have inscribed thereon, within and around the circumference, the following: "NEW RIVER RESOURCE AUTHORITY" and in the center shall be the word "SEAL".

Article VII. AMENDMENTS

Section 7.01 Amendment. These Bylaws may be amended to the extent such amendments are not inconsistent with the agreement by a majority vote of the members of the Board. Any proposed amendment, repeal, or alteration, in whole or in part, of these Bylaws shall be presented in writing at a regular meeting of the Board. Such proposal may be considered and amended at such meeting but shall not be acted upon by the Board until a subsequent regular meeting or special meeting called for that purpose. At the subsequent meeting such proposal shall be subject to further consideration and amendments germane to the section or sections affected by such proposal and shall thereafter be acted upon.

The foregoing Bylaws were presented and adopted at the regular meeting of the Board of Directors of the New River Resource Authority on the _____ day of _____, 2022.

Barry Helms, Chairman

Attest:

Marjorie W. Atkins
Assistant Secretary



May 6, 2022

MEMORANDUM:

TO: NEW RIVER RESOURCE AUTHORITY BOARD MEMBERS

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

**SUBJECT: RECOMMENDATION FOR APPROVAL OF THE GENERAL
ENGINEERING CONSULTING MASTER SERVICE
AGREEMENTS**

On April 1, 2022, a request for proposal for general engineering consulting services was advertised and closed on May 5, 2022. Four submittals were received and reviewed.

The solid waste management consulting service agreements will provide the Authority the option to retain an engineering consultant on an as needed basis and the retainer agreement does not guarantee work.

Based on the review of the submittals, it is recommended the Board accept the engineering consulting master service agreements for an initial three-year term with two, one year renewal options from SCS Engineers, Thompson & Litton, CHA, and LaBella Engineering, and approve the Executive Director to execute the agreements upon legal counsel's approval.



May 17, 2022

MEMORANDUM:

TO: NEW RIVER RESOURCE AUTHORITY BOARD MEMBERS

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

PAUL BAKER, VICE-CHAIRMAN & HR LIAISON PWB

SUBJECT: REVISED NRRA PERSONNEL POLICIES

NRRA's Personnel Policies (adopted by the Board in 2017) has been reviewed by legal counsel and Tina Stevens (Director of Human Resources) from VRSA. Most of the changes were updating language expanding on protected groups. [Sections 1.3, 2.1, 2.2, 2.3, 8.2 (o) and 9.3 (a).]

Other changes:

Section 3.1 Types of Employment – removed Section (e) which classified Board Members as part time employees.

Section 5.1 Legal Holidays - addition of Juneteenth and Election Day

Section 5.2 Hours of Work and Work Routine – language added regarding times employees should take lunch break and/or “as designated by immediate supervisor.”

Section 5.4 – Annual Leave – added category for 35+ years of service and earning rate of 24 hours per month. And same category for carry over rate of sixty-six workdays per calendar year.

Section 7.1 Workplace Injuries – update worker's comp carrier from “VML” to “VRSA”.

Section 11.1 Employee Records – remove language regarding supervisors maintaining “supervisory records” in a separate personnel file in addition to the employee's official personnel file.

We recommend that the Board adopt these Policies at the May 25, 2022, Board meeting.

**PERSONNEL POLICIES
NEW RIVER RESOURCE AUTHORITY**

ADOPTED _____

PERSONNEL POLICY

SECTION 1: INTRODUCTION

1.0 Employment at Will

All employees are engaged in an "at will" relationship with the Authority. This means that the employee is free to resign at any time for any reason or no reason after providing reasonable notice. Likewise, the Authority has a right to discontinue the employment relationship at any time for any reason or no reason.

1.1 Establishment of Policy

The Personnel Policy (hereinafter "Policies") is established for the information and guidance of all concerned and shall apply to all employees of the New River Resource Authority (the "Authority"). The Executive Director is the personnel officer for the Authority and shall have the authority to take appropriate action in dealing with cases of violations of these Policies.

The Policies are designed to ensure fair and consistent treatment of employees. The Policies do not, however, constitute evidence of an employment contract, or a part of an employment contract. Employment with the Authority is an "at will" relationship, terminable by either party at any time. The Policies are not intended to and shall not supersede the Federal Fair Labor Standards Act or any other Federal or State laws that govern the employment conduct. Further, if any provisions of these policies shall be held invalid or unenforceable by law such determination shall not affect any other provisions hereof.

The Policies may be revised as the Board deems appropriate for the efficient and proper operation of the Authority. The Executive Director is responsible for the implementation of these policies and has the authority to develop administrative policies and procedures to carry out the intent of these policies.

1.2 Dissemination of Policies

Each employee shall receive a copy of the Policies when he or she begins work and when significant changes are made to the Policies.

1.3 Principles

Appointment, promotion, continued employment and all terms and conditions of employment shall be based solely on an individual's ability to perform a job.

All personnel actions shall be free from personal and political consideration based on race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, pregnancy, childbirth, and medical conditions related to pregnancy/childbirth (including lactation), sexual orientation, gender identity, disability, marital status, military status, military status (including active duty, veteran, or dependent), age, any other protected class. Applicants selected for employment with the Authority must, prior to commencement of employment, submit the necessary documents to comply with the requirements of the Immigration Reform and Control Act of 1986, as amended.

Continuation of employment shall be subject to compliance with these Policies, satisfactory performance of work, availability of funds, and the need for the job task.

1.4 Interpretation

The Executive Director has the authority to interpret these Policies and to apply them as the circumstances deem necessary.

EQUAL EMPLOYMENT OPPORTUNITY

2.1 Policy

The Authority is an equal opportunity employer. The Authority will not discriminate on the basis of race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, pregnancy, childbirth, and medical conditions related to pregnancy/childbirth (including lactation), sexual orientation, gender identity, disability, marital status, military status, military status (including active duty, veteran, or dependent), age, any other protected class. The Board intends that there be uniform practices that provide equal treatment for all employees in similar employment situations including, but not limited to required hours or days of service, leave of absences, holidays, and compensation.

2.2 Accommodations for Individuals with Disabilities; Pregnancy and Childbirth

The Authority is committed to providing equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee is one who is able to perform the essential functions of the job with or without accommodation. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the Authority, or if the employee poses a direct threat to the health and safety of him or herself or others. It is the obligation of the employee to request an accommodation. Further, the Authority will make reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions, including lactation.

2.3 Harassment

It is the policy of the Authority that actions or statements constituting harassment based on race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, pregnancy, childbirth, and medical conditions related to pregnancy/childbirth (including lactation), sexual orientation, gender identity, disability, marital status, military status, military status (including active duty, veteran, or dependent), age, any other protected class or status of any other group protected by federal or state law for any other reason will not be tolerated. Conduct that may rise to the level of harassment includes verbal remarks (epithets, derogatory statements, slurs, jokes), physical contact (assault, physical interference with movement or work, touching), visual displays (displaying of printed or photographic materials, clothing or any verbal or physical acts which may intimidate, objects), and other actions that are demeaning or hostile. Harassment arises from the dynamics of the workplace and can be based on nuances, subtle perceptions, and implicit communications.

All employees have a right to work in an environment free from harassment. If conduct is offensive, the employee should immediately inform the person(s) conducting themselves improperly that the conduct is not welcomed. If it continues, a report should be made immediately to the Executive Director. If the complaint is against the Executive Director, the employee shall report it to the Chairman of the Board.

2.4 Sexual Harassment

One form of harassment is sexual harassment. It is unwelcome advances, requests for favors, or other verbal or physical conduct of a sexual nature when:

- a) submission to such conduct is either explicitly or implicitly made a term or condition of employment;
- b) submission or rejection of such conduct is used as a basis for employment decisions;
- c) such conduct unreasonably interferes with an individual's work performance or is severe or pervasive enough to create an intimidating, hostile, or offensive work environment.

Examples of sexual harassment are:

- d) physical assault;
- e) subtle or overt pressure or direct requests for sexual favors;
- f) inappropriate display of sexually suggestive objects or pictures;
- g) a pattern of unwelcome conduct of a sexual nature that would be offensive to a reasonable person such as unnecessary touching, abusive or demeaning language or gestures (including remarks about another's clothing, body or body movements, or sexual activities), or teasing or joking.

2.5 Harassment Based on Other Impermissible Grounds

Employees are also protected from harassing conduct other than that of a sexual nature. If the work environment is affected by hostile actions because of race, gender, color, natural origin, ethnicity, pregnancy, religion, disability, political affiliation, marital status, military/veteran status, or status in any other group protected by federal or local law for any other reason, the employee should report it immediately.

2.6 Report Offensive and Discriminatory Behavior Immediately

An employee who believes that the Authority's Equal Employment Opportunity or Harassment policies are being violated shall report the conduct immediately to the Executive Director, verbally or in writing. The report shall be made verbally or in writing. If the complaint is against the Executive Director, the employee shall report it to the Chairman of the Board.

Charges will be promptly and thoroughly investigated and corrective actions taken if the charge is founded. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

A non-employee who subjects an employee to harassment in the workplace will be informed of the Authority's policy and appropriate actions will be taken.

In all cases, the Authority will make follow-up inquiries to ensure that the harassment has not resumed.

An employee accused of violating this policy will be fully informed of the allegations and will be able to offer an explanation or defense to the charges prior to any report being prepared. If a violation should be found, the accused employee will be provided an opportunity to respond to the charges prior to the imposition of discipline. The employee who brought the complaint will be provided information on the outcome of the investigation.

2.7 Retaliation and Confidentiality

Retaliation for bringing a complaint or for opposing a discriminatory practice is prohibited. Employees who bring complaints or who identify potential violations, and witnesses interviewed during the investigation are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a report should be made to Executive Director or the Chairman. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

The Authority will make every effort to preserve the confidentiality of the matters investigated and of the individuals involved. It is the responsibility of all to assure that this commitment to confidentiality is honored. State and federal law require record keeping and may require disclosure in certain circumstances. Also, the name of the employee who made the charge may have to be revealed in order to properly investigate the matter; the employee who brought the complaint will be notified before his or her name is released to the accused.

2.8 Employee Conduct

New River Resource Authority employees are expected to conduct themselves in a professional and courteous manner, as representatives of the Authority. Employees who conduct themselves in a manner that is disruptive to Authority business will be subject to disciplinary procedures outlined in these policies.

2.9 Authority Dress Code and Personal Hygiene Policy

New River Resource Authority requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism and dress code.

(a) Hygiene

New River Resource Authority employees are expected to meet hygiene requirements during regular business hours for the duration of their employment. The following guidelines are suggested:

- *Maintain personal cleanliness by bathing daily
- *Oral hygiene (brushing of teeth)
- *Use of deodorant/anti-perspirant to minimize body odor
- *No heavily scented perfumes, colognes and lotions
- *Clean and trimmed fingernails
- *Neat and well groomed hair, sideburns, mustaches and beards (no artificial colors, e.g. pink, green, etc.) that would be deemed unprofessional
- *Wash hands after using the restrooms and after eating

(b) Grooming

The Authority provides standard uniforms for operations employees. Employees must wear uniforms provided. The uniform must be clean, in good condition and fit appropriately. Employees must also wear appropriate Personal Protective Equipment (PPE). PPE is addressed in more detail in the Authority's Safety Manual. Other employees must comply with the same standard of dress, clothing must be clean, in good condition and fit appropriately. Tattoos that are perceived as offensive, hostile or that diminish the effectiveness of the employee's professionalism must be covered, and not visible to staff, customers or visitors.

Every Authority employee is responsible for exercising sound judgement and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire, his/her supervisor is responsible for coaching the employee accordingly. Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines, contact your supervisor.

Departure from appropriate grooming, hygiene and attire standards will result in employee coaching and/or disciplinary action up to and including termination of employment. Personal appearance standards may be reviewed periodically and updated as deemed necessary.

(c) Smoking/Tobacco Use – The Authority has designated outdoor smoking areas. No smoking/tobacco is allowed in any Authority building, vehicle or equipment by employees or in areas open to the general public or contract workers. The Authority shall enforce these policies through administrative methods. State Law reference(s) Subsection 15.2-2801, 15.2-2802

2.10 Political Activity

*An employee shall not be coerced to support a political activity, whether funds or time are involved.

*An employee shall not engage in political activity on work premises during work hours.

*An employee shall not use Authority owned equipment, supplies or resources and other material (computers, paper, etc) when engaged in political activities.

*An employee shall not use, discriminate in favor of or against any person or applicant for employment based on political activities.

*An employee shall not use the employee's title or position while engaging in political activity.

*Employees shall not use Authority phones, cell phones, computers and related devices to carry out political activities as defined in Subsection 15.2-1512.2.

SECTION 3: GENERAL TERMS

3.1 Types of Employment

(a) Full-time employee: A full-time employee is one who works a minimum forty (40) hours per workweek on a pre-established regular assigned work schedule. This employee is entitled to all the benefits that the Authority offers.

(b) Part-time employee: A part-time employee is one whose hours of work are limited to not more than one thousand five hundred (1500) hours per calendar year. This employee is entitled to no benefits.

(c) Probationary employee: A probationary employee is one who has worked for the Authority less than six months in his or her present position. The Executive Director at his sole discretion may extend the probationary status for an additional three months when satisfactory performance has not been achieved.

(d) Regular employee: An employee who is no longer in probationary status.

3.3 Employment Outside the Authority

An employee may not engage in any activity other than Authority duties and activities during working hours or while on the premises of the Authority, or while using Authority property.

3.4 Financial Interests in Transactions

No employee shall have a financial interest, direct or indirect, in any contract with the Authority or be financially interested, directly or indirectly, in the sale to the Authority of land, materials, supplies, or services or purchase of the same without disclosing the financial interest to the Executive Director and receiving approval based on full disclosure.

3.5 Gifts

No employee shall accept any gift in the form of personal services, loans, or promises that may be considered an act of influence from any person, firm, or corporation is interested in or does business with the Authority. If there is a question on whether an offer of a gift falls within this prohibition, the employee should consult with the Executive Director.

3.6 Performance Evaluation

Employees' performance will be evaluated informally throughout the year. Written evaluations of employees' work will be made at the following times:

- a) Prior to the end of the employee's probationary status;
- b) Regular employee's will have quarterly evaluations; and
- c) Annually prior to employee's position anniversary date.

The anniversary date is one year from the date of assignment to the current position with the Authority began.

The immediate supervisor shall conduct the evaluation on each subordinate employee. The written evaluation must be reviewed by the evaluator's supervisor and the Executive Director prior to being presented to the employee. The employee is permitted to write a response to the evaluation. If the response is prepared within ten (10) days after the evaluation is received, it will become an attachment to the evaluation.

3.7 Use of Authority Property

An employee is prohibited from using Authority property of any kind for other than officially approved activities. An employee has a duty to protect and conserve all Authority property issued for the performance of the job. Any Authority-owned property which is lost or mislaid must be reported to the supervisor immediately upon discovery that it is missing.

3.8 Return of Authority Property

Employees leaving employment with the Authority, whether temporarily or permanently, through resignation, layoff, suspension, or dismissal are responsible for returning all Authority property. If property has not been returned or if it has been lost or abused, the cost of such property will be deducted from the final payment from the final paycheck.

3.9 Authority Vehicles

Employees are responsible for all Authority-owned vehicles used in their work and for their proper use and maintenance. Authority vehicles are to be used for Authority business only. No smoking or tobacco use is allowed in Authority owned vehicles. Any defects noted should be reported to the employee's supervisor as soon as possible.

Employees must have a valid current motor vehicle operator's license in order to operate Authority motor vehicles or personal vehicles on Authority business. Personal vehicles used for Authority business must be properly insured. A conviction for a moving violation while driving an Authority vehicle must be reported to the Executive Director and may be a cause for revoking the privilege of operating an Authority vehicle.

Employees shall authorize the Authority the right to verify driving records with Virginia DMV. Loss of a valid operator's license may be the basis for employment termination when the employment position description requires a valid license.

3.10 Automobile Accidents

Employees involved in automobile accidents while driving an Authority vehicle or personal vehicle while on Authority business must call 911 if there is an injured person and/or notify the police; take the name, phone number, address and liability insurance company of the person or persons involved in the accident, along with the license number of the vehicle; take the names, phone numbers, and addresses of all witnesses present; remain at the scene of the accident, and report the accident immediately to the Executive Director. Employees involved in accidents while on Authority business may be required to take a drug and alcohol influence test.

3.11 Confidential Nature of Records and Information

Information and records obtained while working at the Authority are not to be disclosed to others not associated with the Authority. Personal data gained in the course of employment is to be utilized only as necessary to conduct the Authority's business and shall be subject to the Government Data Collection and Dissemination Protection Act.

3.12 Communications Equipment

(a) Use of Electronic Communications Equipment

The Authority provides electronic, digital and wire communications equipment for business purposes only. The use of this equipment and services should not be for personal use. Communications equipment includes but is not limited to computers, beepers, cellular, digital or PCS phone service, and Internet service. Messages received, sent, and stored on this equipment will be subject to monitoring from time to time and in the course of this monitoring the messages may be read for content. Employees should be aware that there are stored records of all communications. There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the Authority.

(b) Consent to Monitoring

Accepting issuance of any communications equipment, employees consent to the monitoring of communications sent, received and stored on equipment provided by the Authority or through electronic, wire, or digital services provided by the Authority.

(c) Passwords and Email Address

Employees, where required of them, will be provided with e-mail addresses and at times computer passwords to enable them to use the accounts or equipment; these passwords are not provided to make employees' usage confidential or private. E-mail records are business records of the Authority. The usage of the internet is subject to the same code of conduct which applies to all other actions in the workplace and using the Authority's internet account in a manner that violates any rules or regulations constitutes grounds for disciplinary action, up to and including discharge. The electronic use, transmission, and storage of messages, file, images, and sounds are subject to monitoring by the Authority. Employees must not share their passwords with any other individuals including other employees or outsiders. Employees are expected to act and to communicate professionally on the internet, not to engage in any commercial or illegal activities, or to use the account for personal business.

(d) Employer Access

The Authority will have access to a log of all usage, including a list of employees who have used the internet and the sites they visited. The Authority will monitor this usage from time to time, and employees found to be abusing usage or using the internet inappropriately will be subject to disciplinary action.

SECTION 4: POSITION CLASSIFICATION AND COMPENSATION

4.1 Position Classification

Every position falls within the classification and pay plan that has been adopted by the Board. The Executive Director, with the approval of the Board, shall allocate all new positions to the classes within the pay plan.

4.2 Changes in Classifications

(a) Reclassification

If an employee's duties and responsibilities change significantly, the Executive Director will develop a revised position description. The change in duties may result in the position being upgraded or downgraded in its classification ("reclassified"). When an employee's position is downgraded and his or her salary exceeds the maximum salary established for the new classification, the salary will be frozen until such time as the employee's salary falls within the pay range for the position. For employees whose position is reclassified upwards, the salary will remain the same unless the salary falls below the minimum established on the classification. In such case the salary would be increased to the minimum of the pay range for the classification. Reclassifications are not promotions or demotions, but an alignment of a position because of changed duties within the proper classification within the pay plan.

(b) Promotion

An employee who is promoted shall have his or her salary increased at least one step unless the salary will fall below the minimum of the pay range for the position classification of the new position. In such case, the salary will be raised to the minimum of the pay range.

(c) Transfers and Demotions

The pay of an employee transferred to another position in the same pay grade shall remain unchanged.

The pay of any employee demoted to a position in lower classification may be reduced at least one step immediately below his/her present salary. If the reduced salary is above the maximum for that class to which he/she is demoted, the employee's salary will be frozen until the salary falls within the pay range for that classification.

4.3 Starting Salary

Initial employment to any position is normally to be made at the minimum rate set for that position classification. The Executive Director may approve initial compensation at a higher rate when the candidate's outstanding and unusual qualifications exceed the minimum of those required by the job or when the competitiveness of the market commands a higher initial salary offer.

4.4 Salary Increases

The Board may approve from time to time salary increases and/or bonuses with award conditions for employment performance or cost of living or a combination of both. The Executive Director may adjust a general board approved salary adjustment on an individual basis when the employee's change in classification has influence on the employee's general salary adjustment.

4.5 Pay Periods

Employees are paid every other Thursday, except if the Thursday should be a holiday. If Thursday is a holiday, payment will be made on the Wednesday preceding. Advances in pay are not permitted.

4.6 Overtime Compensation

It is the intention of the Authority that employees will not be required to work more than forty (40) hours per week on a regular basis. Employees will, however, be expected to work beyond the 40-hour workweek when required to do so by their supervisors. The non-exempt employee's salary is based on the forty (40) hour workweek. The salary of the exempt employee is for however many hours the employee may be required to work.

Under the Fair Labor Standards Act, employees who perform "Executive", "Administrative", or "Professional" duties as defined in the "exempt" FLSA are exempt from overtime pay compensation but may receive overtime compensatory time. Exempt employees will be notified of their status. Exempt employees do not receive overtime pay for additional hours worked. Non-exempt employees will receive overtime pay compensation for all hours actually worked in excess of forty (40) per workweek.

Compensatory time in lieu of overtime compensatory pay can be earned by non-exempt employees if requested by the employee and approved by the Operations Engineer or Executive Director prior to the time being earned. Approval shall be in writing.

Employees who work overtime hours and receive compensatory time in lieu of overtime pay shall not accumulate more than 80 hours of compensatory time. Compensatory time may be used in the same manner as annual leave. Compensatory time should be used before Annual Leave.

Compensatory time should be taken within ninety (90) days. To avoid overtime hours, the Executive Director or the supervisor may adjust the employee's schedule by requiring the employee to take time off. This required time off shall not be charged against the employee's leave balances and will not affect the salary received.

The workweek commences at midnight on Monday and ends the following Sunday at 11:59 p.m. Overtime pay is earned at a rate of one and one half the regular rate of pay. Leave taken does not count as hours worked in determining overtime compensation.

Upon termination of employment, the employee shall be paid for all accrued compensatory time either at the employee's rate of pay at time of termination or the employee's average regular rate of pay during his last three years of employment whichever is greater.

SECTION 5: HOURS OF WORK AND LEAVE

5.1 Legal Holidays

The Authority observes the following holidays:

| | |
|---------------------------|--|
| New Year's Day | January 1 st |
| Martin Luther King Jr Day | Third Monday in January |
| President's Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Juneteenth | June 19 th |
| Independence Day | July 4 th |
| Labor Day | First Monday in September |
| Columbus Day | Second Monday in October |
| Election Day | First Tuesday in November |
| Veteran's Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November and the Following Friday |
| Christmas Season | December 24 th and 25 th |
| Employee Birthday | A day in the employee's birth month |
| Employee Anniversary | A day in the employee's position anniversary month |

Other days may be declared a holiday as designated by the Board. Unless otherwise changed by the Governor, if a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. If a holiday falls on a Sunday, the following Monday shall be observed as a holiday.

5.2 Hours of Work and Work Routine

Non-exempt employees shall work a forty-hour per week schedule and receive a salary on this basis. Employees may be assigned workdays and hours by their supervisor that may be outside the normal working week schedule. Refusal to work these hours, without compelling justification may be grounds for termination.

Employees have a lunch period of forty-five minutes in which the employee is free to engage in personal pursuits and past-times. Administrative employees report to work fifteen minutes later than Operations employees and have thirty minutes for lunch. Lunch breaks shall be taken between the hours of 11:00 am and 1:00 pm or as designated by the employee's immediate supervisor.

5.3 Leave – General

The Authority believes that approved time away from work at full pay is beneficial to employees and their productivity. Therefore paid leave is provided for personal use or when particular circumstances arise. The following Policies apply to the use of leave:

- (a) Annual, sick and compensatory leave must be earned before it can be taken.
- (b) Absences from work without prior approval will be cause for disciplinary action.
- (c) Use of paid leave must be requested and approved before it is taken.
- (d) If an emergency arises or some other unforeseen urgent situation, paid leave may be granted after the fact if notification of the absence was given as soon as possible thereafter.

5.4 Annual Leave

(a) Purpose

Annual leave may be used for vacations and other personal reasons, subject to prior approval by the supervisor. Employees are encouraged to use the annual leave earned during the year it is earned. Annual leave shall be approved in advance by the Supervisor. Leave is not eligible at all times, the Supervisor has the primary obligation to ensure that the Authority's operations are adequately and safely staffed.

Earning Rate

| | |
|------------------------|----------------|
| Date of Hire - 5 years | 8 hours/month |
| 5 + years | 10 hours/month |
| 10 + years | 12 hours/month |
| 15 + years | 16 hours/month |
| 20 + years | 18 hours/month |
| 25 + years | 20 hours/month |
| 30 + years | 22 hours/month |
| 35 + years | 24 hours/month |

(a) Carryover Rate

| | |
|------------------------|--------------------------------|
| Date of Hire – 5 years | 24 work days per calendar year |
| 5+ years | 30 work days per calendar year |
| 10+ years | 36 work days per calendar year |
| 15+ years | 42 work days per calendar year |
| 20+ years | 48 work days per calendar year |
| 25+ years | 54 work days per calendar year |
| 30+ years | 60 work days per calendar year |
| 35+ years | 66 work days per calendar year |

(a) Annual leave earned will be prorated on the basis of a four-week month. Annual leave credits may not be earned for any week that the employee suffers a loss of pay during the week because of insufficient leave balances to cover the forty (40) hour week

(b) Payment at termination.

Employees will be paid for unused annual leave balances upon the termination of their employment up to the amount of maximum carryover for their years of service.

5.5 A.* Sick Leave (For Employees in Plan 1 or Plan 2 VRS)

(a) Purpose

Sick leave may be authorized when an employee is unable to work because of illness or injury. In the event of serious illness or death of a member of the immediate family of the employee, the use of sick leave is also permissible. Serious illness is defined as incapacity or inability to care for oneself. Immediate family is defined as the employee's parents, spouse, children, brother, sister, and any relative living in the household of the employee. The use of sick leave for family illness is limited to 24 hours (3 work days) per occurrence unless extended by the Executive Director because of undue hardship.

(b) Earning Rate

Sick leave is earned at a rate of eight (8) hours per month prorated in the same manner as annual leave. Sick leave may be accumulated up a maximum of 1440 hours (180) days. Employees, in good standing, will be paid twenty-five percent (25%) of the value of unused sick leave up to an amount of two thousand five hundred dollars (\$2500) upon termination.

(c) Medical Verification

Employees will be required to provide medical verification for sick leave in excess of three (3) consecutive days. The Executive Director can request medical verification for sick leave absences of less than three days if believed appropriate. In the absence of the required medical provider's statement, the time will be charged to annual, compensatory or leave without pay.

(d) Reinstatement Rights

An employee who is on extended sick leave has no guarantee of reinstatement to his position at the end of the leave.

(e) Procedure for Use

If the need for the leave is foreseeable, the employee is to submit a "Leave Request Form" as soon as possible. Employees are expected to schedule routine medical appointments during non-working hours or during times that will have the least adverse impact on the employee's work schedule.

For unforeseeable leave, the employee must notify his/her supervisor within one hour of the beginning of the workday for which the leave is required except in emergencies. The employee must give the reason for the absence, and if known, the approximate duration of the leave. Immediately upon return to work, the employee shall complete the Leave Request Form, which must be approved by the supervisor. Failure to complete this form will result in the employee's absence being considered as leave without pay and may be grounds for disciplinary action. If a health care provider's statement is required, a copy shall be attached to the "Leave Request Form".

5.5 B.* Sick Leave (For Employees in Hybrid VRS Plan with VLSDP)**(f) Purpose**

Sick leave may be authorized when an employee is unable to work because of illness or injury. In the event of serious illness or death of a member of the immediate family of the employee, the use of sick leave is also permissible. Serious illness is defined as incapacity or inability to care for oneself. Immediate family is defined as the employee's parents, spouse, children, brother, sister, and any relative living in the household of the employee. The use of sick leave for family illness is limited to 24 hours (3 work days) per occurrence unless extended by the Executive Director because of undue hardship.

(g) Earning Rate

Sick leave is earned at the following rates:

| | |
|------------------------|---------------|
| Date of Hire – 5 years | 40 hours/year |
| 5 + years – 10 years | 48 hours/year |
| 10 + years – 15 years | 64 hours/year |
| 15+ years | 80 hours/year |

Sick leave is earned on a calendar year basis and must be used during the calendar year. Due to eligibility for the Virginia Local Short Term Disability Program through the Virginia Retirement System, sick leave will not carry over to the next year. Employees, in good standing, will be paid twenty-five percent (25%) of the value of unused sick leave up to an amount of two thousand five hundred dollars (\$2500) upon termination.

(h) Medical Verification

Employees will be required to provide medical verification for sick leave in excess of three (3) consecutive days. The Executive Director can request medical verification for sick leave absences of less than three days if believed appropriate. In the absence of the required medical provider's statement, the time will be charged to annual, compensatory or leave without pay.

(i) Reinstatement Rights

An employee who is on extended sick leave has no guarantee of reinstatement to his position at the end of the leave.

5.6 Leave Without Pay

In exceptional circumstances and when other leave balances are exhausted, the Executive Director may grant leave without pay. Annual and sick leave will not be earned for any workweek in which the employee is on leave without pay status. Employees who are on leave without pay during a pay period shall not earn any paid leave for that pay period and no contributions will be made on behalf of the employee to the retirement or health care, or other benefit plans.

5.7 Court Leave

Employees subpoenaed for jury duty or as a court witness for other than their personal cases may be absent without loss of pay provided that a copy of the subpoena is provided to the Executive Director. If an employee is involved in a personal case either as a plaintiff or as a defendant, paid court leave will not be granted but the employee may use earned compensatory, annual leave, or leave without pay. If released from court service during normal working hours, employees are required to report to work on that day if they can report at least one hour prior to the end of their scheduled hours. Any compensation received other than reimbursement for expenses shall be an offset against the salary for that pay period.

5.9 Uniformed Services Employment and Re-Employment Rights Act of 1994

The Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA) applies to all employers in the public and private sectors, including Federal employers. The Act protects all members of the uniformed services from discrimination in employment regardless of whether their uniformed service was in the past, present or future (intent to join). The discrimination provisions of USERRA, set forth in Section 4311, address problems regarding initial employment, reemployment, retention in employment, promotion, or any other benefit of employment.

Any person re-employed after military service is entitled to all seniority and other rights and benefits, including medical insurance coverage, which would have been available if the employment had not been interrupted by military service. The veteran re-employment rights are effective unless the cumulative length of the current absence plus any previous absences exceed five (5) years. USERRA requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable or precluded by military necessity. Upon return from military duty, the period an individual has to make application for re-employment or report back to work is based on the time spent on military duty. For service of 30 days or less, the service member must report back to work at the beginning of the next regularly scheduled work period on the first full day after release from service. For service of 31-180 days, the service member must submit an application for re-employment within fourteen (14) days of release from service. For service of 181 days or more, an application for re-employment must be submitted within ninety (90) days of release from service.

Re-employment of a person is excused if an employer's circumstances have changed to much that re-employment of the person would be impossible or unreasonable. Employers are excused from making efforts to qualify returning service members or accommodating those with disabilities incurred during service, when doing so would be of such difficulty or expense as to cause "undue hardship". Re-employment is not required where the position left to enter the service was for a brief and non-recurrent period and which could not reasonably be expected to continue indefinitely or for a significant period. The employer has burden of proving (not simply asserting) the impossibility or unreasonableness, undue hardship, or the brief, non-recurrent nature of the employment.

An employer may not use the lack of documentation at the time the individual requests return as a basis for delaying or denying reinstatement. If the documentation received later show that the individual is not eligible for protection under USERRA, the person may be terminated at that point.

An employer has the right to require a person who is absent for a period of service of 31 days or more to provide documentation showing that (1) the application was timely, (2) the five year service limit was not exceeded, and (3) the separation from service was not under circumstances specified in Section 4304 of USERRA.

Health Benefit Coverage Under USERRA – On return from service, health insurance coverage must be reinstated without any waiting period or exclusions for pre-existing conditions, other than waiting periods or exclusions that would have applied even if there had been no absence from uniformed service.

Pay (USERRA) – A person re-employed is entitled to the rate of pay he or she would have attained, with reasonable certainty, if continuously employed during the period of service. The term “pay” is not limited to wages received. It includes all elements of compensation such as drawing accounts, bonuses, and shift premiums. It includes hourly rate, piece rate, salaries, and commissions.

USERRA does not require an employer to pay an employee while performing uniformed service; however an employer is free to do so, if desired.

Promotions (USERRA) – Unless it is impossible or unreasonable, an employer is generally required to allow a returning service member to make up a test for promotion that was missed while he or she was absent. If the re-employed employee is successful on the make up exam, there is a reasonable certainty that, given the results of the exam, the re-employed employee would have been promoted during the time he or she was in military service, then the re-employed employee’s promotion must be made effective as the date it would have occurred had the employment not been interrupted by military service.

If it is reasonably certain that an employee would have received a promotion during his or her absence for service and the employee requires further qualification for the position as a result of the military leave, the employer must make reasonable efforts to qualify the person. USERRA provides that returning service members are re-employed in the job that they would have attained had they not been absent for military service (aka “escalator position”) with the same seniority, status and pay as well as other rights and benefits determined by seniority.

Raises (USERRA) – A returning service member is entitled to all general pay raises that he or she would have received with reasonable certainty but for the absence for service in the uniformed services.

Vacation – USERRA requires an employer to allow an individual to use earned vacation credits while absent for service, providing that usage is at the employee’s request. An employer may not require the use of vacation for a service absence, unless the absence coincides with a period, when ALL employees are required to take vacation.

SECTION 6: PERSONNEL POLICY DRUGS AND ALCOHOL

6.1 Use of Alcoholic Beverages and Drugs

The New River Resource Authority (the “Authority”) recognizes that alcohol and drug abuse has become a serious problem across America. It is, therefore, the goal of the Authority to establish and maintain, for its employees, a safe and healthy workplace free from drug and alcohol abuse, and to protect the safety of the public by providing the highest quality of service.

Employees' use of alcohol, illegal drugs, the misuse of prescription drugs, or reporting to work under the influence of such substances is prohibited in the Authority workplace. Such behavior seriously affects job performance and can create danger to the public and coworkers.

In addition, the use of illegal drugs is not acceptable at any time or place. The policies and regulations pertaining to a drug-free workplace must be followed by all employees of the Authority.

Violation of this policy will result in appropriate disciplinary action up to and including termination.

6.2 Employee Conduct

A. Employees shall not

- (1) consume, store, possess, or bring into any Authority department, facility, or vehicle alcoholic beverages or, except as prescribed by a physician-controlled substances, narcotics or hallucinogens;
- (2) Shall not report to duty or perform services for the Authority, while under the influence or in possession of alcohol or drugs to any degree whatsoever, or with any odor of these substances on their breath.

B. When an employee is told that the controlled substances prescribed by a physician may affect physical or mental functioning, the employee must bring a written statement from the treating medical provider stating the effects of such substances on job performance.

C. The Authority is a drug-free workplace and abides fully with the Drug Free Workplace Act.

6.3 Drugs, Narcotics and Alcohol Testing Policy

A. Employees will be tested for drugs and/or alcohol as follows:

- (1) An applicant after a conditional offer of employment has been made.
- (2) Any employee in a safety sensitive position on a random basis.
- (3) Any employee when there is reasonable suspicion that the employee is under the influence of illegal drugs or alcohol.
- (4) Upon returning to work after participating in a Rehabilitation Program under Section V of this Policy and on a random for the 18 months following the employee's return to work; or
- (5) Any employee in a position requiring a Commercial Driver's Licenses (CDL) as follows:
 - (a) Pre-employment
 - (b) Random selection
 - (c) Post-accident
 - (d) Reasonable suspicion
 - (e) As may be required by the Department of Transportation's regulations (49 CFR, Parts 40 and 382)

6.4 Drug Free Workplace

- A. No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined by Federal regulation CFR §§ 1300.11 through 1300.15.
- B. As a condition of employment, each employee shall
 - (1) Notify his/her supervisor of his/her conviction of any criminal drug statute no later than five (5) days after such conviction.
 - (2) Abide by the terms of the terms of this policy.

6.5 Participation in Rehabilitation

- A. The Authority recognizes that a dependency on alcohol and on prescribed drugs may be an illness and, at the discretion of the Executive Director, an employee who has been diagnosed with such an illness may be permitted to participate in a rehabilitation program. Such participation is voluntary on the part of the employee.
- B. Participation in rehabilitation program under the above circumstances shall be at the expense of the employee; health care coverage may cover some or all of the expenses.
- C. Upon successful completion, the Executive Director will determine if the employee shall be returned to his/her previous position, or if another position would be more appropriate. If no appropriate position is available, the employee's relationship with the Authority will be terminated. Participation in a Rehabilitation Program is no guarantee of returning to one's position, or any position, with the Authority.

6.6 Inspection of Personal Property on the Workplace

- A. Authority workplaces and Authority owned property are subject to inspection at the discretion of the Executive Director for drugs, alcohol and other violations of this policy. Employees should have no expectation of privacy with regard to such personal property.
- B. Inspections shall be conducted when there is a reasonable suspicion of prohibited conduct.

6.7 Sanctions

- A. A refusal to immediately submit to a drug test when requested or a finding of alcohol or illegal drug use may result in the withdrawal of a conditional offer of employment or disciplinary action up to and including termination.
- B. The failure to appear for testing without providing prior notice acceptable to the Authority will be considered a refusal to participate in the testing and will subject the employee to disciplinary action, up to and including termination, or in the case of an applicant, the rescinding of a conditional offer of employment.

- C. A positive test will result in disciplinary action or termination. When a confirmed positive test for drugs has been returned by the laboratory, the tested employee will be given an opportunity to demonstrate to the satisfaction of a medical review officer or other medical professional selected by the Authority that the confirmed positive test result was from a legally prescribed medication or other legitimate reason. Evidence to justify a positive test result may include, but is not limited to:
 - (1) A verification that the employee's test result was caused by use of a valid prescription; or
 - (2) Other medical evidence demonstrating that the positive test is a result of other legitimate causes.
- D. Failure to successfully complete the rehabilitation program agreed to or to adhere to the conditions imposed upon completion of the rehabilitation program, may result in immediate dismissal.

6.8 Definitions

- A. Reasonable Suspicion: evidence indicating that an employee may be under the influence of or may have used alcohol or drugs in violation of this policy. The following indicators are examples of behaviors that may comprise reasonable suspicion:
 - (1) Slurred speech.
 - (2) Smell of alcohol or drugs on breath.
 - (3) Any unusual lack of physical coordination or loss of equilibrium.
 - (4) Unexplained hyperactivity, depression, withdrawal, or dis-associative behavior.
 - (5) Unexplained inability to perform, act or function in a manner that indicates that the employee's normal mental/physical processing levels are being interrupted.
 - (6) Bizarre behavior or erratic job performance of a severe nature.
 - (7) Possession of alcohol or illegal drugs, or the presence of alcohol containers, illegal drugs, or drug paraphernalia in an area subject to the employee's control.
 - 8) Information provided by a reliable and credible person.
- B. Workplace: any site for the performance of work by the employee, including but not limited to any Authority building or premise, any Authority owned vehicle or equipment, any building or premises used by the Authority for Authority business, and any non-Authority property during any Authority sponsored or Authority approved activity, event, or function. "Workplace" also includes all Authority owned property such as, but not limited to vehicles, offices, desks, lockers, safes, file cabinets, tool boxes, etc.

SECTION 7: WORKPLACE HAZARDS AND INJURIES

7.1 Workplace Injuries

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. Any job-related accident or workplace injury, no matter how insignificant, must be reported immediately to the supervisor. The supervisor shall be responsible for obtaining from the employee, his/her co-workers, and/or his/her attending physician the cause(s) and effect(s) of the injury or illness and report the same to the Executive Director. The employee is responsible to complete the Authority's Workers' Compensation and incident report forms.

Upon receiving the report of injury, the Office Manager or Executive Director will complete the Employer's First Report of Accident and forward it to the Virginia Risk Sharing Association (VRSA). VRSA in turn will notify the Virginia Worker's Compensation Commission.

The Authority has an approved list of physicians and medical providers that injured employees must use when seeking medical treatment. Obtaining treatment from doctors not on the list may result in disqualification for Workers' Compensation benefits. Seriously injured employees may seek immediate medical treatment at a hospital emergency room. Other employees should consult with their supervisor or the Executive Director before obtaining medical treatment in order that the list of physicians can be provided.

7.2 Exposure to Toxic Materials and other Safety Hazards

The Authority makes every effort to provide its employees with a place of employment that is free from recognized hazards that cause or are likely to cause death or serious harm. The Authority will inform employees about the safety hazards in the workplace to which there may exposure and the proper way of handling and using materials safely. For each hazard a Material Safety Data Sheet will be maintained.

Employees are to report all work-related injuries that result from exposure to such hazards. Safety standards will be posted and employees are required to follow these standards. For more information, employees should read the "Job Safety and Health Protection" poster.

SECTION 8: DISCIPLINARY PROCEDURES

8.1 General

There are various forms of disciplinary action that may be taken by the Authority to correct unacceptable behavior or misconduct. The Executive Director is responsible to approve appropriate disciplinary action which may include but is not limited to:

- a) Oral or written Reprimand;
- b) Transfer, reassignment, demotion;
- c) Suspension without pay;
- d) Termination;
- e) Reduction in compensation without a change in classification;
- f) Denial of merit pay increment

8.2 Causes for Dismissal, Demotion, Suspension or other action:

The following are examples that are causes for disciplinary action. The offenses listed are not meant to be all-inclusive.

- (a) Refusal to comply with a lawful instruction unless such instruction is injurious to the employee's or the general public's health or safety.
- (b) Failure to follow the Personnel Policies.
- (c) Conviction of a misdemeanor or felony involving moral turpitude or other conduct of such a nature that continuing in the position would not be prudent.
- (d) Deliberate or careless conduct endangering the safety of the employee, other employees, or non-employees.
- (e) Indulging in discourteous conduct toward the public or toward Authority officers or employees.
- (f) Inducing or attempting to induce another to commit an unlawful act in violation of Authority regulations, policy, or orders.
- (g) Using, threatening, or attempting to use personal or political influence in an effort to secure special consideration at the Authority.
- (h) Unsatisfactory performance.
- (i) Gross carelessness or unjustified neglect of duties and sleeping on the job.
- (j) Theft, misappropriation or intentional destruction of Authority property.
- (k) Intentional falsification of personnel records, time reports or other Authority records.
- (l) Engaging in outside business activities on Authority time, or using Authority property for such activity.
- (m) Failure to maintain a satisfactory attendance record.
- (n) Use of alcohol or unlawful use or possession of controlled substances while on the job.
- (o) Harassment based on race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, pregnancy, childbirth, and medical conditions related to pregnancy/childbirth (including lactation), sexual orientation, gender identity, disability, marital status, military status, military status (including active duty, veteran, or dependent), age, any other protected class.
- (p) Disclosing to third parties confidential, proprietary or other information gained exclusively through employment with the Authority.
- (q) Making unauthorized speeches or media statements for the Authority.
- (r) Deliberate or careless conduct that disrupts the operations/business of the Authority.

(s) Taking for personal use from any person any fee, gift, or other valuable thing in the course of work or in connection with it, when such gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.

8.3 Due Process

Unless emergency or safety considerations require immediate removal from the workplace, the employee will be given notice of the contemplated disciplinary action and an opportunity to respond to the charges prior to the disciplinary action being taken. If prior due process cannot be given, the employee shall be afforded an opportunity to have post-disciplinary due process as soon thereafter as feasible.

SECTION 9: COMPLAINT PROCEDURES

9.1 Open Door Policy

An open door policy is established whereby any Authority employee may meet with the Executive Director or his/her designee for the purpose of obtaining assistance in solving job related problems, providing information, and clearing up misunderstandings. There shall be no reprisals, harassment, or inequitable treatment of any employee availing himself/herself of this policy.

9.2 EEO Complaint Procedure

The Authority encourages employees to come forward with their concerns about violations of the Equal Employment Opportunity policy. Complaints will be investigated pursuant to the provisions of Section 2 of the Policies.

9.3 Grievance Procedure

(a) Grievable Issues

All non-probationary full-time employees may initiate a grievance concerning disciplinary actions involving dismissal, demotion, or suspension; the unfair application of policies; acts of reprisal as result of utilization of the grievance procedure; and discrimination or harassment based on race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, pregnancy, childbirth, and medical conditions related to pregnancy/childbirth (including lactation), sexual orientation, gender identity, disability, marital status, military status, military status (including active duty, veteran, or dependent), age, any other protected class.

(b) Non-Grievable Issues

Issues that will not be addressed through the grievance procedure are the establishment and revision of wages or salaries; position classifications; or general benefits; work activity accepted by the employee as a condition of employment or work activity which may be expected to be a part of the job content; the contents of ordinances, statutes, or established personnel policies, procedures, Policies and regulations; termination, layoff, demotion, or suspension from duties because of lack of work or reduction-in-force; the hiring, promotion, assignment, and retention of employees; and the relief of employees from duties in emergencies.

(c) Steps

Employees are encouraged to resolve complaints informally by presenting the issue(s) to their supervisors and discussing how they may be satisfactorily resolved.

To the extent that informal resolution does not, or cannot, occur employees may make a written complaint called a grievance. The written grievance shall be presented to the immediate supervisor, or the individual against whom the complaint is brought, within ten (10) working days of the event or action giving rise to the grievance. The person receiving the grievance shall give a written response in five (5) working days.

If the employee is not satisfied with the response, the grievance may be delivered to the Executive Director within five (5) working days. The Executive Director will schedule a meeting with the employee within ten (10) working days to discuss the merits of the complaint. The Executive Director may conduct additional fact-finding before responding. The employee is to receive a written response from this meeting within ten (10) working days. The employee has no further redress if the response is unsatisfactory.

SECTION 10: TERMINATION OF EMPLOYMENT

10.1 Resignation

In order to leave in good standing, the resigning employee must inform his supervisor in writing of the intention to leave at least two weeks prior to the last day of work. Supervisors and administrative personnel should, if possible, give at least four weeks notice of the intent to resign.

10.2 Exit Interviews

An employee should participate in an exit interview in order to be favorably considered for re-employment with the Authority at a later date. Appointments should be made with the Executive Director within a week of the day of separation. These confidential interviews will be approximately 30 minutes and concern the employee's reasons for leaving, reemployment privileges, benefits, and other important information.

10.3 Final Pay Settlement

When employment is terminated, the final paycheck will be issued on the payday immediately following. All payments for accrued leave and other reimbursements will be withheld until all Authority property is returned to the Authority in the condition it was given, and all money owed the Authority has been paid.

10.4 Reduction-in-Force (Layoffs)

In the event of reduction-in- force, the Executive Director will identify the organizational section, job classification, and position affected. Additionally, the Executive Director shall determine the order for layoff by classification. Once that order has been determined the order in which employees will be laid off with each classification will be;

- (a) Part-time employees,
- (b) Employees in probationary status,
- (c) Employees with unsatisfactory performance evaluations.
- (d) Employees in good standing with satisfactory performance evaluations.

Employees laid off may be given first consideration for one year for all vacancies that may become available in the same classification they held at termination or for all previously held classifications.

Any employee who may be in the process of another administrative procedure (i.e., grievance, EEO complaint,) is still covered by this procedure. If such an employee is laid off, he/she will be entitled to continue to pursue the procedure if he/she so chooses. However, this administrative procedure will continue after the employee has received his/her layoff notice.

SECTION 11: EMPLOYEE RECORDS

11.1 Personnel File

The employee's personnel file is maintained in the office of the Office Manager.

11.2 Duty to Update Records

In order to have complete and accurate information, it is required that the employee notify the Office Manager promptly if there is any change in name, address, or other information affecting the employee and all the family members participating in the health plan.

11.3 Disclosure of Information

Personnel records are exempt from disclosure to third parties under the Virginia Freedom of Information Act. The Authority will not release information from these records unless there is a legitimate business reason for such disclosure or because compelled to do so by law. Employees have access to view and copy their own records.

11.4 Attendance Records

Supervisors are responsible for retaining and submitting to the Office Manager on a weekly basis accurate leave records of all employees under their immediate supervision. The employee must sign such records.