

**RAPPAHANNOCK REGIONAL SOLID WASTE
MANAGEMENT BOARD**

REGULAR MEETING AGENDA

**STAFFORD COUNTY
VIRTUAL MEETING
STAFFORD, VIRGINIA**

**February 17, 2021
8:30 AM**

CALL TO ORDER

- A. APPROVE MINUTES OF NOVEMBER 18, 2020 BOARD MEETING (Tab 1)**

PRESENTATIONS BY THE PUBLIC

PRESENTATIONS BY R-BOARD MEMBERS

- B. REPORT OF STAFF (Tab 2)**

1. Report of Landfill Superintendent
 - a. Cell F-2 and F-3 Status
 - b. Environmental Compliance Report
2. Report of Assistant Landfill Superintendent
 - a. Personnel Status Update
3. Recycling Manager Report

- C. REPORT ON FINANCES (Tab 3)**

1. Financial Status; FY2021 – through January
2. Weight & Material Analysis; FY2021 – through January

- D. NEW BUSINESS (Tab 4)**

1. Discuss Current vs. Future Model for Fee Structure
2. Authorize a Public Hearing to Consider Commercial Fee Increase
- RB21-02
3. FY2022 Budget (Presentation Only)

CLOSED SESSION (if needed)

NEXT SCHEDULED MEETING

May 19, 2021

ADJOURNMENT

MINUTES

RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD

November 18, 2020

George L. Gordon, Jr., Government Center

Virtual Meeting

Meeting Convened: A regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) was convened at 8:37 a.m. on November 18, 2020, via WebEx. The meeting was noticed on the R-Board's website.

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

Also in attendance were: Bill Hefty, R-Board Attorney; Rick Markwardt, Landfill Superintendent; Diane Jones, Recycling Manager; Pamela Timmons, Clerk; and Joe Buchanan, Director.

Approval of the minutes of prior meeting: Ms. Shelton motioned, seconded by Mr. Mr. Kelly, to approve the minutes from the August 19, 2020 meeting.

By roll call, the vote was:

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

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

Tim Rudy – Thanked all for providing a valuable and necessary service. Ask R-Board to consider allowing the \$20 large load fee to be paid with coupons. Pleased with HHW.

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

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

Cell F2 Filling Status The filling of Cell F-2 continues without any problems. Draper Aden conducted the semi-annual flyover on July 2, 2020. Approximately 1,127,383 cubic yards have been filled, which is approximately 74%. This is with a 15% reduction for roads and berms. Life expectancy at this time for the top deck only is January, 2021. If staff continues filling on the side slopes this could extend the life into 2021.

Cell F3 Construction Status Cell F-3 is nearing completion. DEQ is expected to visit the site within the next few weeks for its inspection. The next step is the CQA report review, and issue the Certificate to Operate, at which time, filling of the cell can begin.

Compost DEQ came back with a few questions on the Compost Permit Renewal Application. All questions were addressed, and the updated package was sent to DEQ on October 19, 2020. Staff received word on

August 24, 2020 that we were not included in the grants being given out from the USDA for Community Compost and Food Waste Reduction. Staff plans to resubmit next year if there is an opportunity.

FY21 Equipment Purchases

Due to budget constraints, there was no new equipment budgeted for this fiscal year. Staff will look at available funding towards the end of the fiscal year and determine if anything can be purchased.

Personnel Status Update Mr. Buchanan reported on the following:

Staffing:

The R-Board is currently authorized for a total of 38 staff positions, of which 34 are full-time and 4 are part-time. At this time, 30 full-time and 3 part-time positions are filled. The four full-time vacancies are for one Heavy Equipment Operator, one Heavy Equipment Mechanic, one Scale Technician, and one Environmental Technician position. The part-time position vacancy is for a Heavy Equipment Operator II-Quality Control trainer. Advertisements for the vacant Heavy Equipment Operator – full-time position, and the part-time Operator position, have closed and the two selected applicants are in the pre-employment screening process at this time. The full-time Heavy Equipment Mechanic position is currently being advertised. Recent applicant pools for vacancies appear promising. At the end of November, Mr. Carty will be leaving the R-Board Superintendent position for another position in the County. This position is currently being advertised.

Volunteer labor resources from the Stafford Detention and Diversion Center have been a long-standing and critical supplement to the staff of the R-Board. Due to the effects of the ongoing COVID-19 pandemic, this resource remains unavailable. The grounds-maintenance & equipment-repair work areas of the Landfill have traditionally relied heavily on this supplemental labor & the loss thereof has resulted in the need to hire significant outsource labor in the form of temporary workers through local labor agencies. It is the recommendation of staff that four new permanent full-time positions be added to the R-Board's roster effective January 1, 2021 to provide a long-term solution to the current labor shortage. It is the anticipation of staff that these four positions will effectively offset the six volunteers-per-day that were typically onsite on an average day. The FY21 six-month cost to fund these four new positions is \$97,760, with two employees at \$28,080/ea., and the other two at \$20,800/ea.

Training:

Current training efforts remain focused on preventative measures regarding management of the current COVID-19 crisis to include use of PPE, sanitation supplies and social distancing measures. General safety subjects such as OSHA good housekeeping practices and the annual unauthorized waste training program were covered in recent months. Employees are continuously receiving weekly distributions of PPE, hydration packs, and training materials. R-Board staff has continued to set a high standard for transmission prevention practices during the pandemic through social-distancing, PPE, and health screening practices. Supervisors have been trained to communicate directly with County Emergency Management Officers in

regard to any potential cases.

Accolades:

Roy Whaling, Heavy Equipment Operator II, has recently reached his 25-year anniversary with the R-Board. Mr. Whaling is the most tenured Operator at the Landfill and has developed a reputation over the years for quietly and diligently assisting in the processing of residential and commercial waste at the busy working face area.

Cameron Morrow, Heavy Equipment Operator I, has joined the crew on the working face as the most junior member of the team. Ms. Morrow joined the R-Board in 2017 as a part-time Gate Attendant, while also attending school part-time. Ms. Morrow is a self-motivated high-performer who has excelled in learning the business of the R-Board from customer-services, to point-of-sale operations, to site maintenance tasks, and ultimately to skilled heavy equipment and commercial truck operations.

Career Development:

Staff continues to participate actively in the Stafford County Cornerstone Career Development processes, including the recent integration of the Landfill's permit-required Annual Unauthorized Waste Training. Countywide COVID-19 training through Cornerstone was also delivered in a socially-distanced manner using the R-Board Administrative Office's multi-purpose Training and Conference Room along with some new technology allowing the participants to communicate and participate directly with trainers at other areas in the County.

Operations:

Operations in recent weeks have continued to remain focused on delivering essential services to the residents, businesses and governmental customers utilizing R-Board facilities. R-Board staff continues to navigate and implement guidance from the Virginia Occupational Health and Safety Administration (VOSHA), as well as County Emergency Management and Administration.

All essential Landfill heavy-equipment is currently in serviceable condition, thanks to the mechanical staff, as well as the critical vendor resources that provide the specialized parts and services that are essential to efficient operations.

The previously approved installation of a new commercial truck wheel wash system for the Landfill is in the substantial completion phase. At this time, the wash is in use and is pending final paving and accessory equipment installation. This unit is designed to remove approx. 80% of the debris on the wheels and tires of vehicles exiting the Landfill.

New Landfill Cell F-3 is also substantially complete, and is in the final phases of project close-out. Staff is anticipating the official opening of the new cell in early 2021. During this initial opening, both the existing/current working face will remain open for construction and demolition debris until it is at full capacity, while the foundational waste materials going into Cell F-3 will consist of mostly routing household waste. Once this “fluff layer” is established, the bulkier and heavier items can start being applied.

Environmental Compliance/Permit Amendment Status: Mr. Buchanan gave an overview of Ms. Gilani’s report, which noted that DEQ arrived on August 12th for a regular landfill inspection. The R-Board received a Notice of Violation (NOV) on August 19th due to DEQ’s observations of rills, exposed waste, and insufficient cover. In response, R-Board staff addressed the observed violations and sent DEQ pictures of the resolved areas. Due to the nature of the NOV; the R-Board Director, Superintendent, and Environmental Technician had a meeting with DEQ enforcement staff to discuss the next steps; which will be to enter a consent order. The consent order is a negotiation process between the R-Board and DEQ to ensure the main goal of compliance is met. At this time, DEQ is still working on the consent order. The R-Board also received a NOV for its Virginia Water Protection (VWP) Permit No. WP4-20-0193 on August 31st DEQ observations from a site inspection and a report by Resource Environmental Solutions, LLC were unauthorized impacts caused by the deposition of fill material in surface waters as a result of sediment runoff. Immediate response by the R-Board was to stabilize erosion and stop further deposition. A corrective action plan was submitted to DEQ in September. Future plans include cleaning out deposited soil, installing a sediment basin, and regular erosion and sediment control inspections.

Also, in August, Draper Aden Associates (DAA) submitted the third quarterly surface emissions monitoring and landfill gas compliance probe monitoring where no exceedances were found.

On September 29th the R-Board received a warning letter in respect to the Virginia Pollutant Discharge Elimination System (VPDES) permit VAR051413. The warning letter observed exceedances in the past stormwater sampling submitted reports. The exceedances include pH levels not meeting the minimum level of 6.0 S.U.; as well as marginal exceedances for zinc and total suspended solids. In a response letter to DEQ, the pH was attributed to the sulfate acid soils on site and the marginal exceedances will be monitored by staff to conclude if operational improvements can be implemented.

In October, staff conducted stormwater sampling for this half of the year. If possible, a second sample event will be done so the data can be averaged when submitted in January.

Staff continues to work with DAA and DEQ to complete the New Source Review Permit. As the regulations have changed, it is imperative to update the application for compliance; as well as, efficiency for the R-Board.

The R-Board is expecting DEQ’s fourth quarterly landfill inspection this month. All staff is prepared to work hard to ensure a No Deficiency Letter from the inspection.

Recycling Manager Report: Ms. Jones reported on the following:

Single-Stream Recycling

At the last Board meeting, staff reported that we would pursue a 1-year contract with Tidewater Fibre Corporation, LLC, listing them as sole source. This contract has been signed effective August 31, 2020, and will run thru August 31, 2021.

Household Hazardous and Electronic Waste Day

The program was held at the Fredericksburg City shop on Saturday, October 10th. The R-Board partnered with the Stafford County Lions Club and Leo's clubs from Stafford Middle and Colonial Forge High to handle electronic waste. In the past five years, car counts at this site have recorded a high: 450 and low: 212. On October 10th we managed 790 cars. Green Aquia held a neighborhood collection in the morning and delivered their collection to the event. They reported collecting 1,076 items in three trucks. Two trucks utilized the HHW event, and one was handled as items of reuse. The Lions and Leo's were highly organized and provided a list of outlets they use to move the materials. They estimated that they collected three tons of materials. The in-house handling of latex collected 22,000 lbs. Staff estimates a savings of \$5,600 based on historical cost averages and 640 lbs. of recycled cardboard. Staff thanks City Public Works staff and the City Police Department for their support. It is a certainty that this event would not have been successful without that support.

Volunteer Recycling Educator Program

At its August 2020 meeting, the R-Board suggested staff explore formalizing a recycling education program using volunteers. These volunteers would assist residents using the Eskimo Hill and Belman Road Drop-off Convenience Centers. Staff is pleased to report we are in business. Volunteers sign up through the Stafford Citizen's Assistance C.A.S.T system. The volunteer category is called Recycling Educator. Once in the system, they perform training that staff has developed as preparation. The top three items desired to address are removing plastic bags before dropping materials into the containers, the benefits of glass being separated, and overall contamination and its effects on the program's sustainability. Staff is also incorporating handing out comment cards. Residents will be able to complete and return at their discretion, either on-site in a non-contact container or postcard mail-in. We have three volunteers on board thus far.

Grant Application

At the last R-Board meeting, staff reported that a grant request was submitted for Composting and Food Waste Reduction programs to the Department of Agriculture's Natural Resources Conservation Service. Unfortunately, we were not chosen. Staff intends to continue to pursue such efforts going forward utilizing resources and partnerships available.

Customer Survey Analysis

At the R-Board's August meeting, a customer satisfaction survey was discussed and recommended. M.C. Morris was tasked with making inquiries with firms and contacted four different organizations all of which provide fee-based services reflecting their areas of expertise and level of involvement in the project.

Based upon an understanding of the particular needs of our site, the unique character of customer communications coupled with scope of work, staff recommends that the scope of the work be centered on the people who use the convenience centers. Many of the survey companies initially contacted were more familiar with helping define the questions, but not being able to facilitate an in-person survey format. Staff acquired the names of three prospective survey services: National Research Center, known to Stafford County having assisted in the Employee Climate Study; University of Mary Washington collectively or Dr. Lancy Gentry of UMW, depending upon the timeframe; and Jeff Donow, Donow Research who is known to assist Solid Waste Management Association members with surveys and is recommended by SWANA (Solid Waste Association) members.

Senior R-Board staff have reviewed the questions that follow this report, and believe they are a good starting point. Staff recommends providing these companies our questions and request further direction and a proposal. We would also ask for initial direction on survey questions, incentivizing broader responses, and approach. The R-Board would ask for a menu approach from guidance with questions formatting and methodology to the cost of a turn-key package.

Coupled with the questioned outlined below, staff would look to the survey companies to provide a scope of work on how best to accomplish a statistically viable approach and maximize responses.

Staff requests guidance on deferring in-person surveys until spring, as it might add a layer of difficulty to the process to also be concerned with contact-free in-person surveys as the weather grows colder. Staff will be providing a comment card, in the meantime to our customers, beginning in December. A customer comment card DRAFT example follows this report as well.

One price/proposal was received from the National Research Center at a cost of approximately \$5,000.

The initial questions listed below are the starting point based upon what staff discerns the R-Board stakeholders are hoping to learn through a survey vehicle. Staff plans to provide three candidate companies these questions, in hopes to get their feedback and pricing.

Staff will suggest to the survey companies that ONLY those who use the residential service areas be included in the survey. We will be looking to the survey companies for guidance on the number of questions and the means of distribution at both residential center locations. Further, staff would suggest that another customer satisfaction survey be circulated to our commercial customers for their feedback.

We will reinforce with any interested survey companies – the nature of our customer base emphasizing that many of our customers may not fully participate in an email or online survey. Many of our most devoted customers are older and more rural – and may not be inclined to respond to a much beyond a paper survey method. Each person who cares to take the survey may be asked to provide their name and preferred contact information. This personal information is strictly voluntary, and may be used for future focus groups and deeper customer service analysis. This additionally allows the landfill to begin to build a customer profile as well as have a qualified pool of people who might be willing to provide a feedback loop prior to implementing operational or policy changes.

Customer Survey

Sample Questions:

1. How often do you use the landfill (circle one):

4 times a year or less 5 – 12 times a year Monthly Weekly More Than Once A Week

Details: _____

2. I usually visit the landfill on (circle one) Weekdays Weekends

3. How do you pay for your service (circle one):

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Annual Pass	Coupons	Cash/Credit Visit \$5 per trip	Small Trailers – 8' or less
Cargo Van - \$20 per visit		8'+ Trailer with 4 Trash Cans - \$5 per visit (or annual pass)	
Greater than 8' Trailer - \$20 visit			

4. What type of vehicle do you drive to the landfill (circle one)

Family Car/Van	Pickup Truck	Small Trailer (8' or less)
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Longer Trailer – Greater than 8'	Cargo Van	Rented Utility Truck (U-Haul, etc.)
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5. On A Scale of 1 to 5 How Satisfied are You with: 1(un)satisfied) 3 – content 5-very satisfied

Landfill Fee Structure (circle one)	1	2	3	4	5
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Professionalism & Helpfulness of Staff (circle one)	1	2	3	4	5
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Ease of Access/Layout Traffic Flow (circle one)	1	2	3	4	5
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6. Suggestions for Improvement (please write legibly) _____

7. I use a local trash company service as well as use the landfill (circle one): YES NO

8. When I use the service on average I bring:

_____ % household trash _____ % recycling

9. I have used any of these other available services Number of Times per Year:

____	Yardwaste Disposal	_____
____	Motor Oil Recycling	_____
____	Antifreeze Recycling	_____
____	Cooking Oil Recycling	_____
____	Electronic Recycling	_____

Please provide your thoughts on the next two questions

10. Is the Landfill/Belman Road Supported by Tax Dollars: Yes No

11. I believe that Recycling is: Voluntary Mandatory (Required by Law)

12. I've purchased composting material from the R-Board; Yes No

13. I've participated in Household Hazardous Waste Collection: Yes No

14. I've obtained free mulch from the R-Board: Yes No

15. I use the internet/email to obtain information: Yes No

16. I have visited or use the R-Board Website www.r-board.org or the R-Board social media to obtain needed information for available services.

I attest that I've filled out only one survey for my household.

STRICTLY OPTIONAL TO PROVIDE CONTACT INFORMATION BELOW

I am supplying my preferred contact information as I would be willing to serve on a panel or focus group to provide additional feedback on ways to improve the landfill.

Name: _____

Mailing Address: _____

Preferred Phone Number: _____

Email Address: _____

DRAFT/SAMPLE



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

Financial Summary: Mr. Buchanan reported that revenue is up slightly. Expenses mostly came in under as well. Following the first month of 2020, volume is lower, due to COVID-19.

Cell F-3 Finances The financial status through October is in good shape, with revenue approximately 10% above. Commercial has dropped a bit, and the residential has increased, with many residents working from home much more. Cell F-3 construction is over budget slightly due to some repairs that were not in the original scope of work. A new sediment system was built to ensure that these repairs would not be necessary in the future. CARES funding has been used to ensure workers at the Landfill. Of the \$260,000 in revenue, staff desires to add \$150,000 to the FY21 budget. Of that \$150,000, \$100,000 would be used for additional workers through the end of the fiscal year, and \$50,000 for site improvements. With the potential of stipends for the employees, there is \$35,000 available in the current budget to support it. Mr. Hefty recommended that the Stafford Board of Supervisors (BOS) include the R-Board employees in its ordinance, as well as have the R-Board approve the potential stipend since it will be paid from the adopted FY21 R-Board budget. Mr. Withers said that he would support the R-Board employees being paid the stipend from the adopted budget. Mr. Smith asked Mr. Hefty to confirm if this action would require official R-Board approval, or if Mr. Buchanan could approve it since the funds would come from the adopted budget. Mr. Hefty confirmed that Mr. Buchanan could authorize the release of funding for the stipend. Mr. Kelly asked how this will impact the budget if the

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funding comes from the R-Board's adopted budget instead of the County's healthcare savings. Mr. Buchanan feels that the \$35,000 can be absorbed in the adopted budget because of vacancy savings.

Ms. Bohmke suggested a special meeting to discuss the funding for approval once the details are known from the BOS meeting. She stated that she would like to schedule it for December 2nd, the day after the BOS meeting. If not approved, then the R-Board special meeting would be cancelled. Ms. Shelton asked if the R-Board could approve during the current meeting, contingent on the BOS's decision, also deciding on the healthcare vs. budget funding.

Ms. Bohmke asked Ms. Shelton if she would like that to be a motion, and Ms. Shelton said, yes. Mr. Withers seconded. R-Board members desire the employees to be equally compensated. If the funding comes from healthcare savings, no action by the R-Board is needed. If the BOS determines that the funding for county employees will come from the general fund, the R-Board agrees to compensate its employees through the FY21 adopted budget.

By roll call, the vote was:

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

Discuss Additional Positions / Site Improvements Mr. Buchanan restated that proposed Resolution RB20-09 would allow for four additional positions, as well as funding for additional site improvements. The proposed resolution will take \$150,000 of the \$260,000 in current fiscal year revenues, and assign \$100,000 to additional Landfill workers, and \$50,000 for the site improvements, including building improvements and road rock.

Mr. Kelly asked if this would be for additional positions through the end of the fiscal year only, and that there would be discussions on the continuation of these positions at a later meeting when the FY22 budget is being reviewed. Mr. Buchanan confirmed. Mr. Buchanan noted that the funds were for two fully-loaded positions at \$20,000/year, and two positions at \$28,000/year. Ms. Bohmke stated that she had a conversation with Mr. Buchanan regarding this, and expressed her concern over expenses. However, she is aware that residents in Stafford County desire the Landfill to be open 7 days a week. For the benefit of the customers, changes may need to be made, and would like to continue discussions. Mr. Kelly agreed, saying that he wants to ensure that the public understands what their requests may mean as the Landfill and R-Board tries to meet the needs. Mr. Withers also agreed.

Mr. Kelly motioned, seconded by Mr. Withers, to adopt proposed Resolution RB20-09.

By roll call, the vote was:

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

Resolution RB20-09 reads as follows:

A RESOLUTION TO BUDGET AND APPROPRIATE ADDITIONAL CURRENT FISCAL YEAR REVENUE

WHEREAS, the R-Board is committed to operating the Rappahannock Regional Landfill in a cost-effective and financially sustainable manner; and

WHEREAS, current FY 2021 revenue exceeds projections, and is expected to be sustained; and

WHEREAS, staff desires to budget and appropriate the current revenue; and

WHEREAS, staff desires to use funding to add four new positions beginning January 1, 2021 to replace the temporary workers funded by CARES, ending December 30, 2020; and initiate site improvements at the Landfill that have been delayed;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 18th day of November, 2020, that it be and hereby does authorize the Budget and Appropriation of One Hundred Fifty Thousand Dollars (\$150,000) of additional revenues received from current fees as follows:

Purpose	Amount
Four Positions	\$100,000
Site Improvements	\$50,000

Discuss Coupon Use for Trailer Fee Mr. Buchanan explained that those that have purchased coupons, are not allowed to use them for the \$20 oversized load fee, and wish to do so. Mr. Buchanan recommends the use of these coupons to pay the \$20 as a convenience to residents. He feels that it is a good way to give back to the residents. Mr. Withers felt that this is a good deal for everyone. Mr. Kelly also agreed, saying that it was time to tweak this particular charge. He would also like to look at other models for the user fees. Ms. Bohmke agreed. Mr. Withers asked if 8-foot trailers are allowed to use the coupons, and Mr. Buchanan said, yes.

Mr. Withers motioned, seconded by Ms. Shelton, to allow coupons to pay the \$20 oversize load fee.

By roll call, the vote was:

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

Adjournment: The meeting was adjourned at 9:45 a.m.

Future Session: A regular meeting will be held on February 17, 2021, via Webex at 8:30 a.m.

Joseph A. Buchanan, Director

Pamela L. Timmons, Clerk

DRAFT

Conversation with Tim Rudy and Joe Buchanan – 2/1/2021

The four areas of concern addressed in the conversation with Joe Buchanan were:

- 1. Commercial Use of the Residential Facility – Do commercial user have unauthorized access to the residential facility, to avoid paying the tonnage rates the scale house would charge them?**

- 2. Out of area (non-residents) Users of the Residential Service Operations – is this a problem, and if so could a license plate reader – or other technology - be used to determine access by the public, in an efficient manner?**

- 3. If the R-Board approves the commercial fee increased, how will that likely impact the residents who use curb-side pickup? I have been advised that at least one of the commercial providers of curbside pickup does not have any problem with the fee increase, is that because they are intending to pass it along to their customers, and maybe even raise rates even higher than necessary? Recently there was a 25% price increase for landfill usage. I'm sure some of these annual pass users, also utilize a commercial hauler. An increase in private hauler fees, would be a double hit.**

- 4. Regarding trailer, my concern is that the price needs to be fair. There is to large of a disparity between a \$5 user and a \$20 users - Scales on the residential side and a reasonable price per poundage may be a solution. The situation should be addressed more equitably.**



Rappahannock Regional Solid Waste Management Board

489 Eskimo Hill Road • Stafford, Virginia 22554 • 540-658-5279 • FAX 540-658-4523

To: R-Board Members

From: Rick Markwardt, Landfill Superintendent

Date: February 17, 2021

RE: Report of the Landfill Superintendent

Cell F2 Operations

Draper Aden conducted the semi-annual flyover on January 6, 2021. Approximately 1,292,690 CY has been filled which is about 85%, this is with a 15% reduction for roads and berms. The life of F2 is expected to last until April, 2021, if just filling the top continued or until August, 2021, filling both the slopes and top.





Rappahannock Regional Solid Waste Management Board

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Cell F3 Operations

Cell F3 was officially completed on November 20, 2020. The R-Board received it's Certificate to Operate (CTO) from DEQ on February 4, 2021, and the needed Air Permit on February 5, 2021. We are now authorized to begin filling Cell F3. As the transition to F3 occurs, staff will begin by placing the "FLUFF" layer first on the floor of the cell. After the fluff layer has been established then, other materials can then be placed on top.



Compost

Staff received an email from DEQ on February 5, 2021 stating that our permit is still pending review by a supervisor. Until then, we are administratively approved to continue composting operations as normal. Once the permit is issued it will be effective for 10 years from the date of issuance.



Rappahannock Regional Solid Waste Management Board

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Environmental Report

DEQ arrived on November 17th for the 4th quarter regular landfill inspection. The landfill received a "no deficiency" report for this inspection. Staff is expecting DEQ at anytime for the 1st quarter landfill inspection.

The New Source Review Air Permit was issued on February 5, 2021. This permit was required before cell F3 could be put into service.

Draper Aden conducted the 1st quarter Surface Emission Monitoring for Permit 589, and the annual Surface Emission Monitoring for Permit 74 in January, 2021. No exceedances were found.



Rappahannock Regional Solid Waste Management Board

489 Eskimo Hill Road • Stafford, Virginia 22554 • 540-658-5279 • FAX 540-658-4523

To: R-Board Members

From: Chris Hoover, Assistant Landfill Superintendent

Date: February 17, 2021

RE: Personnel, Training & Operations Report

Staffing:

The R-Board is currently authorized for a total of 42 staff positions (38 are full-time and 4 are part-time). At this time, 34 full-time and 4 part-time positions are filled. In addition we have 3 to 4 temporary workers on site from an outside agency per day. We have two maintenance worker and two operator positions that are not being recruited at this time.

Most recently, MacKenzie Bellimam was hired to fill the position of Environmental Technician; she is a graduate from Emory & Henry College with a bachelor's degree in Environmental Science and has experience working with the Department of Environmental Quality. I was also hired and started in December to fill the position of Assistant Landfill Superintendent with the departure of James Carty moving to the department of public works/utilities. Michael Cross was also promoted to the Assistant Superintendent of Operations.

Training:

Current training efforts remain focused on preventative measures regarding management of the current COVID-19 crisis; to include use of PPE, sanitation supplies and social distancing measures. All staff has completed COVID-19 update training on Cornerstone as well as 2021 Unauthorized Waste Training.



Rappahannock Regional Solid Waste Management Board

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Accolades:

We would like to thank M.C. Morris, Diane Jones, and Pam Timmons for taking charge in PPE distribution and making sure all staff receive new PPE every week.

Career Development:

Staff has continued to work through 2020 annual review process on the Cornerstone software. There are also several staff members who have been utilizing the educational training that is provided by the county on cornerstone. John Becker and Cameron Morrow recently received their learners permit to acquire their CDL licenses.

Operations:

Wheel wash is still in operation. We have been diligent about making sure the wheel wash is shut down in freezing temperatures to ensure roads stay clear of ice. A building was constructed and insulated around the pumps and cabinet to prevent freezing.





Rappahannock Regional Solid Waste Management Board

489 Eskimo Hill Road • Stafford, Virginia 22554 • 540-658-5279 • FAX 540-658-4523

TO: R-Board Members
FROM: Diane Jones
Recycling Manager
DATE: February 17, 2021
SUBJECT: Recycling and Outreach Updates

Waste Tire Disposal

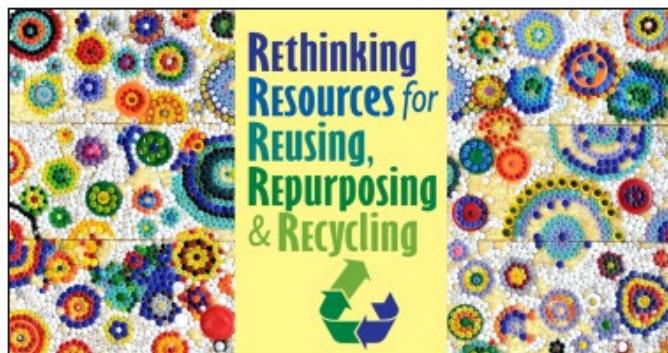
As of December 1, 2020 Fairfax County was forced to shut down intake of waste tires. The most recent update from Fairfax said the operation would be down indefinitely. They also are projecting much higher fees when they resume. Staff researched other contractor possibilities. Due to the volume we were intaking, we could not find a viable outlet. Commercial tire intake was suspended. We continue to take tires from Eskimo Hill and Belman Road residential drop-off sites and the City of Fredericksburg Public Works. We are currently able to split and landfill the smaller intake amounts we have with a third-party vendor.

Volunteer Recycling Educator Program

Volunteers sign up through the Stafford Citizen's Assistance C.A.S.T system. We now have 6 volunteers and as of December 31st they performed 35+ hours of service. We had to curtail their activity late December due to COVID outbreaks and weather but plans are to get recruitment going now and look to coordinate service hours in March. Later in this report you will see that we have set-up a comment card program and these volunteers will encourage citizens to fill out these cards as well as continue their valuable work in helping residents "recycle right."

Reuse Work

Staff continues to focus on this valuable waste management tool. We will be doing a webinar for the Fredericksburg Food Co-op in late February focusing on this topic. The outline of this event is finalized and we will be providing local lists and resources for repurposing, upcycling, and reusing to lengthen the life of our landfill. We are preparing an R-Board hosted webinar in late March for area neighborhoods. Themes will be Implementing Reuse Day programs and showcasing area neighborhoods and their environmental best practices.



Wednesday, February 24, 2021



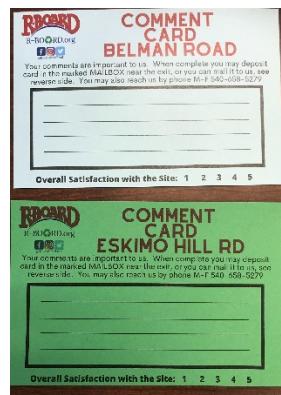
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Litter Collection: Thanks to continued strong partnership with other regional agencies litter collection along the public roads has not been greatly hindered over the last three months. We have received 40 new referrals from the Community Based Probation Office, there is a wide range of hours and requirements associated with each assignee. Some are required to do their work in the city only, others have months and months to finish their service, and won't likely be starting soon. These referrals are allowing us to continue to keep the roadways in fairly good shape. We have cultivated several volunteers that are also picking up litter in their neighborhoods. Together with the Rappahannock Regional Jail and the Office on Youth, both paid partnership programs, which is always weather and COVID dependent, but overall is working as well as can be expected under the circumstances.

Community Outreach: Our methods of outreach have certainly turned upside down since March of last year. Earth Day 2020 was cancelled, no visits with school environmental clubs, or tabling at different festival/events. However, we are still strongly committed to engaging with the public:

- **Fuller Survey Later, Comment Cards Now** – at the direction of the R-Board the customer satisfaction survey has been delayed until closer customer contact can be facilitated safely. In the meantime, customer comment cards are being distributed in a self-serve manner at each of our locations. Our gate attendants are encouraging residents to take a card and share their



thoughts, depositing the post cards in a mailbox provided at each site. These comment cards will be used to provide an entry point for discussion to the Volunteer Recycling Educator Program, as reported earlier (see above.)

- **Paint Your Neighborhood Green** – The R-Board outreach is facilitating a webinar in late March that will invite residents throughout our service area to expand their knowledge about how to grow their own action plan to help facilitate a healthier community. The webinar



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will feature Embrey Mill and Aquia Harbour sharing their approaches to connect with their neighbors and encourage more sustainable practices. Goodwill and the Habitat for Humanity ReStore will participate in the webinar offering their services to residents encouraging residents to “Donate Don’t Dump!”

- **Earth Day (April 16 & 17)** due to the far-reaching arm of the pandemic, we will shift presentation platforms and focus on gathering for a concert (Friday night) as well as a family film (Saturday night). The R-Board is the title sponsoring for the family film “The Lorax.” At the beginning of the film a FUN original “short” will be viewed with entertaining content to encourage viewers to THINK before they toss their recycling in the bin.



Rappahannock Regional Solid Waste Management Board

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To: R-Board Members

From: Joe Buchanan, Regional Landfill Director

Date: February 17, 2021

RE: Financial Status

Financial Status

The finances for the R-Board are in good shape through January 2021. Actual revenue for the seven months is \$ 5,122,631, for an increase over budget projections of 11 %. Expenses for the same period are \$ 4,891,805 which is 6 percent above projections.

Volumes into the landfill have remained constant with the commercial weights starting to come back with the re-opening of business in Stafford and Fredericksburg.

At the end of January 2021 the R-Board had \$12,236,406 in cash and short term investments.

New Equipment

The R-Board purchased 16 new roll-off containers that were placed at our residential convenience centers. These containers hope to be funded by FEMA (75%) and CARES (25%) money for COVID related expenses. The containers allow for better customer distancing when unloading.

		FY2021 Adopted Budget	Actual Spent to Date	YTD Actual												Total
				% spent	YTD Actual July	Aug	Sept	Oct	Nov	Dec	YTD Actual Jan	Feb	YTD Actual Mar	Apr	May	YTD Actual Jun
10-01	Salaries-Regular	1,883,730	974,677	51.7%	119,798	138,335	133,353	132,135	126,115	152,905	172,036		0	92-10	General Fund	2000
10-02	Salaries-Overtime	75,000	102,686	136.9%	6,579	3,004	16,824	14,283	19,876	23,146	18,974		0	97-05	debt srv Fredericksburg	89,408
10-03	Salaries-Part Time	90,260	48,626	53.9%	5,610	6,319	6,333	6,259	8,242	9,436	6,427		0			
21-01	Social Security/Medicare	143,338	82,220	57.4%	9,498	10,244	10,839	10,541	11,396	13,554	16,148		0			
22-10	VRS	187,290	82,220	43.9%	14,157	13,688	-27,845	13,200	13,449	13,394	13,915		0			
22-11	ICMA Hybrid Employer	9,220	11,358	123.2%	1,820	1,684	-3,504	1,617	1,627	1,427	1,542		0			
23-01	Anthem	390,000	207,265	53.1%	30,675	28,954	28,326	27,741	30,299	30,719	30,551		0			
23-03	Opt-Out	4,230	3,368	79.6%	503	502	503	502	503	352	503		0			
24-01	Life Insurance	22,870	12,862	56.2%	1,929	1,855	1,814	1,789	1,820	1,789	1,866		0			
25-01	Unemployment	12,120	0	0.0%	0	0	0	0	0	0	0		0			
25-21	Hybrid Disability Program	5,280	2,491	47.2%	397	368	351	342	354	324	355		0			
27-20	Workers Compensation	75,000	49,641	66.2%	5,854	6,269	6,428	6,395	6,826	8,169	9,700		0			
28-02	Compensated Absences	27,058	0	0.0%	0	0	0	0	0	0	0		0			
28-09	License/Certifications	12,000	1,361	11.3%	131	10	1,220	0	0	0	0		0			
28-20	Education/Tuition Assist	1,500	0	0.0%	0	0	0	0	0	0	0		0			
30-15	Fees for Services	12,000	6,592	54.9%	0	149	1,739	0	814	1,008	2,882		0			
31-08	Physical Exams	1,000	237	23.7%	0	0	0	0	88	0	89		0			
31-20	Audit Fee's	8,250	6,188	75.0%	2,063	0	0	0	0	0	2,063		0			
31-30	Management Services	232,700	106,538	45.8%	0	25,672	23,889	0	36,366	0	20,611		126,162			
31-44	Environmental Monitor	111,010	16,615	15.0%	0	5,800	8,350	0	0	0	2,465		94,395			
31-50	Legal Services	24,000	12,000	50.0%	2,000	0	2,000	2,000	2,000	2,000	2,000		12,000			
31-52	Filing Fees	48,000	45,201	94.2%	21,598	0	23,603	0	0	0	0		0			
31-64	Single Stream Process	140,000	74,643	53.3%	6,588	1,800	8,317	17,236	15,323	11,706	13,673		37,716			
31-67	Household Hazardous Wst	70,000	37,082	53.0%	0	0	2,377	670	30,468	3,567	0		0			
31-68	Tire Disposal	100,000	32,878	32.9%	5,450	2,015	6,298	9,267	1,050	8,798	0		6,750			
33-09	Facilities-Buildings	11,500	10,293	89.5%	0	0	679	7,937	351	1,326	0		750			
33-10	Repairs & Maintenance	275,000	152,786	55.6%	8,713	2,268	21,137	24,310	25,337	33,215	37,806		68,334			
33-20	Contracts	50,000	16,454	32.9%	1,967	613	1,707	2,625	3,528	3,744	2,270		31,865			
34-05	Transportation	1,500	211	14.1%	71	60	20	0	20	20	20		0			
35-01	Printing & Binding	6,000	3,855	64.3%	832	0	494	0	1,131	350	1,048		0			
36-11	Public Notification	500	1,232	246.4%	0	0	0	0	0	1,232	0		0			
39-10	Litter Control	68,000	14,837	21.8%	0	1,056	3,238	3,040	2,741	2,250	2,512		13			
40-07	Admin Charge-Fiscl Agnt	336,464	252,348	75.0%	84,116	0	0	84,116	0	0	84,116		0			
51-10	Electrical	24,000	10,624	44.3%	2,026	77	1,688	1,818	1,664	1,728	1,623		0			
51-30	Water & Sewer	11,000	11,227	102.1%	18	1,306	854	806	1,898	2,931	3,414		0			
52-10	Postage	3,000	570	19.0%	51	29	56	29	283	94	28		0			
52-30	Phone	16,000	8,036	50.2%	2,080	0	1,157	1,198	1,325	1,076	1,200		0			
52-31	Mobile Phones	14,000	7,508	53.6%	0	0	2,888	0	1,565	1,516	1,539		0			
52-38	VOIP Eqp Billing	5,000	5,322	106.4%	560	355	960	321	1,283	1,271	572		0			
53-04	Property	45,000	45,000	100.0%	45,000	0	0	0	0	0	0		0			
53-05	Motor Vehicle	27,500	27,500	100.0%	27,500	0	0	0	0	0	0		0			
54-10	Equipment	36,850	20,337	55.2%	4,663	0	0	7,873	4,147	3,437	217		13,799			
55-10	Mileage/Parking/Tolls	1,200	50	4.2%	50	0	0	0	0	0	0		0			
55-40	Seminars & Conferences	5,000	0	0.0%	0	0	0	0	0	0	0		0			
55-41	Meeting Expenses	2,000	2,512	125.6%	0	0	32	0	147	631	1,702		0			
58-01	Dues & Membership	1,500	573	38.2%	0	0	0	0	223	0	350		0			
60-01	Office	8,000	4,797	60.0%	624	11	1,079	514	943	1,049	577		273			
60-03	Agricultural-Lawn Care	4,000	4,062	101.6%	0	0	4,160	0	-98	0	0		0			
60-05	Custodial-Janitorial	12,000	6,246	52.1%	91	515	432	763	124	2,826	1,495		320			
60-07	Repairs & Maintenance	455,380	331,423	72.8%	19,669	7,200	85,100	55,003	19,314	78,137	67,000		127,889			
60-08	Vehicle Fu															

Through January 31, 2021

Rappahannock Regional Solid Waste Management Board
Weight and Material Analysis Report FY2021

CATEGORY	21-Jan	20-Jan	FY2021 Y-T-D	FY2020 Y-T-D	Difference
	<u>Weight</u>	<u>Weight</u>	<u>Weight</u>	<u>Weight</u>	<u>%</u>
Billable					
Commercial Waste	3966	5106	32089	39308	-18%
Residential Waste	4462	4080	34706	29251	19%
Fredericksburg	463	684	4047	4018	1%
Eskimo Hill	1,036	1213	11278	11901	-5%
Belman Road	83	75	749	680	10%
Mixed Surcharge add \$30/T	0	1	68	69	-1%
Debris Waste	4468	4368	35295	37415	-6%
Dirt	0	373	70	1876	-96%
Tires Commercial	0	25	144	252	-43%
Sludge (city)	412	370	2131	3005	-29%
Sludge (county)	1052	935	7542	6192	22%
Yardwaste	76	106	772	870	-11%
BILLABLE TONNAGE	16019	17335	128891	134838	-4%
Non-Billable					
Litter/Cleanups	4	6	26	38	-31%
Recycling	472	662	2844	3396	-16%
TOTAL TONNAGE	16,496	18,003	131,761	138,272	-5%



Rappahannock Regional Solid Waste Management Board

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To: R-Board Members

From: Joe Buchanan, Regional Landfill Director

Date: February 17, 2021

RE: Current vs. Future Model for Fee Structure

At the request of R-Board members, at the November 2020 meeting, this report is provided to facilitate a comprehensive discussion of residential rates at the Eskimo Hill Convenience Center. Staff provides three scenarios to mitigate the differential between the standard residential fee of \$5 per visit and \$20 oversized load fee. Further, the staff anticipates this discussion will take place over the next two R-Board meetings in order to expand the discussion to a more public forum ensuring abundant opportunities for the public to provide input prior to any restructuring of rates.

The residential convenience center at Eskimo Hill Road was not designed with the intent of making financial transactions. When fees were established in March 2015, the site was altered with the best attempt to have transactions flow smoothly. However, the sales area is, at best, a shadow of what is needed, and the volume on the site now dictates. The site would look entirely different had it been originally designed to support a fee-based system. The R-Board implemented a residential **oversized load** fee in 2019 which required a \$20 fee per trip for residential customers utilizing certain types of vehicles and for trailers exceeding 8' in length. Beginning in 2020, the residential fees were raised for annual pass purchasers from \$100 to \$120; Single visit entrance fees at the gate for standard size loads were raised one dollar from \$4 to \$5; coupon books (of ten) were raised from \$30 to \$40.

The consensus of the anecdotal comments received at the landfill from the public is that the standard load fee structure of \$5 appears to be fair. The disparity between the \$5 fee and the \$20 fee is the point of contention, as well as the new rule preventing annual passes to be used for trailers greater than 8' in length. There is also concern (refer to public comments from today's meeting) about commercial usage of the residential site, as well as out of service area users.

The \$20 oversized load fee solution sought to provide a compromise to enable residents with larger loads to pay more equitably, without being required and inconvenienced by weighing materials at the commercial scales. The purpose of the separate entrance and scales system is to accommodate all commercial customers. The inability to capture the commercial users who



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are operating under the guise of being a residential customer incurs a revenue loss. These “fake” residential customers also put the commercial customers, who are playing by the rules, at a disadvantage in the marketplace. The “fake” residential customers appear with great regularity, frequently on the weekends when the lines are too long, and staff is too busy, to engage them for inquiry. Many of these have identifiable logo shirts, and pay a \$5 fee or even pay a \$20 fee but bring tons of building demolition (C&D) materials through the gates. These customers are providing false information to our sales staff and should be weighing their material at the scales and paying our commercial customer rate which ranges from \$32 - \$41 per ton. (**See Addendum 1 - Fee Schedule.**) The plaguing question becomes, how do you separate these “commercial customers” from a legitimate homeowner that is working on their home and visit the landfill with their renovation project debris, once or twice a year?



Residential User? No way to know.

Typical Busy Saturday, bumper-to-bumper activity.



Note logo shirt on “residential” customer



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Cleaning Out Mom's House

On average 5000 residential transactions occur each month at the Eskimo Hill Convenience Center. The study identified 10% of our residential business falls in the category of an oversized loads. These 500 customers now represent revenue of \$10,000 per month. Staff has not captured the data to determine what size trailers make-up the 10%. The current average for all residential transactions is \$27 per ton. The lowest rate paid by any commercial customer is \$32 per ton (note - this is the lowest rate based upon a volume incentive.)

Scenario 1 : ASSESSMENT BY WEIGHT Scale Certain Trailers and Oversized Loads. This scenario requires trailers greater than 8 feet in length, and all vehicles defined as oversized loads (see italics this paragraph) would go through the scales. This would require these customers to weigh in and out – and pay the scale rate of \$40 per ton with a minimum of \$5. *Oversized loads are defined in our fee schedule as: Cargo vehicles with enclosed cargo space with driver and front passenger seating only, dump trucks, box trucks, moving vans, and enclosed trailers. Any vehicle over one ton is rated a commercial vehicle.* This scenario would not alter the current \$5 residential customer using 8' trailers, or annual pass/coupon or single visit transactions.

- **Pros and Cons:** **Pros:** This provides for an equitable solution. The residents bringing a very small amount of waste on a long trailer - pays only for that small amount. A resident who is performing home improvements pays for the airspace he/she uses at the landfill, and commercial customer who are chronically identifying themselves as residential customers trying to skirt our scales, no longer have that opportunity. **Cons:** There is a greater inconvenience for these customer as each trailer will need to wait at the scales, and weigh in, and then dump and return to the scales and weigh out and pay



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If a scale could be installed at the residential side, then this inconvenience and travel time would be lessened. There would be increased staffing hours required at the scales, to cover extended weekend hours.

Scenario 2: ASSESSMENT BY VOLUME – Categories of Fees for Different Lengths of Trailers. In this scenario, categories can be established for the different trailer lengths. Access for all vehicles remain the same, through the residential side entrance. Possible trailer categories could be:

8' Trailers or Less – Remain - \$5

Trailers Over 8' to 12' - \$10

Trailers Over 12' – 16' - \$15

Trailers greater than 16' and oversized loads that are not trailers - \$20

- **Pros and Cons: Pros:** No residential customers with trailers or oversized loads would be charged a fee greater than \$20, no matter the tonnage. There would be no need to send trailers/vehicles to the scales. A staff person dedicated to measuring the trailer length would then be able to make a closer assessment to determine if the driver was actually a commercial customer. **Cons:** Double edge sword, residential customer would not be charged appropriately for tonnage, the large users would still not be paying the fair rate that other customers are paying for air space in the landfill. Two additional staff people will be needed to accomplish this scenario – and be dedicated to assessment and intake of trailers and oversized load. The identified commercial customers could become a compliance issue that would require greater enforcement support than current staff now provides.

Scenario 3: Unit Pricing of Residential Waste – Bag it or Tag it - Bag Purchasing System. This system has been used by the garbage collection industry over the last twenty years with varying degrees of success. The premise is simple, the public purchases special trash bags or tags. Household waste must fit in the bag or be tagged prior to being delivered to the convenience centers.

- **Pros:** Bags could be pre-purchased at prescribed outlets no need for coupons, decals, cash handling for each transaction. If trash is in one of the bags or has one of the tags, it is pre-approved. **Cons:** Staffing and site configuration would be required to be reworked and more data be collected on this topic. A May 2016 article shows the success rate of Unit Based Pricing varies widely. The article refers to Charlottesville, Virginia, as one of the participants in the study, pointing to an increased amount of



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illegal dumping and burning of trash, there. The link to the article is found here <https://bit.ly/3acgwls> Other industry articles and EPA studies note that the bags are often overly packed and increases the difficult to manage because customers frequently overstuff bags to get the most possible use from each one.



FEE SCHEDULE

Refuse Disposal at the Rappahannock Regional Solid Waste Management (R-Board) Landfill

FS-1 Purpose

A schedule to regulate all fees to be charged to all users disposing of refuse at the R-Board Landfill, located at 489 Eskimo Hill Road, Stafford, Virginia and at the satellite convenience center located at 1200 Belman Road, Fredericksburg, Virginia.

FS-2 Definitions

For the purpose of this Fee Schedule, the following words and phrases shall have the meaning respectively ascribed to them:

- A. **“Cargo Vehicle”** means open or enclosed cargo space and cargo vans with only driver and front passenger seating. Vehicles must be one ton or less in rated vehicle size. This definition extends to dump trucks, box trucks, moving vans, and enclosed trailers. Any vehicle over 1 ton in rated vehicle size will be considered Commercial.
- B. **"Commercial Waste"** means all solid waste generated by establishments engaged in business operations other than manufacturing or construction. This category includes, but is not limited to, solid waste resulting from the operation of stores, markets, office buildings, restaurants and shopping centers.
- C. **“Construction and Demolition Waste” (C&D)** means solid waste that is produced or generated during construction, remodeling, or repair of pavements, houses, commercial buildings, and other structures as well as solid waste produced by the destruction of structures and their foundations and includes the same materials as construction wastes.
- D. **“Mixed Load”** means a load which contains more than one classification of refuse which requires separation in accordance with Section RR-20 of the Rules and Regulations (separation of Refuse) adopted by the R-Board. It shall be further defined as follows:
 - 1. One or more appliances.
 - 2. One or more whole tires.
 - 3. One or more batteries.
 - 4. Ten percent (10%) or more by volume of other refuse which is required to be separated such as, but not limited to, discarded building materials, salvaged metal, brush, burnable materials, etc. as determined by the landfill Superintendent, whose decision shall be final.

- E. **“Municipal Solid Waste” (MSW)** means waste that is normally composed of residential, commercial, and institutional solid waste and residues derived from the combustion of these wastes.
- F. **“Passenger Vehicle”** means a vehicle where the cargo and passenger spaces are enclosed in the same area, including crossover vehicles, hatchbacks, minivans, station wagons, and SUV’s. This definition is also extended to pickup trucks. Vehicles must be one ton or less in rated vehicle size.
- G. **“Resident”** means a resident of the County of Stafford or the City of Fredericksburg, whose primary residence is within these two jurisdictions, disposing of their own domestic refuse. Residency may be established by the following: driver’s license, utility bill or paid tax receipt to show proof of residency.
- H. **“Residential Oversize Load”** means any waste transported by a cargo vehicle or trailer more than eight feet in length. *Note: Trailers over 8 feet in length can be used to bring up to 4 trash bins of 100 gallons or less each and not be charged the Residential Oversized Load Fee.*
- I. **Residential Waste**” means any waste material, including garbage, trash and refuse, deriving from residents. Residential wastes do not include sanitary waste in septic tanks (septage) that is regulated by other state agencies.
- J. **“Trailer”** means equipment used to tow cargo behind another vehicle.
- K. **“White Goods”** means any stoves, washers, hot water heaters or other large appliance. This also includes, but is not limited to, such Freon-containing appliances such as refrigerators, freezers, air conditioners, and dehumidifiers.
- L. **“Whole Tires”** means tires which have not been either cut into halves by slicing them around the largest circumference along the center of the tread or which have not been shredded.
- M. **“Yard Waste”** vegetative waste meaning decomposable waste materials generated by yard and lawn care or land-clearing activities and includes, but is not limited to, leaves, grass trimmings, woody wastes such as shrub and tree prunings, bark, limbs, roots, and stumps. Accepted yard waste at Eskimo Hill Yard waste includes waste up to 12” in diameter and a maximum length of 8’. At Belman Road Convenience Center, only grass, leaves, brush and limbs up to 4” in diameter and a maximum length of 8’. No plastic bags in yard waste.

FS-3 Fee for Residents

The resident is responsible to verify, upon the request from the Landfill Superintendent or his designee, that the refuse in question is strictly residential waste. When disposing of residential wastes, residents will be assessed a minimum rate of \$5 per visit; as long as it is not a residential oversize load as defined in section FS-2 (**Amended Effective July 1, 2019**)
Additional Payment options are as follows: (**Amended effective July 1, 2019**)

- | | |
|---|-------|
| • Fee Per Visit | \$5 |
| • 10-Trip Coupon Book | \$40 |
| • Annual Pass | \$120 |
| • Residential Oversize Load* (defined above) | \$20 |
| ○ Oversize Load fees are not covered by Coupon or Annual Pass
and will not be accepted at Belman Road Convenience Center | |
| • Compost per cubic yard (2 cu. yd./day limit) | \$15 |
| ○ Saturday 8AM – 12PM only | |

Residents will be permitted to dispose of a total of eight (8) waste tires per household each calendar year at no charge. Residents desiring to dispose of tires in excess of these amounts will be charged at the adopted rate per ton of \$160 per ton, with a minimum charge of \$20. (**Amended Effective January 1, 2014**). Major appliances, including white goods, are free if deposited in containers designated for scrap metal recycling.

FS-4 Permit Fee – Refuse Remover

Permit fee shall be \$100 per permit and \$50 per vehicle number. Maximum permit fee shall not exceed \$500.

FS-5 MSW Fees by Weighing

Any person, other than a resident as defined in Section FS-2 E of this Fee Schedule, disposing of MSW at the landfill, shall be liable for a charge based on the amount disposed of per month.

Tons per Month	Tipping Fee
<1,000	\$40 per ton
If \geq 1,000 but <1,500	\$38 per ton
If \geq 1,500	\$32 per ton

(Amended Effective September 1, 2018)

The minimum charge shall be **\$20 (Amended Effective July 1, 2011)**.

FS-6 Fees Other Than By Weighing

When the scales are inoperable for any reason, or for all materials similar in composition and/or density (lbs/cubic yard) to Styrofoam, and other like high volume versus low weight materials, any person, other than a resident as specified in Section FS-2 E of this Fee Schedule, disposing of refuse at the landfill shall be liable for the following charges:

- A. The Fees by Weighing (Section FS-5) of \$40 per ton shall be applied to an average loaded weight determined by the Landfill Superintendent or his designee; or
(Amended effective July 1, 2011)
- B. Fees by volume, if an average loaded weight is not available:

<u>Description</u>	<u>Fee</u>
Pickup truck or smaller (Less than 1 ton)	\$32
Flatbed/stake truck (Single axle)	\$79
Flatbed/stake truck (Double axle)	\$105
Truck or dumpster (Non-compacted)	\$11/cubic yard
Commercial Compactor	\$13/cubic yard

FS-7 Fees for Special Refuse

Any person, other than a resident as specified in Section FS-2 E of this Fee Schedule, disposing of the following special refuse at the landfill shall be liable for the following respective charges:

Passenger/Lt. Truck Tires	\$160/ton (Effective 6/2018)
Oversize Tires	\$270/ton (Effective 6/2018)
Appliances	\$15 each (Effective 7/2009)
Construction & Demolition Waste (C&D)	\$41/ton (Effective 7/2014) <i>Minimum fee \$20</i>
Dirt	\$26/ton (Effective 1/2016)
Mobile Home	\$500 each (Effective 7/2009)
Styrofoam	\$500/ton (New Special Waste)
Sludge	\$63.60/ton (Effective 1/2012)
Mulch	\$25/ton (Effective 4/2018)
Yard Waste	\$41/ton (Effective 7/2014)
Recycling	\$50/ton (Effective 4/2019)
Any and all other refuse not so described in this Fee Schedule	As set by R-Board

FS-8 Surcharge Fee

Any person, other than a resident as specified in Section FS-2 E of this Fee Schedule, disposing of a mixed, dirty, or contaminated load shall be liable for a surcharge of an additional **\$30.00** per ton based on the total tonnage of the load.

FS-9 Method of payment for refuse received and accepted by the R-Board shall be as follows:

- A. **“Cash”** means fees must be paid in full upon entering the landfill for the purpose of refuse disposal. It shall be the policy of the R-Board that the scale operator shall not make change in excess of twenty dollars (\$20.00) without prior approval from the Landfill Superintendent.
- B. **“Checks”** means fees may be paid by check as follows:
 - a. The exact amount of the fee for the individual load.
 - b. All checks are subject to provisions set forth by the R-Board.
- C. **“Approved credit”** means to establish credit with the R-Board for the purpose of payment for refuse disposal at the landfill, the following is required:
 - a. Deposit means guaranteeing payment in an amount equivalent to the estimated charges to be incurred in any consecutive 60-day period which must be approved by the R-Board. Minimum deposit shall be \$500.
 - i. Cash Deposit to be held by the R-Board.
 - ii. Letter of Credit – Post an irrevocable Letter of Credit with the R-Board in a form and an amount approved as follows:
 1. Renewal means all Letters of Credit must be renewed by June 30th of the permit year.
 2. Expiration means all Letters of Credit shall expire not less than 10 days after the end of the permit year.
 - iii. Federal, state and local government agencies are exempt from the requirement to post a deposit.
 - b. Amount determined in (a) above to be reviewed and adjusted, if warranted, by request of either party, but not more often than once in any three-month period.
 - c. All refuse disposal bills are due and payable when rendered. Payment is due on the first day of each month following the mailing of the bill. If the bill becomes delinquent, a penalty of 10% or \$10, whichever is greater, shall be added to the account and interest on the unpaid portion shall be collected at the rate of 10% per annum.
 - d. In the event bills are not paid on or before the payment date, the R-Board shall have the right to proceed either against the Letter of Credit or the cash deposit to satisfy such payment. The R-Board also reserves the right, in such

R-Board Fee Schedule

instance, to revoke the credit privilege, and to institute legal action to reclaim all unpaid monies plus reasonable expenses.

- D. **“Debit/Credit”** means fees may be paid in full with debit cards as a debit or credit transaction or with credit cards, excluding American Express, in a credit transaction.

FS-10 Adjustment to the Fee Schedule

At the discretion of the R-Board, the Fee Schedule may be adjusted at any time. Contracts may be authorized by the R-Board that would establish specific terms, conditions and fees.

RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD
489 Eskimo Hill Road
Stafford, VA 22554
540-658-5279
Fax: 540-658-4523



Rappahannock Regional Solid Waste Management Board

489 Eskimo Hill Road • Stafford, Virginia 22554 • 540-658-5279 • FAX 540-658-4523

To: R-Board Members
From: Joe Buchanan, Director
Date: February 17, 2021
Subject: Authorize a Public Hearing regarding fee schedule changes

Consider increasing the commercial rate by 3%

RB20-02 – Authorize changes to the fee schedule for commercial customers

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. Staff requests authorization to hold a public hearing to provide businesses and constituents an opportunity to express to the R-Board their thoughts or concerns. If approved, the increase would go in effect on January 1, 2022.



Rappahannock Regional Solid Waste Management Board

489 Eskimo Hill Road • Stafford, Virginia 22554 • 540-658-5279 • FAX 540-658-4523

RB21-02

PROPOSED

RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD

RESOLUTION

At a regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) held in the Board of Supervisors Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 17th day of February, 2021:

MEMBERS:

Matthew J. Kelly, Chairman
Meg Bohmke, Vice Chairman
Timothy J. Baroody
Fred Presley
Cindy C. Shelton
William C. Withers, Jr.

VOTE:

On motion of , seconded by , which carried by a vote of , the following was adopted:

A RESOLUTION TO AUTHORIZE A PUBLIC HEARING TO CONSIDER CHANGES TO THE FEE SCHEDULE FOR COMMERCIAL CUSTOMERS

WHEREAS, the R-Board is committed to establishing fees that fairly compensate the R-Board for the solid waste services provided; and

WHEREAS, this rate of return for services is inadequate to compensate the R-Board sufficiently for the cost of providing these services, and is insufficient to fund operation, maintenance, capital equipment replacement, new cell construction, and closure/post-closure expenses; and

WHEREAS, the Landfill experiences increases each fiscal year to operate; and

WHEREAS, staff recommends a 3% increase in all commercial rates to compensate for increases in operating costs; and

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 17th day of February, 2021 that the Landfill Director be and he hereby is authorized to advertise a public hearing to consider commercial rate changes.

A Copy, teste:

RAPPAHANNOCK REGIONAL SOLID WASTE
MANAGEMENT BOARD

Joseph A. Buchanan, Director



Rappahannock Regional Solid Waste Management Board

489 Eskimo Hill Road • Stafford, Virginia 22554 • 540-658-5279 • FAX 540-658-4523

To: R-Board Members

From: Joe Buchanan, Regional Landfill Director

Date: February 17, 2021

RE: FY2022 Budget

The proposed budget for FY2022 is included in your package. Staff is proposing a budget of \$8,592,243.00 for FY2022, which is supported by \$8,274,500 in projected revenue and \$317,743.00 in prior year fund balance. The proposed budget is 13.5% more than the current FY2021 budget.

Commercial revenue is projected to increase by a little over 17%, including the proposed fee increase which would start January 1, 2022 if approved.

Staff is proposing a 3% increase in the commercial gate rate, and is holding a public hearing during the next board meeting. The rates for residential fees will not change in FY2022. Rates for the City of Fredericksburg will not increase.

Payroll increases will be finalized upon Stafford County's budget with a projected cost of living increase of 2.75 percent with a potential for a further comp and class increase yet to be decided. The proposed budget includes the 2.75 increase.

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 (\$1,380,000) for the proposed budget include the following new equipment: Caterpillar D-5 Dozer, Caterpillar 826 compactor, tarp machine with an odor control spray system, and a replacement leachate holding tank.

The goals of the R-Board staff in our 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

R-BOARD REVENUE

		Percentage Change from FY2021			
		Adopted	Adopted	Proposed	
		FY20 Budget	FY 2021	FY 2022	
560-0000		\$50,000.00	\$40,000.00	\$10,000.00	-75.00%
315.01-02	Interest	\$90,000.00	\$70,000.00	\$60,000.00	-14.29%
316.25-01	Recycling	\$6,250,000.00	\$5,625,000.00	\$6,597,500.00	17.29%
316.25-02	Commercial	\$25,000.00	\$23,000.00	\$25,000.00	8.70%
324.04-07	Grants	\$685,000.00	\$685,000.00	\$710,000.00	3.65%
316-25-06	<i>Residential Fees</i>				
	Municipal Services				
316.25-25-1	Fredericksburg	\$283,200.00	\$300,000.00	\$300,000.00	0.00%
316.25-25-1	Stafford	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
	Sludge/Utilities				
316-25-05	Stafford	\$350,000.00	\$350,000.00	\$325,000.00	-7.14%
316-26-05	Fredericksburg	\$140,000.00	\$140,000.00	\$140,000.00	0.00%
316-25-10	Ameresco Lease	\$50,000.00	\$50,000.00	\$50,000.00	0.00%
315-02-35	Milestone Lease	\$12,000.00	\$12,000.00	\$12,000.00	0.00%
318-99-01	Miscellaneous Sources	\$5,000.00	\$5,000.00	\$5,000.00	0.00%
	Subtotal	\$7,980,200.00	\$7,340,000.00	\$8,274,500.00	12.73%
341.06-00	Prior Yr Fund Balance	\$1,155,567.00	\$227,486.10	\$317,743.00	39.68%
	Total	\$9,135,767.00	\$7,567,486.10	\$8,592,243.00	13.54%

EXPENDITURE

		FY2020 Adopted Budget	Updated Proposal FY2021	Proposed FY 2022	
10-01	Salaries-Regular	\$1,473,070.00	\$1,783,730.00	\$1,857,380.00	4.13%
10-02	Salaries-Overtime	\$120,000.00	\$75,000.00	\$100,000.00	33.33%
10-03	Salaries-Part Time	\$106,190.00	\$90,260.00	\$81,150.00	-10.09%
21-01	Social Security/Medicare	\$120,810.00	\$143,338.00	\$148,310.00	3.47%
22-10	VRS	\$146,250.00	\$187,290.00	\$200,090.00	6.83%
22-11	ICMA Hybrid Employer	\$5,000.00	\$9,220.00	\$1,010.00	-89.05%
23-01	Anthem	\$377,301.00	\$390,000.00	\$390,000.00	0.00%
23-03	Opt-Out	\$2,020.00	\$4,230.00	\$4,380.00	3.55%
24-01	Life Insurance	\$19,340.00	\$22,870.00	\$24,400.00	6.69%
25-01	Unemployment	\$12,120.00	\$12,120.00	\$10,000.00	-17.49%
25-21	Hybrid Disability Program	\$10,630.00	\$5,280.00	\$5,760.00	9.09%
27-20	Workers Compensation	\$53,640.00	\$75,000.00	\$88,000.00	17.33%
28-05	Chg Post-retirement Benefit	\$26,270.00	\$27,058.10	\$110,000.00	306.53%
28-09	License/Certifications	\$10,840.00	\$12,000.00	\$12,000.00	0.00%
28-20	Education/Tuition Assist	\$1,500.00	\$1,500.00	\$1,500.00	0.00%
	Subtotal Compensation	\$2,484,981.00	\$2,838,896.10	\$3,033,980.00	6.87%
	Acquired Services				
30-15	Fees for Services	\$6,000.00	\$12,000.00	\$12,000.00	0.00%
31-08	Physical Exams	\$1,000.00	\$1,000.00	\$1,000.00	0.00%
31-20	Audit Fee's	\$8,250.00	\$8,250.00	\$8,750.00	6.06%
31-30	Management Services	\$180,365.00	\$232,700.00	\$250,000.00	7.43%
31-44	Environmental Monitoring	\$111,500.00	\$111,010.00	\$120,000.00	8.10%
31-50	Legal Services	\$21,000.00	\$24,000.00	\$24,000.00	0.00%
31-52	Permit Fee's	\$30,000.00	\$48,000.00	\$45,000.00	-6.25%
31-64	Single Stream Processing	\$175,000.00	\$140,000.00	\$150,000.00	7.14%
31-67	CFL & HHW Bulb Disposal	\$80,000.00	\$70,000.00	\$90,000.00	28.57%
31-68	Tire Disposal	\$100,000.00	\$100,000.00	\$100,000.00	0.00%
	FY2020 Adopted Budget	Adopted FY2021	Proposed FY 2022		
	Maintenance				
33-09	Facilities-Buildings	\$11,310.00	\$11,500.00	\$10,000.00	-13.04%
33-10	Repairs & Maintenance	\$295,000.00	\$275,000.00	\$425,000.00	54.55%

33-20	Contracts	\$67,500.00	\$50,000.00	\$80,000.00	60.00%
	Transportation				
34-05	Transportation	\$1,500.00	\$1,500.00	\$1,500.00	0.00%
35-01	Printing & Binding	\$7,000.00	\$6,000.00	\$6,000.00	0.00%
36-11	Public Notification	\$500.00	\$500.00	\$500.00	0.00%
36-12	Other	\$1,000.00	\$0.00	\$0.00	#DIV/0!
39-10	Litter Control	\$68,000.00	\$68,000.00	\$68,000.00	0.00%
	Internal Services				
40-07	Admin Charges-Fiscal Agnt	\$283,425.00	\$336,464.00	\$348,563.00	3.60%
	Utilities, Vehicle Repair & Office				
51-10	Electrical	\$20,000.00	\$24,000.00	\$25,200.00	5.00%
51-30	Water & Sewer	\$9,900.00	\$11,000.00	\$11,500.00	4.55%
52-10	Postage	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
52-30	Phone	\$16,000.00	\$16,000.00	\$16,500.00	3.13%
52-31	Mobile Phones	\$14,000.00	\$14,000.00	\$15,000.00	7.14%
52-38	VOIP Eqp Billing	\$4,300.00	\$5,000.00	\$6,000.00	20.00%
53-04	Property	\$44,000.00	\$45,000.00	\$47,250.00	5.00%
53-05	Motor Vehicle	\$27,500.00	\$27,500.00	\$28,875.00	5.00%
54-10	Equipment	\$55,850.00	\$36,850.00	\$56,500.00	53.32%
54-20	Building or Office	\$16,000.00	\$0.00	\$5,000.00	#DIV/0!
	Travel & Training				
55-10	Mileage/Parking/Tolls	\$1,200.00	\$1,200.00	\$1,200.00	0.00%
55-40	Seminars & Conferences	\$5,000.00	\$5,000.00	\$5,000.00	0.00%
55-41	Meeting Expenses	\$2,000.00	\$2,000.00	\$2,000.00	0.00%
58-01	Dues & Membership	\$1,500.00	\$1,500.00	\$1,500.00	0.00%
	Contingency				
58-02	Contingency-General	\$0.00			
58-90	Asset Acq Contra Acct	\$0.00			
58-97	Depreciation Expenses	\$0.00			
58-98	Post Closure/Closure Cost	\$0.00			
	Misc. Supplies				
60-01	Office	\$8,000.00	\$8,000.00	\$8,000.00	0.00%
60-03	Agricultural-Lawn Care	\$4,000.00	\$4,000.00	\$4,700.00	17.50%
60-05	Custodial-Janitorial	\$12,000.00	\$12,000.00	\$12,000.00	0.00%
60-07	Repairs & Maintenance	\$434,925.00	\$455,380.00	\$475,000.00	4.31%
60-08	Vehicle Fuels	\$350,000.00	\$310,786.00	\$425,000.00	36.75%
60-11	Uniform & Wearing Apparel	\$33,000.00	\$36,000.00	\$35,000.00	-2.78%
60-12	Books/Subscrptns/Sf Media	\$1,000.00	\$1,000.00	\$1,000.00	0.00%
60-14	Operating	\$5,500.00	\$6,000.00	\$6,000.00	0.00%
60-19	Personnel Safety Equipment	\$4,000.00	\$4,000.00	\$5,000.00	25.00%
60-20	Vehicle Parts & Tires	\$36,500.00	\$36,500.00	\$42,500.00	16.44%
60-31	Machinery & Equipment	\$21,555.00	\$22,000.00	\$30,725.00	39.66%
60-32	Furniture & Fixtures	\$1,500.00	\$1,500.00	\$2,000.00	33.33%
60-33	Communications Equipment	\$500.00	\$500.00	\$1,000.00	100.00%
60-34	Computer Equipment	\$5,050.00	\$5,000.00	\$5,500.00	10.00%
60-47	Site Improvements	\$138,000.00	\$45,000.00	\$55,000.00	22.22%
	Subtotal Operations	\$2,724,130.00	\$2,635,640.00	\$3,073,263.00	16.60%
		FY2020 Adopted Budget	Adopted FY2021	Proposed FY 2022	
	Capital Costs				
81-01	Machinery & Equipment (Repair)	\$185,000.00	\$150,000.00	\$157,000.00	4.67%
82-01	Machinery & Equipment (New)	\$1,214,143.00	\$0.00	\$1,380,000.00	#DIV/0!
	Improvements to Site (Cell F2 Debt				
82-11	Srvc)	\$1,681,340.00	\$569,950.00	\$575,000.00	0.89%
82-12	Improvements to Building	\$12,850.00	\$15,000.00	\$15,000.00	0.00%
	New Cell F-3		\$1,000,000.00		
82-13	Scalehouse Renovations	\$479,300.00			

82-15	Closure debt and Future	\$354,023.00	\$358,000.00	\$358,000.00	0.00%
	Subtotal Capital	\$3,926,656.00	\$2,092,950.00	\$2,485,000.00	18.73%
	TOTAL	\$9,135,767.00	\$7,567,486.10	\$8,592,243.00	13.54%

FY22 Equipment Capital Equipment

-826K Compactor - \$790,000.00

This new 826K compactor will replace the remaining 31yr old 826C compactor that is at the end of its useful life.

-D5 Dozer - \$387,000.00

This new D5 Dozer with fire suppression system will replace the current 25 year old D5 that is at the end of its useful life.

-Tarp Machine with Spool, two tarps and odor control applicator - \$78,000.00

This new tarp machine with odor control spray system will replace the 20 year old Tarp-O-Matic tarping machine that is at the end of its useful life.

-New Leachate tank - \$125,000.00

This new leachate tank will replace the 19 year old tank currently in use. This old tank is at the end of its useful life and due for replacement.

-826K Compactor - **\$790,000.00**

-D5 Dozer - **\$387,000.00**

-Tarp Machine - **\$78,000.00**

-New Leachate tank - **\$125,000.00**

FY22 CapEx Total \$1,380,000.00