

## MINUTES

### RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD

April 19, 2017

George L. Gordon Government Center

Conference Room ABC

**Meeting Convened:** A regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) was convened at 8:38 a.m. on April 19, 2017, at the George L. Gordon Government Center, Conference Room ABC.

**Roll Call:** The following members were present: Matthew Kelly; William C. Withers, Jr.; Paul V. Milde, III; Timothy J. Baroody; and Thomas C. Foley. Laura A. Sellers was absent.

Also in attendance were: Bill Hefty, Esq., R-Board Attorney; Mark Whitley, Assistant City Manager; Rick Markwardt, R-Board Superintendent; Julie Williams-Daves, Acting Assistant Landfill Superintendent; and Keith Dayton, Director.

**Approval of the minutes of prior meeting:** Mr. Withers motioned, seconded by Mr. Milde, to approve the minutes from the February 15, 2017 meeting.

By voice, the vote was:

Yea:	(5)	Kelly, Milde, Withers, Baroody, Foley
Nay:	(0)	
Absent:	(1)	Sellers

**Presentations by the Public:** No members of the public desired to speak.

**Presentations by the R-Board:** No R-Board members desired to speak.

**Report of the R-Board Superintendent:** Mr. Markwardt reported on the following:

#### **Cell F2 Filling Status**

Mr. Markwardt reported that the filling is continuing without issue. The contract for the Posi-Shell machine is in process, with a mid-May timeframe for utilization.

#### **Personnel Status Update**

The R-Board is authorized for a total of 34 employees, of which 30 are full-time positions, and four are part time, with 29 full-time positions filled. Staff is proceeding to have two Maintenance Workers reclassified as Scale Technicians. The responsibilities of the open full-time position of Environmental Manager are presently assigned to Ms. Daves along with her Acting Assistant Superintendent duties.

**Environmental Compliance:** Ms. Williams-Daves reported the following:

Ms. Williams-Daves reported that the 4<sup>th</sup> quarter waste inspection was completed in December, 2016. The inspection report has not been received, but staff is expecting a warning letter due to the late 2<sup>nd</sup> quarter groundwater monitoring report that was not submitted in a timely manner. The first quarterly inspection of 2017 was held in March, with a few minor issues. Groundwater and landfill gas monitoring events are on schedule and reports have been submitted. Staff also submitted the Virginia

Environmental Excellence Program report, and we maintained our E3 classification. There are currently conversations to increase the compost operation for internal use.

**Recycling and Litter Crew Activities:** Ms. Jones reported that staff will participate in Earth Day, to be held on April 22 at Old Mill Park in Fredericksburg. The Household Hazardous Waste Day will be held on May 20<sup>th</sup> at Stafford Middle School. Goodwill has received its R2 Certification for E-Waste recycling. Mr. Milde requested that the litter crew be aware that if political signs are found in the VDOT right-of-way, that they should be treated as all other signs, and promptly removed.

Mr. Dayton advised that staff was not planning to conduct the customer survey at our convenience centers this year as use patterns have stabilized, and staff is committed to other events in May that make it difficult to schedule.

**Report on Finances:** Mr. Dayton reported on the following:

**Financial Summary (through March 31, 2017):**

We are experiencing continued strong revenue performance from our commercial customers as well as sludge revenues. This should result in no need to use the reserve fund budgeted in FY2017, and we are now projecting a modest surplus. Recycling revenues are now trending above budgeted revenues. Mr. Dayton also noted that resident use fees have been adjusted upward after a lag in revenue reporting was corrected. Expenses are being monitored very closely and we expect to finish the fiscal year without difficulty.

**Weight & Material Analysis (through March 31, 2017):**

Strong numbers across the scales of both commercial and residential. Debris and sludge is strong. Offsite dirt deliveries are down due to the changes in our tipping fee structure, and staff views that as a positive trend.

**Unfinished Business:**

**Draft FY2018 Budget**

Mr. Dayton briefed the Board on the draft budget. He stated that the budget is proposed with no use of reserve funds for operational or capital expenditure requirements and all potential savings have been identified. Debt service payments for Cell F2 construction and Cells B, C, and D closure are included. Revenue from our resident fee program is now projected the same as FY2017 after detecting the lag in sales reporting. The Capital Improvement Program (CIP) remains unchanged, and the comprehensive equipment replacement list that Mr. Kelly is included. Mr. Dayton noted that all the equipment listed as requiring replacement is included in the CIP, although some items were moved to later years to ensure a continued increase in our reserve fund. The pro forma was revised to reflect that no reserve funds would be used in the current fiscal year, included updated revenue and expenditure values, and included financing Cell F3 instead of funding it with cash from the reserve fund. He noted that these changes resulted in an increase to the reserve fund from \$3.45 million, to \$9.66 million by 2023.

Mr. Dayton advised that the estimated \$75,000 cost of a comprehensive operations analysis requested

at a previous meeting, and on the agenda later in the meeting, was not included in the proposed budget. A brief discussion ensued regarding the need for the study and the desire to include this analysis in the FY2018 budget. Member comments were supportive of the budget as proposed, with the inclusion of the funding for the study. Mr. Foley inquired about the reduction in the budget line for Management Services. Mr. Dayton explained that FY2017 included additional consulting services in support of the closure cap project, and these were not necessary in FY2018, resulting in a large reduction in that line.

Mr. Milde motioned, seconded by Mr. Withers, to approve Resolution RB17-01 with the addition of \$75,000 for a comprehensive analysis of R-Board operational activities.

By voice, the vote was:

Yea:	(5)	Kelly, Milde, Withers, Baroody, Foley
Nay:	(0)	
Absent:	(1)	Sellers

**New Business:**

**Operational Analysis Request for Proposals**

Mr. Dayton gave an overview of the development of a Request for Proposals to examine all facets of the current operations and provide recommendations for improvement. Mr. Baroody felt that it was important to interview each R-Board member in addition to key R-Board staff. Mr. Dayton advised that he would make that change.

**Adjournment:** The meeting was adjourned at 9:21 a.m.

**Future Session:** The next regular meeting will be held on June 21, 2017, at the George L. Gordon Government Center, 8:30 a.m., in Conference Room ABC.

  
Keith C. Dayton, Director

  
Pamela L. Timmons, Clerk