

MINUTES

RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD

February 19, 2020

George L. Gordon, Jr., Government Center
Board Chambers

Meeting Convened: A regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) was convened at 8:30 a.m. on February 19, 2020, at the George L. Gordon, Jr., Government Center, Board Chambers.

Roll Call: The following members were present: Meg Bohmke; Cindy C. Shelton; William C. Withers, Jr.; Tim Baroody; Matthew Kelly; and Thomas Foley.

Also in attendance were: Brendan Hefty, Esq., R-Board Attorney; Rick Markwardt, Landfill Superintendent; James Canty, Landfill Superintendent – Operations; Diane Jones, Recycling Manager; Sofia Gilani, Environmental Technician; Pamela Timmons, Clerk; and Joe Buchanan, Director.

Approval of the minutes of prior meeting: Mr. Foley motioned, seconded by Mr. Kelly, to approve the minutes from the November 19, 2019 meeting.

By voice, the vote was:

Yea:	(6)	Baroody, Bohmke, Foley, Kelly, Shelton, Withers
Nay:	(0)	

Presentations by the Public: The following members of the public desired to speak:

Tim Rudy - Please with efforts by Landfill employees.

New Business:

Public Hearing to Authorize Changes to the Fee Schedule Mr. Buchanan reported that operational costs continue to rise each year, including an adjustment for payroll to bring current employees pay in line with today's pay scale. R-Board staff has done an excellent job of controlling costs, but with the increasing costs of payroll, capital equipment, fuel, and new cell development it is necessary to adjust the rates for commercial customers by 3 %. A recent staff review of similar landfills in our market area show that the Regional Landfill is on the lower end of pricing for commercial customers.

Ms. Shelton opened the public hearing.

The following persons spoke:

Gene Brown (Shifflett Trash Service) - No problem with the raise in fees, but would like staff to look at improving in/out times at the Landfill.

Ms. Shelton closed the public hearing.

R-Board members agreed to take this back to the Board of Supervisors and City Council at their next scheduled meeting, with Mr. Buchanan making a presentation.

Mr. Kelly requested an update on the in/out times at the Landfill, as well as the condition of the roads. Mr. Buchanan noted that there was a resolution in the meeting packet to approve a scale house renovation, and the purchase of a wheel wash. The scale house area renovation will improve the in/out times with paved areas. The wheel wash system will help clean trucks before leaving the Landfill area.

Mr. Kelly asked that Mr. Buchanan show a prospective budget out 3-5 years to help the R-Board, commercial haulers, and citizens see where the Landfill is headed in the near future.

Ms. Bohmke motioned, seconded by Mr. Withers, to defer RB20-02 to the March 25th special meeting.

By voice, the vote was:

Yea: (6) Baroody, Bohmke, Foley, Kelly, Shelton, Withers
Nay: (0)

Ms. Bohmke made a friendly amendment to add to the motion that the next meeting date would be March 25th, or the next available date in March. This was seconded by Mr. Withers.

By voice, the vote was:

Yea: (6) Baroody, Bohmke, Foley, Kelly, Shelton, Withers
Nay: (0)

Presentations by the R-Board: The following R-Board members desired to speak:

- Ms. Bohmke - Received calls from citizens regarding trash along Potomac Run Rd.
- Mr. Withers - Happy with services – especially at Belman, where he frequents.
- Mr. Kelly - Would like to look at different Landfill operations and options for changing and moving forward. Would like a special meeting to discuss if others agree.

Report of the R-Board Superintendents:

Mr. Markwardt reported on the following:

Cell F2 Filling Status

Mr. Markwardt reported that Draper Aden conducted a flyover on January 5, 2020, and an alternate filling plan was suggested. Placing trash on side slopes with a 3% grade, it could extend the life of the current cell until March, 2021. Draper Aden continues to work on calculations at the current operation.

New R-Board Office Building

Renovations began in early November, 2019, with one of the key improvements being a revamped lobby area, service counter, and security features. A backup generator was also installed to allow staff to remain functional during an outage. A certificate of occupancy was granted on January 10, 2020, with

staff relocating on January 17th.

Replacement Equipment Deliveries

Staff received a new pickup truck, which will be used by the Landfill Superintendent. The Mack roll-off truck is expected the first week of March, 2020. The GPS is still pending the development of an RFP.

Ms. Bohmke asked what the expected cost may be. Mr. Markwardt responded that it is approximately \$50,000.

Mr. Canty reported on the following:

Personnel Status Update

Mr. Canty reported that the R-Board is authorized for a total of 38 employees (34 full-time and 4 part-time). Currently, all positions are filled, with a Clean Community Crew Maintenance Worker II and a part-time Heavy Equipment Operator being advertised. Overall, employee retention is at a higher level than experienced in recent years.

Management provided training on PPE and identified areas for PPE is required. Staff was also offered first aid, CPR, and AED certification.

Mike Cross received an award for Proactive Ownership in the Vision and Values campaign.

Effective January 1, 2020, the closing hours were adjusted to 4:30 pm, unifying the Commercial and Residential service areas. Complaints for odor and roadway dirt/drainage were addressed.

Additional tarping equipment has been procured and placed in service, allowing for a reduction in dirt required to maintain the working face and daily closing efficiencies.

Environmental Compliance/Permit Amendment Status: Ms. Gilani reported On November 18, 2019 the Virginia Department of Environmental Quality conducted a quarterly compliance inspection. The R-Board received a No Deficiency Letter and the inspector stated that the Operations Manual needed to be recertified in December, which it was.

In December and January staff received complaints about odors and mud. To address the odor complaints, we have worked with our environmental consultants, Draper Aden Associates (DAA) to conduct gas level monitoring around the landfill. We are not out of compliance, but will work to identify if the landfill is the source of the odor and respond as necessary.

In regards to the mud complaints the R-Board received a DEQ inspection that resulted in a deficiency letter due to an observation that mud was emanating from the landfill. The R-Board worked under the supervision of VDOT to work on the ditch line areas in order to create space for run off/mud to collect.

On January 27th staff responded to the DEQ deficiency letter with photos of the work and DEQ acknowledged that we took care of the issue.

In January the R-Board also received its renewed migratory bird depredation permit issued by US Fish and Wildlife Service for 2020. We are preparing to submit our annual update and emission statement in February.

Also in January, staff reported the third monthly readings of gas probe 7. There was no exceedance and we are now able to resume quarterly reporting. However, in February we worked with DAA and Davidson Drilling, Inc. to bore a replacement gas probe (7R) which will soon replace GP7.

Staff is working on commissioning a video to offer virtual tours of the landfill that highlights the various environmental tasks performed at the landfill. Below is an AP Environmental Science class from Colonial Forge High School that attended a landfill tour to learn more about how a landfill operates, procedures taken to prevent environmental degradation, and why it matters to take into consideration their resource usage. The students had an opportunity to meet and talk to the R-Board Chair, Ms. Shelton.

Recycling Manager Report: Ms. Jones reported

Beginning in Fiscal Year 2020, residents using the Eskimo Hill residential drop-off site have separated over 108,000 pounds of glass. This material is being used in the base of our roadbeds in place of stone. The cooperative program encompassing the collection of clean glass for Fairfax's glass processing facility is going well. The container at Belman Road in the City of Fredericksburg (City) is filling approximately every six weeks. Loads are averaging just over 10,000 pounds. A container that is compatible with the Fairfax program has been placed at the Eskimo Hill Residential drop-off site. Glass collected at Eskimo Hill going forward will be sent to Fairfax's pilot program.

A total of 554 tons of leaves have been received from the City. These leaves have been placed in windrows adjacent to the current compost building. Staff will be turning the windrows on a regular schedule and is expecting a finished compost product in 7-8 months. A search for sources of pre-consumer food waste has led to discussions with the City's Farmer's Market management staff. The permit for bio-solids composting is due for renewal this December. Staff plans to incorporate pre- and post-consumer food waste in the permit renewal. It will also be incorporated in the updating of the R-Board's Solid Waste Management Plan. New initiatives are being sought to increase the diversion of waste from being landfilled, control program costs, and look for alternatives to the current single-stream recyclables handling.

Staff has been actively researching a multitude of potential scenarios, such as increased public private partnerships for grinding operations; changing the model for single stream collectables; looking at trans-load partnerships; increasing revenue for scrap metal; and reducing costs for handling of waste tires.

Goodwill staff has been in dialogue with R-Board staff regarding understanding each other's resources and potential to establish new cooperative ventures. Staff visited the area Goodwill facility located in northern Spotsylvania in early February, and were impressed with their mission/vision, the services they provide to our community and their handling of overall operations. Staff hopes to work with them at a higher level in the future. At this meeting, one resource in particular was targeted as being possibly advantageous for Stafford County. Mr. Buchanan passed that information on to a point of contact in Stafford.

Various R-Board staff members volunteered to ring the bell for The Salvation Army this holiday season. Bundled and decorated they collected a total of \$311.80.

On January 22, 2020 the R-Board's educational trailer was on display at Stafford Middle School. The school's goal was to show their students why they should care about the environment. All sixth graders participated as a part of their earth science curriculum, while all seventh graders' thematic unit was a combination of their English and Science classes. The trailer exhibits information on household waste, the importance of recycling, and source reduction hierarchy – amongst other content.

A front page article was written regarding the scholastic adventure and how students will continue to learn about the environment with other guest speakers. All students will conduct a final research project.

Mr. Kelly gave staff kudos on the composting initiative. He asked that we "up our game" and asked Ms. Jones to meet with Habitat for Humanity and other similar organizations. Mr. Buchanan noted that staff is researching the purchase of a mixer.

Ms. Bohmke asked that Ms. Morris put the virtual tour on social media when it is available. She felt that it would help educate the citizens on what is required to run a landfill, and why fees are raised.

Report on Finances: Mr. Buchanan reported on the following:

Financial Summary (FY 2020 – through January): Mr. Buchanan reported that the finances for the R-Board are on budget through January 2020. Actual revenue for the seven months is \$5,869,419, for an increase over budget projections of 10%. Expenses for the same period are \$5,499,002 including encumbrances and capital equipment expenses.

Volumes into the landfill have remained constant year-over-year, with the main increase coming from commercial customers. The increase in residential weights is due to the past method of averaging weights versus the current method of using actual weights.

At the end of January 2020 the R-Board had \$14,657,027 in cash and short term investments.

The current budget FY2020 includes \$479,300 for scale house renovations under capital costs. This was to completely replace the commercial scales and would require a temporary scale operation during

construction. After further investigation, staff has found a source for scale replacement parts and believes our commercial scale system has several more years of operation remaining. Staff proposes using this capital for purchasing a single scale system to be a backup to our current scales during various future projects.

Staff recommends the repaving of the residential area where needed, and paving the road between our current commercial scales to the residential area and the area surrounding the new wheel wash system.

The installation of a new, permanent wheel wash system will clean tires and the undercarriage of trucks prior to leaving landfill; with a goal of decreasing mud tracked outside of the site. The R-Board budgeted to rent a wheel wash system for an estimated cost of \$41,000 per year. Staff desires to purchase a new system at a cost of \$99,000. This is a complete system that includes capturing the dirt and reusing the water. The estimated costs to add the single scale, wheel wash system, and paving would not exceed \$479,300.

Weight and Material Analysis; FY2020 – through January Mr. Buchanan reported that we are currently on track, with a little bit ahead on the commercial. In the past the residential weights were reported as an average. During the last six months, staff has adjusted reporting to actual weights, which now shows an increase.

Discuss Cell F-3 Construction Award and Next Meeting Mr. Buchanan reported that bid documents have been prepared by Draper Aden and Stafford County procurement has put the bid package out for bid. A pre-bid meeting is scheduled to be held February 18, 2020. All bids will be due and opened on March 10, 2020. Bids will be evaluated and a staff recommendation will be presented to the R-Board at its March 25, 2020 meeting. Financing the cell is planned as follows: There will be \$1 million dollars used from the current FY20 operating budget, with \$1 million from the FY21 budget operations, \$1 million from cash, and the final \$1 million from short-term investments.

Ms. Bohmke asked what the minimum/maximum construction time that is expected. Mr. Buchanan said that it will range from 4-6 months.

Mr. Foley asked if the resolution for the scale house renovation and wheel wash should be voted on due to the scheduling of projects and the new cell construction. Mr. Buchanan said that approval of the resolution would be beneficial in scheduling all projects.

Mr. Withers motioned, seconded by Ms. Bohmke, to adopt proposed resolution RB20-03.

By voice, the vote was:

Yea: (6) Baroody, Bohmke, Foley, Kelly, Shelton, Withers
Nay: (0)

RB20-03 reads as follows:

A RESOLUTION TO AUTHORIZE THE SCALE HOUSE AREA RENOVATION AND THE PURCHASE
OF A WHEEL WASH

WHEREAS, the FY2020 budget includes \$479,300 for scale house renovations under capital costs; and

WHEREAS, these funds were earmarked to replace the commercial scales and would require a temporary scale operation while under construction; and

WHEREAS, staff has found a source for scale replacement parts and believes this system has several additional years of operation; and

WHEREAS, staff desires to purchase a wheel wash system to clean the tires and undercarriage of trucks prior to leaving the Landfill; and

WHEREAS, this is a complete system that includes capturing the dirt and reusing the water; and

WHEREAS, staff proposes using this capital for purchasing a single scale system to be used as a backup, and the purchase of a wheel wash system; and

WHEREAS, staff also proposes the repaving of the residential area where needed and paving the road between the current commercial scales and the residential area, as well as the area surrounding the new wheel wash system;

NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Solid Waste Management Board on this the 19th day of February, 2020, that it be and it hereby does authorize the scale house area renovation and the purchase of a wheel wash at a cost not to exceed Four Hundred Seventy-nine Thousand Three Hundred Dollars (\$479,300).

New Business:

FY2021 Budget Mr. Buchanan reported that staff is proposing a budget of \$8,975,658 for FY2021, which is supported by \$8,728,750 in projected revenue and \$246,910 in prior year fund balance. The proposed budget is 1.75% less than the current FY2020 budget.

The budget includes the construction of the next cell (F-3) to be completed by November 2020. The estimated costs of the new cell is \$4 million dollars, with \$1 million being used from current operating funds of FY2020 (Resolution RB19-11) The remaining \$3 million will come from FY2021. One million is included in the operating budget. The final bid numbers will not be available until final assessment of the bids in March 2020. Cell F-3 construction bids are estimated to be \$4 million, which will come from short-term investments and our cash account. This will leave the R-Board with \$8 million in short-term investments and \$4.5 million in the cash account.

Commercial revenue is projected to increase by a little over 9%, including the proposed fee increase.

The interest revenue will increase with the reporting of interest earned from both the short-term investments and cash accounts, which has been averaging a little over 2% annually. In the past, only the cash account interest has been shown.

Staff is proposing a 3% increase in the commercial gate rate, and is holding a public hearing during this board meeting. The rates for residential fees will not change in FY2021. Rates for the City of Fredericksburg will increase by 3% and the rate for single-stream recycling will be the gate rate of \$50 per ton for the City.

All other customer rates will remain the same for FY2021.

In FY2020, R-Board employees were part of a class and compensation study that was completed in two parts beginning in July 2019 and ending in July 2020. The employees will also receive the same 2.5% increase proposed in the Stafford County FY2021 budget. The total resulted in a 27% increase in the salary payroll and subsequent increase in benefit costs for FY2021.

Tires, single-stream recycling, and household hazardous waste will continue to be supplied by third party vendors. All of these contracts expire at the end of FY2020 and staff is currently preparing RFP's for these services.

Capital expenditures (\$1,030,000) for the proposed budget include the following new equipment: Caterpillar D-6 Dozer, Caterpillar 330 Excavator, tarp machine with an odor control spray system, zero turn mower, and 20 forty-cubic yard roll-off containers.

Included is a Capital Improvement Program (CIP) for the upcoming five year period. This includes needed replacement landfill equipment, capping of closed cells, and a new cell in 2025.

The goals of the R-Board staff in the budget planning process are:

1. Provide a safe, clean, and efficient disposal system for residential and commercial customers of Stafford County and the City of Fredericksburg.
2. Continue to follow all State and Federal guidelines for the operation of the Landfill and convenience center locations.
3. To self-fund current and future cell development.
4. Update and replace capital equipment prior to end of life cycle.

Mr. Withers motioned, seconded by Ms. Bohmke, to defer RB20-01 to the special meeting on March 25th.

By voice, the vote was:


Yea: (6) Baroody, Bohmke, Foley, Kelly, Shelton, Withers
Nay: (0)

Adjournment: The meeting was adjourned at 9:31 a.m.

Future Session: A special meeting will be held on March 25, 2020, at the George L. Gordon, Jr. Government Center, 2:00 p.m., in Board Chambers.



Joseph A. Buchanan, Director



Pamela L. Timmons, Clerk

