

## MINUTES

### RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD

May 20, 2020

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

**Meeting Convened:** A regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) was convened at 8:31 a.m. on May 20, 2020, at the George L. Gordon, Jr., Government Center, Board Chambers and electronic meeting, 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 Thomas Foley.

Also in attendance were: Bill Hefty, Esq., R-Board Attorney; Diane Jones, Recycling Manager; Sofia Gilani, Environmental Technician; Pamela Timmons, Clerk; and Joe Buchanan, Director.

**Approval of the minutes of prior meeting:** Ms. Bohmke motioned, seconded by Mr. Withers, to approve the minutes from the February 19, 2020 and April 1, 2020 meetings.

By roll call, the vote was:

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

Ms. Bohmke recognized Ms. Timmons for her presentation of the minutes. She stated that the minutes are very clear and concise.

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

Tim Rudy	-	Unhappy that the Landfill has not offered any services that may benefit citizen's during the COVID-19 pandemic.
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**Presentations by the R-Board:** No members desired to speak.

#### **Report of the R-Board Superintendents:**

Mr. Buchanan reported on the following:

**Cell F2 Filling Status** The filling of Cell F-2 continues without any problems. Staff has begun filling on the side slopes which should extend the life of F-2 to between March and June of 2021 according to Draper Aden's last site-life calculations. Sargent Corporation is waiting for a pre-construction conference with the Erosion and Settlement Control Office from the County before receiving its grading permit and begins work.

**Replacement Equipment Deliveries** The Mack Roll-Off truck arrived on March 5, 2020. After receiving license plates and registration, the truck was put into service. The GPS System had to be pulled from the FY20 budget in order to make up any shortfalls from the loss of revenue due to COVID-19.

### **Personnel Status Update**

**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 and 2 Part-Time positions are filled. The full-time vacancy is for a Maintenance Worker II, and the part-time positions are for a Heavy Equipment Operator and a Gate Attendant. The Part-Time Gate Attendant position is currently being advertised. Overall employee retention remains high.

**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.

**Accolades** Special acknowledgement to Jared Koszyk, Heavy Equipment Operator II & Colin Gray, Maintenance Worker II. Both employees have taken on the daily task of providing morning temperature checks for all shifts and all work-teams. They have also assisted in distributing critical PPE and important departmental communications while performing this health screening.

**Career Development** Staff has made significant headway in the County's new Cornerstone Career Development processes, including laying the foundation for the 2020 employee annual review process. At this time, four staff members are in the process of sitting for the VA DPOR - Waste Facility Operator - Class II licensure exam after having met all educational & experience requirements.

**Operations** Temporary Sunday and Monday Residential Convenience Center closures were instituted effective April 1<sup>st</sup> due to the COVID-19 pandemic. Modified queuing systems were developed to accommodate increased daily resident volume and to encourage social distancing practices. Bank-teller style security measures were installed at all public point-of-sale stations to provide for the protection of our cashiers and minimize direct contact with customers. Staff is currently provided with PPE weekly for their enhanced safety, receive daily temperature checks, and are practicing social distancing in vehicles and buildings. Administrative staff is following County guidelines on teleworking and social distancing as well.

All essential Landfill heavy-equipment is currently in serviceable condition. Special thanks go out to Stafford County Public Works, PRCF, Budget, Risk Management, Stafford Schools Fleet Services and all others who assisted in facilitating the recent transfer to two retired fleet SUVs to the R-Board. These have provided increased capacity for social distancing accommodations as well as increased fuel efficiency for any necessary on-road travel.

Ms. Bohmke asked if Mr. Buchanan knew when the partner agencies would have its workers back on-site at the Landfill, so regular hours could be re-established. Mr. Buchanan responded that at present, he was unaware of the partner agencies plans for release of its workers. Mr. Foley clarified that it was a state decision regarding the staffing.

Ms. Shelton asked Mr. Buchanan for some clarification regarding the GPS system. Mr. Buchanan responded that staff was hoping to only delay purchase the system. If revenues increase sufficiently during the upcoming fiscal year, the purchase could be reviewed once again. Ms. Shelton also

recognized Jared Koszyk and Colin Gray for helping with the daily employee temperature check.

**Environmental Compliance/Permit Amendment Status:** Ms. Gilani reported that on February 24, 2020, the DEQ conducted a quarterly compliance inspection. The result of which was a warning letter for exposed waste and insufficient cover. In response; staff remedied this issue and sent pictures of the correction in a response letter.

On March 6, 2020, an official odor complaint was submitted to the DEQ. R-Board staff determined that there were no operational deviations. At the time both landfill-to-gas generators were at full operational capacity. Additionally, the R-Board's environmental consultants conducted quarterly surface emission monitoring on February 28<sup>th</sup> and found no exceedances. Last meeting, staff had announced the installation of a new gas probe. On March 10, 2020, the DEQ was notified about a minor permit amendment to the Landfill Gas Management Plan to officially remove GP-07 from the compliance network and to include GP-07R. On March 30, 2020, annual leachate testing was conducted for general water quality parameters and metals. The lab results indicated that no further action was necessary.

Documents submitted to DEQ during March include the Solid Waste Information and Assessment program annual report and the Virginia Environmental Excellence Program (VEEP) annual report and renewal. The VEEP program has four tiers of participation. The R-Board is currently at the third tier (E3 status) which qualifies the facility for discounts to annual DEQ fees.

Due to COVID-19 the DEQ temporarily stopped many on-site inspections, but R-Board staff expects an inspection as stay-at-home orders are lifted.

Ms. Bohmke asked how long the gas probe was out of compliance. Ms. Gilani responded that it is monitored quarterly, so it would have been found during the last quarter.

Ms. Shelton asked Ms. Gilani if she thought that the gas probe was the reason for the odor complaints. Ms. Gilani said that it was not, because of where the probe is located in relation to the resident's homes where the odor was experienced. Staff is still working on the odor issue, but has not been able to identify the source.

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

Ms. Jones gave an overview of the Solid Waste Management Plan (SWMP).

**Glass Recycling** Glass collection is now doing an average of 16.5 tons per month. The container at Belman is being filled on a 30-day cycle. The pilot period has ended and the R-Board staff is currently running the material from Belman to Fairfax. Staff continues to collect glass at Eskimo Hill for use in road bases onsite. The current collection system at Eskimo Hill does not produce glass clean enough for the Fairfax program. Current budget constraints that could retrofit containers and bring this material to Fairfax standards are on hold.

**Cost Saving Measures** Staff has put out an RFQ for the hauling of waste tires to Fairfax. In this request, staff is exploring backhauling glass gravel being produced at the Fairfax operations. This material would cost less than quarried stone and would be used in the construction of Cell F-3. A RFQ was released for hauling Belman Road scrap metals in-house to potential buyers, and may generate more revenue.

**Single-Stream Recycling** At the last Board meeting, staff reported that an RFP for recycling was to be solicited. As a result of the emergency procurement needs due to the COVID-19 pandemic, this RFP has not been able to be released. Staff will continue to look at the current single-stream program and attempt to enhance cost reductions and efficiencies. The current vendor TFC Recycling, LLC has the single-stream contract thru August 30, 2020. They have said that should we continue the contract, the processing costs will double and transportation costs will also rise. They will discourage glass in the mix as they recently had an additional \$16 per ton fee added by their glass recycling vendor. They are paying \$34 per ton to bring glass to the vendor. The need to move from voluntary separation of glass to not accepting glass in the mixed recyclable collection system is a step that may be necessary going forward.

**Litter Control and Community Outreach** The required social distancing forced the cancellation of normal spring outreach events and school opportunities. However, staff provided education and information via electronic means. Via the R-Board social media platforms, the 50<sup>th</sup> Anniversary of Earth Day was celebrated, and the excellent content provided on April 22<sup>nd</sup> by the City's Clean and Green Commission was shared. We initiated an information article with Free Lance-Star reporter, James Baron, to advise residents of our new traffic patterns at Eskimo Hill as well as our new social distancing protocols.

The renewable energy success, with the assistance of the Clean and Green Commission Chair, Robert Courtnage, became a reality on May 7, 2020, at Thurman Brisben Center. The coalition of partners who worked to engage several economically challenged individuals in training provided from GRID Alternatives and Germanna Community College made a great and impact-filled story. Outreach staff contributed to the organizing the media pitch, media invitations and media management for the Rooftop Solar Celebration. Ted Schubel produced news coverage of the event on Fredericksburg Today, as well as radio news reports. It is anticipated the Free Lance-Star will also soon publish an article.

We have many people to thank during this health crisis, who assisted in keeping employees safe. Several volunteers, including R-Board Chairman Cindy Shelton, made masks for the staff. Other mask makers were Kathy Sale (who also volunteers at Stafford's information desk); Karin Staddin, and Katie Moncure.

Mr. Kelly said that he knew of a small group that would be interested in reviewing the SWMP, and would like their recommendations if it was available to them. He stated that he is also concerned with the life of the Landfill. He would like to take a serious look at future options, and thanked staff for their continued efforts.

Ms. Shelton congratulated Mr. Kelly on his re-election, and commented that she also had concerns. She is happy with the efforts of Mr. Buchanan and staff, and also requested the glass issue be added to the August agenda.

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

**Financial Summary (FY 2020 – through April):** Mr. Buchanan reported that the finances for the R-Board are currently ahead in revenue, and still within the projected budget. Projections for the next two months show a 2% increase on the revenue side. The expenses are showing that we will be down 12% by the end of the fiscal year. There will be delays in some capital projects, which include the front commercial gate, truck scale, and the GPS system that was discussed earlier. Staff is still in the process of purchasing the wheel wash system, and hopes to have in place before the end of the fiscal year.

Mr. Kelly gave staff kudos on their continued effort in the handling of financials and staying in front of the issues that everyone has been facing over the last few months.

**Weight and Material Analysis; FY2020 – through April** Mr. Buchanan reported that the commercial has decreased, but residential has increased. This is due to residents being home much more and using that time to clean. The fiscal year should end near projected numbers. Next fiscal year is looking at a 10% decrease, and staff is currently working with haulers and other customers on expectations.

**Unfinished Business:**

**FY2021 Budget** Mr. Buchanan reported that staff has made adjustments to the budget since the R-Board was presented the budget at its February meeting. There will be no capital purchases this fiscal year – all were delayed by one year to see if the budget will support the purchases in the future. There will be no customer increases, and the City of Fredericksburg will see its charge for recycling. The budget also includes funding for the new cell, which will be completed by the end of the calendar year.

Ms. Bohmke asked about the workers compensation and management services line increases. Mr. Buchanan said that regarding the workers compensation, the R-Board/Landfill staff is part of the County pool and its average. The department does not have any employee using the workers compensation. Regarding the management services line, this line and its charges are adjusted every 3-4 years, and there has been several years since the last adjustment was made. This includes the support that the department gets from several general government employees. Mr. Foley confirmed that the rates did increase for workers compensation, but staff could perform a follow-up review and confirm that numbers are correct. Ms. Bohmke said that she would appreciate some additional information. Mr. Buchanan said that there was an increase of 3% with Draper Aden, and further information can be provided.

Mr. Withers motioned, seconded by Ms. Bohmke, to adopt proposed Resolution RB20-01.

By roll call, the vote was:

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

RB20-01 reads as follows:

**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;

NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Solid Waste Management Board on this the 20<sup>th</sup> day of May, 2020, that the proposed Fiscal Year 2021 Budget presented herein and in the amount of Seven Million Five Hundred Sixty-seven Thousand Four Hundred Eighty-six (\$7,567,486.00) be and it hereby is approved.

Ms. Bohmke would like the R-Board to have the option to adjust the budget if the additional information provided, warrants it.

**New Business:**

**Solid Waste Management Plan** Ms. Jones gave an overview during her report.

**Discuss R-Board Audit Results** Mr. Buchanan reported that staff has instituted the changes suggested during the audit process.

**FY2021 Contracts**

Mr. Kelly motioned, seconded by Mr. Bohmke, to adopt proposed Resolution RB20-06.

By roll call, the vote was:

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

RB20-06 reads as follows:

A RESOLUTION TO AUTHORIZE CARTER MACHINERY COMPANY, INC. TO PROVIDE GOODS AND SERVICES FOR LANDFILL EQUIPMENT

WHEREAS, the R-Board must comply with DEQ regulations requiring that equipment be maintained in top working condition; and

WHEREAS, the majority of the equipment operated by the Regional Landfill is manufactured by Caterpillar; and

WHEREAS, Carter Machinery Company, Inc. of Salem, Virginia is the sole authorized dealer for providing repair service and parts for Caterpillar equipment in our area; and

WHEREAS, staff recommends the R-Board authorize the use of Carter Machinery Company, Inc. to provide repair service and parts for Caterpillar brand landfill equipment during FY2021 in an amount not to exceed \$477,000; and

WHEREAS, funding in the amount of \$477,000 has been budgeted and appropriated in the adopted FY2021 budget for this purpose;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 20<sup>th</sup> day of May, 2020, that the County Administrator, or his designee, is authorized to execute a contract with Carter Machinery Company, Inc. in an amount not to exceed Four Hundred Seventy-seven Dollars (\$477,000) to provide parts, maintenance services, goods, rentals for landfill equipment in FY2021.

Ms. Bohmke motioned, seconded by Mr. Kelly, to adopt proposed Resolution RB20-07.

By voice, the vote was:

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

RB20-07 reads as follows:

A RESOLUTION TO RENEW THE CONTRACT FOR PROFESSIONAL LANDFILL GAS MONITORING AND MAINTENANCE, ENVIRONMENTAL MONITORING AND MANAGEMENT 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, this contract provided for the renewal of these services for four (4) additional years to be negotiated and approved by both parties; and

WHEREAS, there is one (1) additional year of service remaining for this solicitation; and

WHEREAS, the initial solicitation also provided for services related to landfill gas monitoring and maintenance which have previously been provided under a separate and overlapping contract, but were consolidated into a single contract amendment beginning in FY2021; and

WHEREAS, DAA has proposed to provide environmental monitoring, engineering support, and landfill gas monitoring and maintenance services for FY2020 in the estimated not to exceed amount of \$343,710; and

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

WHEREAS, staff has reviewed this proposal and determined it is reasonable for the scope of services offered, and

WHEREAS, funding in the amount of \$343,710 has been budgeted and appropriated in the adopted FY2021 budget, beginning July 1, 2020, for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Solid Waste Management Board on this the 20<sup>th</sup> day of May, 2020, that the County Administrator, or his designee, is authorized to execute an amendment to the contract with Draper Aden Associates to provide environmental monitoring and management services for a period of one (1) year, commencing July 1, 2020 to June 30, 2021, in an amount not to exceed Three Hundred forty-three Thousand, Seven Hundred Ten Dollars (\$343,710), unless modified by a duly executed Contract Amendment.

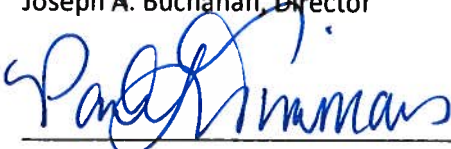
Mr. Withers stated that the monthly glass collection is 16 tons/month. He asked what portion of that is Belman's. Ms. Jones stated that Belman has 5.5 - 6 tons/month.

Ms. Bohmke expressed her appreciation for Mr. Foley's participation on the R-Board and wished him the best. Mr. Foley said that he enjoyed working with everyone.

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

**Future Session:** A regular meeting will be held on August 19, 2020, at the George L. Gordon, Jr. Government Center, 9:30 a.m., in Board Chambers.

  
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Joseph A. Buchanan, Director

  
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Pamela L. Timmons, Clerk

Pamela L. Timmons, Clerk