

**RAPPAHANNOCK REGIONAL SOLID WASTE
MANAGEMENT BOARD**

REGULAR MEETING AGENDA

**STAFFORD COUNTY
GEORGE L. GORDON, JR. GOVERNMENT CENTER
BOARD OF SUPERVISORS CHAMBERS
STAFFORD, VIRGINIA**

**February 19, 2020
8:30 AM**

- A. CALL TO ORDER / ROLL CALL**
 - B. APPROVE MINUTES OF PRIOR BOARD MEETING (Tab 1)
November 20, 2019**
 - C. PRESENTATIONS BY THE PUBLIC**
 - D. PRESENTATIONS BY R-BOARD MEMBERS**
 - E. REPORT OF STAFF (Tab 2)**
 - 1. Report of R-Board Superintendent**
 - a. Cell F2 Filling Status**
 - b. Personnel Status Update**
 - 2. Environmental Compliance Report**
 - 3. Recycling Manager Report**
 - F. REPORT ON FINANCES (Tab 3)**
 - 1. Financial Summary; FY2020 – through January**
 - 2. Weight & Material Analysis; FY2020 – through January**
 - 3. Discuss Cell F-3 Construction Award & Next Meeting**
 - G. NEW BUSINESS (Tab 4)**
 - 1. Public Hearing to Authorize Changes to Fee Schedule**
 - a. RB20-02**
 - 2. FY2021 Budget**
 - a. RB20-01 (FY2021 Budget)**
 - b. RB20-03 (Scale House Area Renovation/ Wheel Wash)**
 - H. CLOSED SESSION (if needed)**
 - I. NEXT SCHEDULED MEETING**

March 25, 2020, Board of Supervisors Chambers, George L. Gordon, Jr. Government Center, 8:30 AM
- ADJOURNMENT**

MINUTES

RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD

November 20, 2019

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 November 20, 2019, 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: Bill Hefty, Esq., R-Board Attorney; Rick Markwardt, Landfill Superintendent; Diane Jones, Recycling Manager; James Canty, Operations Superintendent, Sofia Gilani, Environmental Technician; and Joe Buchanan, Director.

Approval of the minutes of prior meeting: Mr. Withers motioned, seconded by Ms. Bohmke, to approve the minutes from the August 21, 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 - Looking for assistance for the abandoned boats in the county.

Robin Presnell - Trailer fee for the Landfill

Carl Vaughan - Trailer fee for the Landfill

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

Mr. Withers - Thanked Mr. Buchanan for the Landfill tour.

Ms. Bohmke - Thanked Mr. Buchanan for the Landfill tour. Happy to have a full-time director. Will follow up with Mr. Rudy's concern.

Ms. Shelton - Directed Mr. Smith to contact Mr. Rudy regarding boats, and directed Ms. Morris to get contact information from citizens regarding trailer fee.

Report of the R-Board Superintendents:

Mr. Markwardt reported on the following:

Cell F2 Filling Status

Mr. Markwardt reported that the filling of Cell F2 continues without issue. Approximately 1,722,820 cubic yards of available airspace has been consumed. If filling continues at this rate, there is approximately 16 months of life expectancy for Cell F2 from July 2019. DAA reports the life expectancy for Cell F2 is November 2020, and the next flyover is scheduled for January 2020.

Free Storm Debris Update

A total of 471 residents were served from August 21 to September 1 with free yard debris disposal due to the storm in August.

New R-Board Office Building

The new office building is taking shape. The C2 Crew, along with personnel from Camp 21 has removed old material from the building in preparation for painting, flooring, communications, and HVAC work. Occupation of the building may be as early as December 2019.

Replacement Equipment Deliveries

The John Deere 755 Track Loader arrived on October 2, and was placed into service on October 14. The Mack Roll-off Truck is expected in February 2020, and the GPS is still pending development of an RFP.

Mr. Kelly would like the R-Board to come up with alternatives to help slow the filling of the Landfill cells.

Mr. Canty reported on the following:

Personnel Status Update

Mr. Canty reported that the R-Board is authorized for a total of 38 employees (33 full-time and 5 part-time). Currently, all positions are filled, with a part-time Heavy Equipment Operator being advertised.

Many employees have completed SWANA and DEQ Universal Waste training, as well as VDOT Flagger's certificates. Eight employees also completed the DPOR Waste Management Facility Operator training, which qualifies them to test for their Facility Operator's license. One employee was also recognized during the Make a Difference campaign.

Ms. Bohmke asked Mr. Canty to explain SWANA. Mr. Canty responded that SWANA is the Solid Waste Association of North America, and they train and certify employees in solid waste management. Ms. Shelton inquired about the open PT position. Mr. Canty said that it is ongoing, and has been difficult to fill.

Environmental Compliance/Permit Amendment Status: Ms. Gilani reported that on August 14, the Virginia Department of Environmental Quality (DEQ) conducted its third quarterly inspection. The inspector noted exposed waste and insufficient cover east and south of the working face. Staff is taking steps to ensure consistent coverage.

On September 10, 2019 the R-Board received confirmation of our new VPDES permit. The new permit requires the Storm Water Pollution Prevention Plan (SWPPP) to be updated within 90-days which has been completed.

On September 30, 2019 Draper Aden Associates conducted the quarterly gas monitoring event. During this event, gas boundary probe GP-07 exceeded the 25% lower explosive limit at 25.6%. This resulted in an issuance of a warning letter on October 9th. In response, Mr. Markwardt informed DEQ that the R-Board would increase compliance probe monitoring to weekly for GP-07 and the two probes on either side. Four consecutive weekly testing results resulted in acceptable levels and the R-Board will transition to monthly monitoring for three consecutive months. If GP-07 is in compliance for three consecutive months then we will return to the quarterly monitoring schedule.

The analytical results of the storm water samples collected on September 30th revealed two exceedances at Outfall-008 with a pH level of 3.33 and total zinc of 0.344 mg/l, whereas the permitted limits are 6.0-8.8 S.U. and 0.20 mg/l – respectively. We intend to perform an acid-sulfate soil study to determine if the exceedances are attributed to the native soil within the drainage basin area.

On October 10, 2019 DEQ approved the proposed facility-wide background groundwater protection standard value of 121.6 µg/l for arsenic. The original value was 10 µg/l. This increase will likely prevent the R-Board from experiencing any arsenic exceedances at either the closed or active landfills.

Recycling Manager Report: Ms. Jones reported that staff has continued to move materials from the City of Fredericksburg, and from the residential convenience centers located at Eskimo Hill and Belman Road. The markets continue to be experiencing fluctuations of decline. For FY20, the single-stream contract holds the costs stable at a flat rate for processing and a flat rate for transportation. Staff will be researching the most efficient and cost effective scenarios for the materials going forward into the FY21 budget cycle.

Staff reported at the last Board meeting that they would be working with Fairfax County to deliver clean, separated glass to Fairfax's glass processing facility. On October 30th the first load was taken from the Belman Road Residential Convenience Center to the Fairfax processing facility. Fairfax reported that the weight of the load and the cleanliness of the material was good, weighing in at 10,140 lbs. Staff is in the process of retrofitting a container for the Eskimo Hill residential drop-off site so that the glass captured there can be taken to Fairfax as well. This is a 6-month pilot during which Fairfax will be providing transport at \$300 per haul round-trip.

The Household Hazardous and Electronics Waste day was held at the Fredericksburg City shop located at 1000 Tyler Street on Saturday, November 9th. A total of 310 residents participated. The handling of latex was again performed in-house, and five tons of latex paint was collected. The material was dried for landfilling.

A promotion and a resignation within the Clean Community Crew (C2 Crew) necessitated the hiring of two new employees, both of whom can do the important road work but also have a strong skillset for outreach and education. Litter collection proceeded at a good pace. Additionally, our partners with the Rappahannock Regional Jail provided 22 litter collection days this quarter.

The R-Board has received the Department of Environmental Quality non-competitive litter and recycling grant in the amount of \$23,315. This amount is down slightly from last year. The amount granted is based on beverage container sales taxed as well as the jurisdiction's population and road miles. Staff also applied for a competitive litter grant with our regional partners. The awards for these applicants had not been made public at the time of this report.

In a continued effort to facilitate information on the voluntary recycling program, the R-Board engaged Kevin Henry Mileposts to produce a video, encouraging neighbors to cooperate in collection and transportation efforts. The video was placed on the R-Board's newly created YouTube Channel. As of October 31, the professionally-produced video had over 400 views. The original video produced internally featured Councilor Billy Withers at his home encouraging voluntary glass separation from curbside collection. This video was posted eight months ago and has had 1200 views.

Ms. Bohmke noted that she received an email regarding recycling, and said that many citizens are not as educated on recycling as they should be. Fortunately, community outreach can continue to spread the word. Ms. Shelton also noted that many water bottles are not recyclable.

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

Financial Summary (FY 2020 – through October): Mr. Buchanan reported Finances for the R-Board are in good shape through October 2019. The current revenue is up over 14% for the first four months of the year due to increases in commercial activity. Costs are in line with budget including capital costs. Currently the R-Board has \$14,017,172 in cash and short-term investments.

The current Landfill operating cell (F-2) is estimated to be filled to capacity in November, 2020. This was confirmed by the most recent calculations from Draper Aden (landfill engineers). The next cell (F-3) will cost \$4,000,000 based on estimates from staff and Draper Aden. This project will take one year to complete, including bid process and construction. The new cell is not in the current budget but can be paid by using current operating funds and unrestricted bank funds per the attached schedule. The cell construction will start in FY2020 and be completed in FY2021. The following steps are needed to proceed with new cell: Change current advanced payment for Cell F-2, increase amount of Draper Aden contract, convert Sofia Gilani from part to full time, increase Commercial rates, begin excavation of new cell by staff (started October), use of tarps to reduce dirt usage by 50% extending life of current cell by one month, and prepare bid documents and wet lands permit that Draper Aden began in October within the current purchase order.

Staff has identified 3 acres of landfill-able area currently used for a pump station. This area is not included in any permits for landfilling use. However, this area could be added to permit and add over 1 million cubic yards of airspace. Our next cell is 7.1 acres with 1.2 million yards of airspace. There will be landfill cell engineering costs and costs to relocate the pump station. Because of the location of this area, it will cost less to construct while adding this area will create operational efficiencies. The current construction design needs to be updated to include more efficient methods of building out a landfill cell that will save both time and costs.

Other Items include moving one of the gate attendant sheds to exit lane to have better cash management. This will allow for verification of daily receipts, and create actual weight tickets for tracking of waste stream to Landfill. Also needed is the repair of the methane flare's current electrical panel and repair VFD for costs of \$23,000. Staff is also working with the County to move into the new office building prior to end of year, for all office staff and landfill management to be at one location.

Ms. Bohmke noted that she received some reports of flat tires from citizens after visiting the Landfill. She appreciated Mr. Buchanan's efforts to fix the issue.

New Business:

Annual Financial and Operational Report This was provided at the meeting, for review.

Cell F2 Debt/Cell F3 Construction and DAA Contract Increase

The original payment for this debt is \$681,340, paid equally to the City and the County each year, and the Board approved a prepayment of \$1,681,340 in the current budget year to retire the loan. Staff recommends a payment of the current amount of \$681,340, and redirects the \$1,000,000 to the development of Cell F-3 which will begin in FY 2020, for which monies were not budgeted. Staff intends to pay for the construction of the new cell without incurring additional debt.

Cell F-3 will cost approximately \$4 million dollars to build, which includes engineering, bidding and construction costs. The timeline to build will take one year and will be completed by November, 2020.

Mr. Baroody asked about the Operational Agreement and how it relates. He noted that it prescribes a different percentage of participation by the City, so he wanted to have a conversation as to how this plays into the F3 construction. Mr. Buchanan said that for the new cell development, the percentages will have to be looked at. Good news is that this will be paid for with current funding. He felt that it would not affect percentages going forward because of the use of current funds as opposed to borrowed funds. Mr. Baroody said that everyone is anxious to begin construction of Cell F3, and there needs to be decisions made on how F3 will be treated. Mr. Foley said that there is an agreement in place that has five years remaining. He agreed that moving forward with the resolution was important, but conversations will need to continue. Mr. Foley said that the issue needs more clarity, and he would like more direction from the Stafford BOS, as well as the additional conversations with Mr. Baroody. Mr. Kelly wished to have it noted that this is for planning purposes and the construction aspect is still under discussion.

Ms. Bohmke motioned, seconded by Mr. Withers, to adopt proposed Resolution RB19-11.

By voice, the vote was:

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

Resolution RB19-11 reads as follows:

A RESOLUTION TO AUTHORIZE AN ADJUSTMENT OF THE PRE-PAYMENT FOR CELL F2 DEBT FOR USE IN
PLANNING FOR THE CONSTRUCTION OF CELL F3

WHEREAS, the R-Board is committed to providing high quality solid waste services to the residents and businesses in the City of Fredericksburg (City) and Stafford County (County); and

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

WHEREAS, the R-Board desired to retire the debt incurred for construction of Cell F2 prior to construction of Cell F3, resulting in a payment of \$1,681,340 in the current fiscal year; and

WHEREAS, staff desires to change the pre-payment of \$1.6 million dollars to a regular payment of \$681,340, leaving \$1 million dollars available for the planning, design, and bidding of Cell F3, but not the actual construction;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 20th day of November, 2019, that the adjustment of the pre-payment of the Cell F2 debt in the amount of Six Hundred Eighty-one Thousand and Three Hundred Forty Dollars (\$681,340) for Cell F2 and One Million Dollars (\$1,000,000) for planning, design, and bidding of Cell F3, but not the actual construction, be and it hereby is approved.

The R-Board is asked to consider authorizing an increase to the current budget for environmental services needed for preparing bid construction documents for the building of Cell F-3, including wetlands permitting and additional services as needed for engineering. Also for consideration, is the conversion of the Environmental Technician position from part-time to full-time.

Mr. Withers motioned, seconded by Ms. Bohmke, to adopt proposed Resolution RB19-12.

By voice, the vote was:

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

Resolution RB19-12 reads as follows:

A RESOLUTION TO AUTHORIZE AN AMENDMENT TO A CONTRACT
WITH DRAPER ADEN ASSOCIATES FOR PROFESSIONAL SERVICES

WHEREAS, the Rappahannock Regional Solid Waste Management Board (R-Board) voted by Resolution RB16-05 to authorize a professional services contract with Draper Aden Associates (DAA) to provide environmental monitoring and engineering support for a period of one (1) year commencing on July 1, 2016; and

WHEREAS, the R-Board desires to begin construction of Cell F3 to ensure City and County residents have a means to dispose of solid waste materials in an environmentally responsible manner; and

WHEREAS, additional funding is required to enable Draper Aden to aid in the construction of the Landfill Cell F3, for wetlands permits, bid document preparation, and quality control of the construction of Cell F3, in the amount of \$165,000; and

WHEREAS, DAA has consistently provided professional services with the highest quality; and

WHEREAS, funds are available in the R-Board Reserve Fund;

NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Solid Waste Management Board on this the 20th day of November, 2019, that the County Administrator, or his designee, is authorized to execute a contract with Draper Aden Associates to provide wetlands permits, bid document preparation, and quality control services in an amount not to exceed One Hundred Sixty-five Thousand Dollars (\$165,000), unless modified by a duly-executed Contract Amendment; and

BE IT FURTHER RESOLVED that the conversion of the part-time Environmental Technician position to a regular full-time position to provide additional support for the increased oversight of the construction of Cell F3 at the Rappahannock Regional Landfill, is authorized effective January 1, 2020.

Authorize a Public Hearing for Commercial Fee Changes and Fee Reduction for Dirt

Operational costs continue to rise each year, and 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 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 March 1, 2020.

Ms. Bohmke motioned, seconded by Mr. Kelly, to adopt proposed Resolution RB19-13.

By voice, the vote was:

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

Resolution RB19-13 reads as follows:

**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 20th day of November, 2019 that the Landfill Director be and he hereby is authorized to advertise a public hearing to consider commercial rate changes.

The Landfill currently charges both the County and City \$26 per ton to dispose of dirt. The Landfill currently moves clean dirt to the working face to create slopes, cover material, and have on-hand as a fire-fighting material. It is staff's recommendation to allow the City and County to deliver clean dirt as determined by Landfill staff, at no cost.

Ms. Bohmke motioned, seconded by Mr. Kelly, to adopt proposed Resolution RB19-14.

By voice, the vote was:

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

Resolution RB19-14 reads as follows:

A RESOLUTION TO AUTHORIZE CHANGES TO THE FEE SCHEDULE
FOR CLEAN DIRT DELIVERED TO THE LANDFILL

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

WHEREAS, there is currently a charge of \$26 per ton to deliver dirt to the Landfill; and

WHEREAS, the Landfill uses the clean dirt as a beneficial method to create working face slopes, cover material, and as a fire-fighting material; and

WHEREAS, staff recommends the clean dirt to be delivered to the Landfill at no charge, by Stafford County and the City of Fredericksburg;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 20th day of November, 2019 that the clean dirt rate be amended, and allow delivery at no cost for Stafford County and the City of Fredericksburg, effective January 1, 2020.

Initiate Leaf Composting, Rules and Regulations Update, Commercial Gate Hours

Material is currently being delivered into the landfill and disposed of at a cost of \$41 per ton. The material will be stored in a separate area but will need to be prepared for composting and will take approximately 9-12 months to be considered a compost product. Staff will be required to prepare a site

and turn the material as needed which results in a \$26 per ton cost. The reduction in materials being landfilled, and the cost savings, will be a positive result for the Regional Landfill and the City.

Mr. Kelly asked that staff continue to look into composting - what is out there, where we could potentially go, as well as the cost - and present any findings at the next meeting.

Mr. Kelly motioned, seconded by Ms. Bohmke, to adopt proposed Resolution RB19-15.

By voice, the vote was:

Yea:	(5)	Baroody, Bohmke, Foley, Kelly, Withers
Nay:	(1)	Shelton

Resolution RB19-15 reads as follows:

A RESOLUTION TO INITIATE A LEAF COMPOSTING SYSTEM AND
A CHANGE TO THE FEE SCHEDULE FOR LEAF COLLECTION

WHEREAS, the R-Board is committed to establishing new practices for beneficial uses; and

WHEREAS, leaves that are collected by the City of Fredericksburg are disposed of at the Landfill at a cost of \$41 per ton; and

WHEREAS, the Landfill proposes to assign a site for this material to be stored to create a compostable material; and

WHEREAS, due to the reduction in materials being landfilled, staff recommends a reduced rate of \$26 per ton, which will be a positive result for the Regional Landfill and the City;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 20th day of November, 2019 that the R-Board be and it hereby does reduce the leaf collection rate from \$41 per ton, to \$26 per ton, effective November 21, 2019.

After initiation of the oversized load fee, Landfill staff made exceptions to the rule by allowing residents to transport solid waste in trailers with up to four 100-gallon trash bins for the \$5 fee, under their annual pass, or with their coupon book. Landfill staff recommends this exception be extended to cargo vehicles as well. Additionally, staff recommends an adjustment to the Oversized Load fee to include all material, including but not limited to construction and demolition, solid waste, yard waste, and mulch.

Ms. Bohmke motioned, seconded by Mr. Kelly, to adopt proposed Resolution RB19-16.

By voice, the vote was:

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

Resolution RB19-16 reads as follows:

A RESOLUTION TO AUTHORIZE CHANGES TO VERBIAGE IN THE RULES AND REGULATIONS REGARDING

OVERSIZED LOAD FEE

WHEREAS, on May 15, 2019, the R-Board adopted resolution RB19-02, which established an oversized load fee; and

WHEREAS, this fee allowed trailers over 8-feet in length carrying solid waste to be charged a fee of \$20 and a charge of \$5 for yard debris; and

WHEREAS, staff allowed exceptions to the rule by allowing residents to transport solid waste in trailers with up to four 100-gallon trash bins for a \$5 fee; and

WHEREAS, staff desires to extend this exception to cargo vehicles as well; and

WHEREAS, staff desires a change in verbiage to the term, "solid waste;" and

WHEREAS, staff recommends allowing the exception to cargo vehicles, and the rules and regulations verbiage to read, "any material, including, but not limited to, construction, demolition, solid waste, yard waste, and mulch;"

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 20th day of November, 2019 that the rules and regulation regarding oversized load fee be amended.

The Landfill's closing hours are currently different, with the residential side closing at 4:30 pm and the commercial side closing at 5:00 pm. Staff recently conducted a time study showing that between the hours of 4:30 pm – 5:00 pm less than 2% of our commercial activity takes place. The open commercial gate creates a safety issue, as residential customers trying to enter the commercial gate. Staff recommends both gates closing at the same time.

Ms. Bohmke motioned, seconded by Mr. Kelly, to adopted proposed Resolution RB19-17.

By voice, the vote was:

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

Nay: (0)

Resolution RB19-17 reads as follows:

A RESOLUTION TO CONSIDER CHANGES TO THE COMMERCIAL GATE HOURS

WHEREAS, the landfill closing hours are currently different, with the residential side closing at 4:30 pm and the commercial side closing at 5:00 pm; and

WHEREAS, staff recently conducted a time study showing that between the hours of 4:30 pm – 5:00 pm, less than 2% of our commercial activity takes place; and

WHEREAS, the open commercial gate creates a safety issue, as residential customers trying to

enter the commercial gate; and

WHEREAS, staff recommends an adjustment to the commercial gate hours, closing at 4:30, from 5:00;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 20th day of November, 2019 that the R-Board Director be and he hereby is authorized to adjust the commercial gate operating hours Monday – Friday, from a 5:00 p.m. closure, to a 4:30 p.m. closure, effective January 1, 2020.

Adjournment: The meeting was adjourned at 10:00 a.m.

Future Session: The next regular meeting will be held on February 19, 2020, at the George L. Gordon Government Center, 8:30 a.m., in Board Chambers.

Joseph A. Buchanan, Director

Pamela L. Timmons, Clerk



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 19, 2020
RE: Report of the Landfill Superintendent

Cell F2 Operations

Draper Aden conducted a flyover on January 5, 2020. We have filled approximately 1,226,891 cubic yards or about ~71%, this includes roads and berms. Draper Aden has suggested an alternate filling plan. By placing trash on the side slopes and bringing them up to a 3% grade vice a 3.5% grade, this would extend the life of F2 until March, 2021. Draper Aden is still working on calculations if we continue our current operations.





Rappahannock Regional Solid Waste Management Board

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

New R-Board Office Building

Clean-up work commenced in late September 2019, and renovations began in early November. One key improvement to the building was the creation of a revamped front lobby area featuring a more welcoming and accessible service counter and new security features to maintain safer working conditions for staff. The building is also equipped with a back-up generator system to provide staff the capacity to remain functional in the event of an extended outage. Work was substantially complete by the end of December and a Certificate of Occupancy was granted on January 10, 2020. Staff officially relocated on January 17th. This work was largely facilitated through Stafford Parks, Recreation, and Community Facilities (PRCF) in partnership with R-Board staff. Assistance in all phases of the work was provided by Stafford Detention and Diversion Center workers who provided cleaning, repair, and moving services. Stafford County Public Schools, Utilities, and PRCF departments provided surplus office furniture which was a zero-cost opportunity to fully furnish all new office spaces. Our I.T. department was also a great help in relocating phones, computers, and internet service.





Rappahannock Regional Solid Waste Management Board

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

Replacement Equipment Deliveries

The R-Board's new pick up truck, which will be used by the Landfill Superintendent, arrived on January 9, 2020. The Mack Roll-Off truck is expected the first week of March, 2020, and the GPS System is still pending development of an RFP.





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: James Canty, Landfill Superintendent - Operations
Date: February 19, 2020
RE: Personnel & Operations Report

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, 33 full-time & 3 part-time positions are filled. The full-time vacancy is for a Clean Community Crew Maintenance Worker II, and the part-time position is for a Heavy Equipment Operator, both of which are currently being advertised. Overall employee retention is at a higher level than experienced in recent years.

Training:

Management provided training on Personal Protection Equipment (PPE) to staff and identified areas of the landfill site where PPE is required. All staff members are provided with the necessary PPE for their jobs. Additionally, staff will emphasize the need for commercial customers to follow PPE procedures to ensure a safe work site. All R-Board staff was offered Red Cross First Aid, CPR, and AED certification in partnership with Stafford PRCF trainers.

Accolades:

Mike Cross, Operations Manager, received an award for "Proactive Ownership" in the Vision & Values Campaign. This program recognized him for his constant efforts to meet the needs of Landfill essential functions.

Career Development:

Staff leadership has continued to work closely with Stafford County Human Resources on several initiatives focused on improving the career development process, as well as employee retention, to include the implication of the new Cornerstone software program which is accessible 24-7 by all County employees via the Employee Portal and iStafford. Two dedicated work stations have been secured for the new Administrative Office multi-use space; allowing field-staff access to County email, payroll and other interfaces.



Rappahannock Regional Solid Waste Management Board

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Operations:

Effective Jan. 1st, all R-Board business closing hours were adjusted to 4:30pm, thereby unifying closing procedures between Commercial & Residential service areas. This transition has been very successful and has assisted staff in capitalizing on daylight and on payroll resources.

In recent weeks some odor complaints, as well as ongoing roadway dirt and drainage grievances, have been received. Technicians from Draper Aden Associates were mobilized to research & analyze the potential sources of said odor complaints & found no actionable levels of odor-causing gases.

VDOT and R-Board staff collaborated on addressing the dirt and drainage issues along Eskimo Hill. VDOT provided an action-plan and field supervision, while Landfill staff conducted flagging services, as well as the equipment and operators required to carry out the excavation and reestablishment of the ditch line outside of the Commercial entrance. Landfill Maintenance staff, with assistance from the Stafford Detention and Diversion Center, provided the stabilization of the excavated areas. This coalition of two state agencies and R-Board members has delivered measurable improvements to this issue. Per discussion with DEQ, plans are also in place to replace the failed commercial truck wheel-wash system at the Landfill exit road to further mitigate the transport of dirt and debris into the right-of-way.

The successful collaboration between VDOT and the R-Board has laid the foundation for future efforts, the next of which is the planned replacement of the Landfill Commercial entrance. This project will include widened tapers, reinforced pavement, improved drainage, and a wider gate; all of which will serve to improve ingress and egress at the site, as well as to increase safety in the right-of-way.

All essential Landfill heavy-equipment is currently in serviceable condition, largely thanks to the hard work of R-Board mechanic staff and the implementation of the new Fiix computerized maintenance management system which allows for staff to track records & service-cycles for R-Board assets.

Additional tarping equipment has also been procured and placed in service in recent weeks allowing for a reduction in dirt required to maintain the working face, & thereby improving daily closing-function efficiencies.



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: Sofia Gilani, Environmental Technician
Date: February 19, 2020
RE: Environmental & Regulatory Compliance Report

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.



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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.





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 19, 2020

SUBJECT: Recycling and Outreach Updates

Glass Recycling

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.

Composting Initiatives

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 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. Our 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.



Other Recycling Initiatives

New initiatives are being sought to:

- Increase the diversion of waste from being landfilled.
- Control program costs.
- Look for alternatives to the current single stream recyclables handling.

Staff has been actively researching a multitude of potential scenarios. Requests for Proposals will be forthcoming. Some examples include looking at 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.



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Tour of Goodwill

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. We were very impressed with their mission/vision, the services they provide to our community and their handling of overall operations. We hope 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.



Warren Ballard, V.P. Contracts and Custodial Services; Bryant Burnett, Interim Director of Operations; and Joe Buchanan, R-Board Landfill Director discuss potential cooperative programs.



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Litter Control and Community Outreach

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. These donations support year-round social services work in the community.



On Wednesday, Jan. 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.

To the right, Stafford Middle sixth-grader Terry Hall learns how long landfill items take to decompose during class. Photos were taken by Peter Cihelka of the Free Lance Star and the entire article can be found at <http://bit.ly/SMS-RBoard-edu>.





Rappahannock Regional Solid Waste Management Board

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We received some additional good news since the R-Board's last meeting; two small grants that are obtained through regional partnerships from DEQ were received. We will use them to purchase litter collection supplies that can be used by staff, partners, and volunteers.

The Environmental Education space will soon be launched in our new office. We are currently making upgrades that will allow this space to accommodate up to 20 students with, video screen/TV capability. We are also commissioning a landfill tour video. Our first students to be hosted within the new space will be in collaboration with Stafford Parks & Recreation during Spring Break Camp in March.



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 19, 2020
RE: Financial Status / Operational Upgrades

Financial Status

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 our 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.

New Landfill Cell (F-3)

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 a proposed March 25, 2020 meeting.

Site Improvements

In January, staff, along with VDOT oversight cleaned out the right-of-way ditches along Eskimo Hill Road to create proper drainage.

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.



Rappahannock Regional Solid Waste Management Board

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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.

New equipment was purchased to allow staff to collect nails on a scheduled basis, thereby reducing the occurrences of flat tires.

Rates for Residential Customers Not Equal Based on Volume

Install new scale for residential customers to limit the weight of waste delivered for base rates. True oversize loads will be identified and charged accordingly.

Landfill Gas Management

The bid for the new landfill cell includes adding new gas wells for Cell F-1. These new wells will help to capture landfill gas that could escape into the air possibly creating odor problems. The FY 2021 budget includes a new tarp machine with an odor control spray system.

Educational Opportunities

New administrative office and learning center was opened in January 2020. A local company is preparing a virtual tour of landfill using drone images supplied by Stafford County Sheriff's office. Staff will be working on capturing the construction of the new landfill cell on video to show how the landfill is designed and built.

January 31, 2020

Expenses

		FY2020 Adopted	Actual Spent to																		
		58.63%	Budget	Date	% spent	YTD Actual	July	YTD Actual	Aug	YTD Actual	Sept	YTD Actual	Oct	YTD Actual	Nov	YTD Actual	Dec	YTD Actual	Jan	Total	Encumbrance
10-01	Salaries-Regular		1,473,070	828,929	56.3%		59,277		175,443		121,344		122,412		121,035		106,836		122,582		0
10-02	Salaries-Overtime		120,000	82,860	69.1%		11,937		23,219		8,250		3,334		9,064		13,303		13,753		0
10-03	Salaries-Part Time		106,190	84,656	79.7%		1,154		7,975		9,877		14,838		17,031		16,794		16,987		0
21-01	Social Security/Medicare		120,810	73,430	60.8%		5,330		15,081		9,458		9,912		10,764		11,537		11,348		0
22-10	VRS		146,250	87,205	59.6%		11,561		11,565		12,166		12,713		13,233		13,216		12,751		0
22-11	ICMA Hybrid Employer		5,000	7,549	151.0%		884		885		984		1,073		1,131		1,129		1,463		0
23-01	Anthem		377,301	207,012	54.9%		28,394		28,651		29,218		29,802		30,405		30,431		30,111		0
23-03	Opt-Out		2,020	1,718	85.0%		203		203		203		201		203		352		353		0
24-01	Life Insurance		19,340	12,277	63.5%		1,612		1,613		1,704		1,786		1,861		1,859		1,842		0
25-01	Unemployment		12,120	247	2.0%		0		0		0		247		0		0		0		0
25-21	Hybrid Disability Program		10,630	2,621	24.7%		329		325		384		375		405		405		398		0
27-20	Workers Compensation		53,640	41,965	78.2%		5,109		6,069		5,390		5,858		6,301		6,686		6,552		0
28-02	Compensated Absences		26,270	0	0.0%		0		0		0		0		0		0		0		0
28-09	License/Certifications		10,840	4,173	38.5%		79		95		3,760		0		0		122		117		0
28-20	Education/Tuition Assist		1,500	0	0.0%		0		0		0		0		0		0		0		0
30-15	Fees for Services		6,000	6,798	113.3%		0		830		811		53		1,758		32		3,314		120
31-08	Physical Exams		1,000	338	33.8%		0		0		84		254		0		0		0		0
31-20	Audit Fee's		8,250	6,188	75.0%		2,063		0		2,063		0		0		0		2,062		0
31-30	Management Services		180,365	45,994	25.5%		0		0		10,637		35,357		0		0		0		112,344
31-44	Environmental Monitoring		111,500	30,874	27.7%		0		0		0		27,851		1,100		50		1,873		71,176
31-50	Legal Services		21,000	10,500	50.0%		0		0		1,750		1,750		1,750		1,750		3,500		7,500
31-52	Filing Fee's		30,000	28,520	95.1%		4,384		999		23,137		0		0		0		0		0
31-64	Single Stream Processing		175,000	39,996	22.9%		0		6,202		0		12,895		4,876		7,399		8,624		126,558
31-67	Household Hazardous Waste		80,000	59,957	74.9%		0		0		35,437		0		23,839		0		681		10,000
31-68	Tire Disposal		100,000	56,192	56.2%		1,350		8,950		2,700		16,171		2,250		10,946		13,825		19,550
33-09	Facilities-Buildings		11,310	4,019	35.5%		0		110		0		0		0		0		3,909		0
33-10	Repairs & Maintenance		295,000	109,302	37.1%		7,130		17,219		16,659		7,477		17,803		19,651		23,363		56,295
33-20	Contracts		67,500	18,711	27.7%		2,020		2,867		4,081		3,102		2,422		1,017		3,202		9,446
34-05	Transportation		1,500	170	11.3%		80		0		0		20		50		0		20		0
35-01	Printing & Binding		7,000	3,552	50.7%		0		810		1,192		661		0		0		889		0
36-11	Public Notification		500	0	0.0%		0		0		0		0		0		0		0		0
36-12	Other		1,000	375	37.5%		375		0		0		0		0		0		0		0
39-10	Litter Control		68,000	18,367	27.0%		2,261		0		3,617		3,145		4,993		2,070		2,281		1,848
40-07	Admin Charges-Fiscal Agnt		283,425	212,569	75.0%		70,856		0		70,856		0		0		0		70,857		0
51-10	Electrical		20,000	8,332	41.7%		295		1,421		1,171		1,080		881		1,460		2,024		19
51-30	Water & Sewer		9,900	7,692	77.7%		1,102		1,175		0		1,211		1,170		1,335		1,699		0
52-10	Postage		3,000	393	13.1%		23		12		13		15		20		184		126		0
52-30	Phone		16,000	6,381	39.9%		118		1,190		1,168		1,215		1,189		1,077		424		0
52-31	Mobile Phones		14,000	5,012	35.8%		0		0		0		2,517		1,264		1,231		0		0
52-38	VOIP Eqp Billing		4,300	4,724	109.9%		352		355		516		890		689		1,055		867		2,000
53-04	Property		44,000	44,000	100.0%		44,000		0		0		0		0		0		0		0

		FY2020 Adopted	Actual Spent to											
		58.63%	Budget	Date	% spent	YTD Actual July	YTD Actual Aug	YTD Actual Sept	YTD Actual Oct	YTD Actual Nov	YTD Actual Dec	YTD Actual Jan	Total	Encumbrance
53-05	Motor Vehicle		27,500	27,500	100.0%	27,500	0	0	0	0	0	0		0
54-10	Equipment		55,850	750	1.3%	0	0	0	0	0	750	0		13,817
54-20	Building or Office		16,000	0	0.0%	0	0	0	0	0	0	0		0
55-10	Mileage/Parking/Tolls		1,200	543	45.3%	79	60	130	60	60	71	83		0
55-40	Seminars & Conferences		5,000	185	3.7%	145	0	0	0	0	40	0		500
55-41	Meeting Expenses		2,000	2,010	100.5%	0	0	81	291	191	77	1,370		0
58-01	Dues & Membership		1,500	1,120	74.7%	0	415	0	0	380	0	325		0
60-01	Office		8,000	3,189	39.9%	179	311	334	596	383	375	1,011		2,305
60-03	Agricultural-Lawn Care		4,000	1,650	41.3%	0	0	0	1,060	590	0	0		
60-05	Custodial-Janitorial		12,000	5,934	49.5%	491	383	1,200	1,708	1,239	266	647		3,352
60-07	Repairs & Maintenance		434,925	236,538	54.4%	7,922	29,532	49,358	54,716	13,766	41,246	39,998		106,398
60-08	Vehicle Fuels		350,000	147,543	42.2%	4,359	20,411	19,549	41,552	16,293	13,962	31,417		149,339
60-11	Uniform & Wearing Apparel		33,000	16,529	50.1%	1,324	1,699	2,615	1,249	8,247	430	965		16,415
60-12	Books/Subscrptns/Sf Media		1,000	563	56.3%	0	0	208	136	0	219	0		0
60-14	Operating		5,500	2,443	44.4%	500	0	0	1,443	0	0	500		0
60-19	Personnel Safety Equip		4,000	3,687	92.2%	0	314	674	1,791	908	0	0		134
60-20	Vehicle Parts & Tires		36,500	12,173	33.4%	1,045	150	2,852	4,134	410	696	2,886		0
60-31	Machinery & Equipment		21,555	16,872	78.3%	2,845	934	3,510	3,390	4,535	1,196	462		821
60-32	Furniture & Fixtures		1,500	1,104	73.6%	0	0	0	0	0	1,104	0		0
60-33	Communications Equipment		500	0	0.0%	0	0	0	0	0	0	0		0
60-34	Computer Equipment		5,050	2,520	49.9%	26	2,316	29	29	30	30	60		0
60-47	Site Improvements		138,000	43,070	31.2%	0	0	4,577	6,077	10,996	6,685	14,735		11,019
81-01	Machinery & Equipment		185,000	52,469	28.4%	0	0	0	0	23,069	29,400	0		0
81-12	Improvements to Buildings		0	0		0	0	0	0	0	0	0		26,635
82-01	Machinery & Equipment		1,214,143	769,216	63.4%	0	0	0	741,635	8,241	0	19,340		204,842
82-11	Improvements to Site		1,681,340		40.5%	0	0	0	0	0	0			681,340
82-12	Improvements to Building		12,850	0	0.0%	0	0	0	0	0	0	0		0
82-13	Land		479,300	0	0.0%	0	0	0	0	0	0	0		0
82-15	Cell Improvements		354,023		100.0%	0	0	0	0	0	0			354,023
Totals			9,135,767	3,511,206	38.4%	308,693	369,789	463,747	1,178,082	366,825	348,474	475,596		1,987,796

THROUGH January 31, 2020

Rappahannock Regional Solid Waste Management Board

Weight and Material Analysis Report FY2020

CATEGORY	20-Jan Weight	19-Jan Weight	FY2020 Y-T-D Weight	FY19 Y-T-D Weight	Difference %
Billable					
Commercial Waste	5106	4972	39307	36826	7%
Residential Waste	4080	3330	29251	23369	25%
Fredericksburg	684	791	4018	4958	-19%
Eskimo Hill	1213	1503	11900	11491	4%
Belman Road	75	78	626	875	-28%
Mixed Surcharge add \$30/T	1	22	68	101	-33%
Debris Waste	4368	4334	37415	39168	-4%
Dirt	373	169	1878	2738	-31%
Tires Commercial	25	8	252	226	12%
Sludge (city)	370	480	3004	2964	1%
Sludge (county)	935	1214	6193	8849	-30%
BILLABLE TONNAGE	17229	16901	133913	131564	2%
Non-Billable					
Litter/Cleanups	6	3	35	25	38%
Recycling	662	450	3397	4790	-29%
TOTAL TONNAGE	17897	17354	137344	136379	1%



Rappahannock Regional Solid Waste Management Board

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RB20-02

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., Administration Center, Stafford, Virginia, on the 19th day of February, 2020:

MEMBERS:

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

VOTE:

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

A RESOLUTION TO AUTHORIZE CHANGES TO THE FEE SCHEDULE FOR DISPOSAL OF MUNICIPAL SOLID WASTE 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 an increase in all commercial rates to compensate for increases in operating costs;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 19th day of February, 2020 that the R-Board be and it hereby does authorize an increase in commercial rate changes, effective April 1, 2020 for all commercial customers; and July 1, 2020 for the City of Fredericksburg. The commercial fee schedule is as follows:



Rappahannock Regional Solid Waste Management Board

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Fee Schedule		
Tons	Current Tipping Fee	Proposed Tipping Fee
<1,000	\$40 per ton	\$42.25 per ton
≥1,000; <1,500	\$38 per ton	\$39.15 per ton
≥1500	\$32 per ton	\$33 per ton

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 19, 2020

RE: FY2021 Budget

The proposed budget for FY2021 is included in your package. 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 \$2 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.



Rappahannock Regional Solid Waste Management Board

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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 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

Staff has provided Resolution RB20-01 approving the FY2021 budget.

R-BOARD REVENUE					Difference 2020 to 2021	Percentage change from FY 2020
560-0000	Adopted FY19 Budget		Adopted	Proposed		
			FY20 Budget	FY 2021		
315.01-02 Interest	\$ 45,000		\$ 50,000.00	\$ 240,000.00	\$ 190,000.00	79.17%
316.25-01 Recycling	\$ 120,000		\$ 90,000.00	\$ 110,000.00	\$ 20,000.00	22.22%
316.25-02 Commercial	\$ 5,500,000		\$ 6,250,000.00	\$ 6,823,750.00	\$ 573,750.00	9.18%
324.04-07 Grants	\$ 22,000		\$ 25,000.00	\$ 23,000.00	\$ (2,000.00)	-8.00%
316-25-06 Residential Fees	\$ 600,000		\$ 685,000.00	\$ 685,000.00	\$ -	0.00%
Municipal Services						
316.25-25- Fredericksburg	\$ 238,000		\$ 283,200.00	\$ 250,000.00	\$ (33,200.00)	-11.72%
316.25-25- Stafford	\$ 40,000		\$ 40,000.00	\$ 40,000.00	\$ -	0.00%
Sludge/Utilities						
316-25-05 Stafford	\$ 250,000		\$ 350,000.00	\$ 350,000.00	\$ -	0.00%
316-26-05 Fredericksburg	\$ 140,000		\$ 140,000.00	\$ 140,000.00	\$ -	0.00%
316-25-10 Ameresco Lease	\$ 35,000		\$ 50,000.00	\$ 50,000.00	\$ -	0.00%
315-02-35 Milestone Lease	\$ 12,000		\$ 12,000.00	\$ 12,000.00	\$ -	0.00%
318-99-01 Miscellaneous Sources	\$ 5,000		\$ 5,000.00	\$ 5,000.00	\$ -	0.00%
Subtotal	\$ 7,007,000		\$ 7,980,200.00	\$ 8,728,750.00	\$ 748,550.00	9.38%
341.06-00 Prior Yr Fund Balance	\$ 530,628		\$ 1,155,567.00	\$ 246,908.10	\$ (908,658.90)	-78.63%
	\$ 7,537,628		\$ 9,135,767.00	\$ 8,975,658.10		

		FY2019 Adopted Budget	FY2020 Adopted Budget	Proposed budget 2021			
10-01	Salaries-Regular	1,393,275	1,473,070	1,874,540	\$	401,470.00	27.25%
10-02	Salaries-Overtime	120,000	120,000	125,000	\$	5,000.00	4.17%
10-03	Salaries-Part Time	100,100	106,190	91,702	\$	(14,488.00)	-13.64%
21-01	Social Security/Medicare	114,210	120,810	145,890	\$	25,080.00	20.76%
22-10	VRS	129,290	146,250	191,980	\$	45,730.00	31.27%
22-11	ICMA Hybrid Employer	5,000	5,000	9,450	\$	4,450.00	89.00%
23-01	Anthem	369,903	377,301	390,000	\$	12,699.00	3.37%
23-03	Opt-Out	2,020	2,020	4,230	\$	2,210.00	109.41%
24-01	Life Insurance	18,280	19,340	23,430	\$	4,090.00	21.15%
25-01	Unemployment	12,120	12,120	12,120	\$	-	0.00%
25-21	Hybrid Disability Program	1,660	10,630	5,430	\$	(5,200.00)	-48.92%
27-20	Workers Compensation	53,640	53,640	60,000	\$	6,360.00	11.86%
28-05	Chg Post-retirement Benefit	25,755	26,270	27,058	\$	788.10	3.00%
28-09	License/Certifications	3,500	10,840	12,000	\$	1,160.00	10.70%
28-20	Education/Tuition Assist	1,500	1,500	1,500	\$	-	0.00%
	Subtotal Compensation	2,350,253	2,484,981	2,974,330	\$	489,349.10	19.69%
Acquired Services							
30-15	Fees for Services	5,000	6,000	6,000	\$	-	0.00%
31-08	Physical Exams	1,000	1,000	1,500	\$	500.00	50.00%
31-20	Audit Fee's	17,850	8,250	8,250	\$	-	0.00%
31-30	Management Services	125,000	180,365	232,700	\$	52,335.00	29.02%
31-44	Environmental Monitoring	220,000	111,500	111,010	\$	(490.00)	-0.44%
31-50	Legal Services	19,500	21,000	24,000	\$	3,000.00	14.29%
31-52	Permit Fee's	30,000	30,000	48,000	\$	18,000.00	60.00%
31-64	Single Stream Processing	0	175,000	150,000	\$	(25,000.00)	-14.29%
31-67	CFL & HHW Bulb Disposal	70,000	80,000	80,000	\$	-	0.00%
31-68	Tire Disposal	45,000	100,000	120,000	\$	20,000.00	20.00%
	Maintenance				\$	-	
33-09	Facilities-Buildings	10,000	11,310	11,500	\$	190.00	1.68%
33-10	Repairs & Maintenance	195,000	295,000	300,000	\$	5,000.00	1.69%
33-20	Contracts	46,600	67,500	67,500	\$	-	0.00%

FY2019 Adjusted Budget	FY2020 Adopted Budget	Proposed budget 2021
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Transportation						
34-05	Transportation	1,500	1,500	1,500	\$ -	0.00%
35-01	Printing & Binding	7,000	7,000	7,000	\$ -	0.00%
36-11	Public Notification	500	500	500	\$ -	0.00%
36-12	Other	1,000	1,000	1,000	\$ -	0.00%
39-10	Litter Control	68,000	68,000	90,000	\$ 22,000.00	32.35%
Internal Services						
40-07	Admin Charges-Fiscal Agnt	269,929	283,425	336,464	\$ 53,039.00	18.71%
Utilities, Vehicle Repair & Office						
51-10	Electrical	20,000	20,000	24,000	\$ 4,000.00	20.00%
51-30	Water & Sewer	6,000	9,900	11,000	\$ 1,100.00	11.11%
52-10	Postage	3,000	3,000	3,000	\$ -	0.00%
52-30	Phone	16,000	16,000	16,000	\$ -	0.00%
52-31	Mobile Phones	14,000	14,000	20,000	\$ 6,000.00	42.86%
52-38	VOIP Eqp Billing	8,000	4,300	5,000	\$ 700.00	16.28%
53-04	Property	44,000	44,000	45,000	\$ 1,000.00	2.27%
53-05	Motor Vehicle	27,500	27,500	27,500	\$ -	0.00%
54-10	Equipment	24,000	55,850	36,850	\$ (19,000.00)	-34.02%
54-20	Building or Office	16,000	16,000	16,000	\$ -	0.00%
Travel & Training						
55-10	Mileage/Parking/Tolls	1,200	1,200	1,200	\$ -	0.00%
55-40	Seminars & Conferences	5,000	5,000	5,000	\$ -	0.00%
55-41	Meeting Expenses	2,000	2,000	2,000	\$ -	0.00%
58-01	Dues & Membership	1,500	1,500	1,500	\$ -	0.00%
Contingency						
58-02	Contingency-General	0	0			
58-90	Asset Acq Contra Acct	0	0			
58-97	Depreciation Expenses	0	0			
58-98	Post Closure/Closure Cost	0	0			
Misc. Supplies						
60-01	Office	8,000	8,000	9,000	\$ 1,000.00	12.50%

FY2019 Adjusted						
	Budget	FY2020 Adopted Budget	Proposed budget 2021			
60-03	Agricultural-Lawn Care	4,000	4,000	4,250	\$ 250.00	6.25%
60-05	Custodial-Janitorial	12,000	12,000	12,000	\$ -	0.00%
60-07	Repairs & Maintenance	300,000	434,925	455,380	\$ 20,455.00	4.70%
60-08	Vehicle Fuels	250,000	350,000	310,786	\$ (39,214.00)	-11.20%
60-11	Uniform & Wearing Apparel	33,000	33,000	40,000	\$ 7,000.00	21.21%
60-12	Books/Subscrptns/Sf Media	1,000	1,000	1,500	\$ 500.00	50.00%
60-14	Operating	5,500	5,500	6,000	\$ 500.00	9.09%
60-19	Personnel Safety Equipment	2,000	4,000	6,000	\$ 2,000.00	50.00%
60-20	Vehicle Parts & Tires	36,500	36,500	36,500	\$ -	0.00%
60-31	Machinery & Equipment	14,000	21,555	26,575	\$ 5,020.00	23.29%
60-32	Furniture & Fixtures	1,500	1,500	1,500	\$ -	0.00%
60-33	Communications Equipment	500	500	500	\$ -	0.00%
60-34	Computer Equipment	4,000	5,050	5,000	\$ (50.00)	-0.99%
60-47	Site Improvements	115,000	138,000	45,000	\$ (93,000.00)	-67.39%
	Subtotal Operations	2,108,079	2,724,130	2,770,965	\$ 46,835.00	1.72%
Capital Costs						
81-01	Machinery & Equipment (Repai	182,000	185,000	150,000	\$ (35,000.00)	-18.92%
82-01	Machinery & Equipment (New)	868,933	1,214,143	1,030,000	\$ (184,143.00)	-15.17%
82-11	Improvements to Site (Cell F2 Debt Srvc)	1,681,340	1,681,340	681,340	\$ (1,000,000.00)	-59.48%
82-12	Improvements to Building		12,850	15,000	\$ 2,150.00	16.73%
	New Cell F-3			1,000,000	\$ 1,000,000.00	100.00%
82-13	Scalehouse Renovations	0	479,300		\$ (479,300.00)	-100.00%
82-15	Closure debt and Future	354,023	354,023	354,023	\$ -	
	Subtotal Capital	3,086,296	3,926,656	3,230,363	\$ (696,293.00)	-17.73%
	TOTAL	7,544,628	9,135,767	8,975,658	\$ (160,108.90)	-1.75%

Cell F-3 Revenue		
Cash Account	101-00-00	1,000,000
Investments	105-56-00	1,000,000
Total Revenue		2,000,000
Cell F-3 Costs		2,000,000

R-BOARD CAPITAL IMPROVEMENT PROGRAM

Projects/Equipment Replacement	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Total Project Cost	Description
Closure Activities B, C, D, E, & F1	354,023	354,023	354,023	354,023	3,050,000	0	4,466,092	Payment of debt service for previous closure activities, and closure of Cell F1 in FY2024.
Cell F2 Financing Payments	681,340	681,340	320,000	0	0	0	1,682,680	Repayment of Loan to City and County for Cell F-2
Track Loaders	370,000	0	175,000	0	0	407,000	952,000	The Landfill operates 3 track loaders, all of which are critical to our operation. The units range in age between 10 to 28 years in operation. We propose replacing the oldest unit in FY2020, rebuilding another unit in FY2022, and replacing another unit in FY2025.
Scale Renovations	479,300			375,000				Install single scale system, wheel wash system, repair and replace commercial scales. Repave area around Residential and wheel wash
Landfill Compactor			825,000					Essential landfill equipment required in permit. Order with landfill package including fire supression system.
Articulated Dump Truck	440,000	0	0	0	0	0	440,000	The Landfill uses an articulated off-road dump truck to transfer cover material from our stockpile to the working face. Our current unit is over 15 years old and is frequently down for repairs, forcing staff to rent a unit at great expense.
Construction of Cell G1						4,500,000		Projected time line for next cell Development
Construction of Cell F3	1,000,000	3,000,000				0	4,000,000	Current data indicates that Cell F2 will be filled near the end of 20210. This will require Cell F3 to be completed and operational by the end of 2020. The footprint of Cell F3 is about 2 acres smaller than F1 and F2, and some work necessary for Cell F3 was completed with Cell F2, resulting in a somewhat lower total cost. It is proposed to fund \$2,000,000 from the operational budget, and the remaining \$ 2,000,000 from cash and investment account.
Crew Truck - Landfill Site & Litter Control	31,400	0	0	35,000	0	70,000	136,400	The Landfill requires pickup trucks onsite for transporting staff and supplies around the operational area, and the litter crew puts significant mileage on their vehicles each year. We propose to replace a unit recently removed from service when repair costs exceeded its value.
Tracked Dozer	0	485,000	0	0	0	0	485,000	This dozer would replace a 1996 unit which has exceeded its useful life and is in need of extensive repairs.
Roll-off Containers	20,000	136,000	0	75,000	0	0	231,000	The Eskimo Hill Convenience Center uses roll-off containers o transfer solid waste up to the working face. The containers currently in service have deteriorated due to service time and the nature of their use.
Tracked Excavator	0	325,000	0	0	0	0	325,000	The Landfill requires an excavator to excavate fill material for the working face, and to assist with tub grinder operations. The current excavator is over 15 years old and is no longer reliable.
Miscellaneous Equipment Acquisitions	15,810		68,000	0	0	0	83,810	Staff is proposing to replace a roller broom necessary for on and offsite cleanup and acquire a brush cutter attachment for the excavator in FY2020, and a compost mixer to improve the efficiency of our compost operations in FY2021, and a shop truck and utility vehicle for onsite use in FY2021.
Roll-off Container Trucks	163,000	0	0	175,000	0	175,000	513,000	Convenience center and sludge hauling operations rely on the six roll off container trucks - all of which are over 10 years old.
Total	\$3,554,873	\$4,981,363	\$1,742,023	\$1,014,023	\$3,050,000	\$5,152,000	\$13,314,982	



Rappahannock Regional Solid Waste Management Board

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RB20-01

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., Administration Center, Stafford, Virginia, on the 19th day of February, 2020:

MEMBERS:

Cindy C. Shelton, Chairman
Matthew J. Kelly, Vice Chairman
Timothy J. Barood
Meg Bohmke
Thomas C. Foley
William C. Withers, Jr.

VOTE:

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

A RESOLUTION TO ADOPT THE FISCAL YEAR 2021 R-BOARD BUDGET

WHEREAS, the R-Board is committed to providing high quality solid waste services to the residents and businesses in the City of Fredericksburg (City) and Stafford County (County); and

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

WHEREAS, the proposed budget is responsive to the financial concerns of each locality, as well as our commercial solid waste partners, and demonstrates a commitment to the long term financial sustainability of R-Board operations; and

WHEREAS, the proposed Capital Improvement Program provides for the necessary replacement of capital equipment, continued compliance with our regulatory permits, the timely completion of future solid waste cells and the closure of cells no longer in use;



Rappahannock Regional Solid Waste Management Board

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NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Solid Waste Management Board on this the 19th day of February, 2020, that the proposed Fiscal Year 2021 Budget presented herein and in the amount of Eight Million Nine Hundred Seventy-five Thousand Six Hundred Fifty-eight Dollars (\$8,975,658) be and it hereby is approved.

A Copy, teste:

RAPPAHANNOCK REGIONAL
SOLID WASTE MANAGEMENT BOARD

Joseph A. Buchanan, Director



Rappahannock Regional Solid Waste Management Board

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RB20-03

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., Administration Center, Stafford, Virginia, on the 19th day of February, 2020:

MEMBERS:

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

VOTE:

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

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



Rappahannock Regional Solid Waste Management Board

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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).

A Copy, teste:

RAPPAHANNOCK REGIONAL
SOLID WASTE MANAGEMENT BOARD

Joseph A. Buchanan, Director