

**RAPPAHANNOCK REGIONAL SOLID WASTE  
MANAGEMENT BOARD**

**MEETING AGENDA**

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

**MAY 15, 2024  
1:00 PM**

**CALL TO ORDER / ROLL CALL**

- A. APPROVE AGENDA FOR MAY 15, 2024 MEETING (Tab 1)  
APPROVE MINUTES OF MARCH 14, 2024 MEETING**

**PRESENTATIONS BY PUBLIC  
PRESENTATIONS BY R-BOARD MEMBERS**

- B. REPORT OF STAFF (Tab 2)**
- 1. Report of Landfill Superintendent (Rick Markwardt)**
  - 2. Report of Assistant Landfill Superintendent (Susan Carpenter)**
  - 3. Environmental Compliance Report (Tyler Schmidt)**
  - 4. Recycling Manager Report (Francesca Johnson)**
  - 5. Community Outreach Supervisor Report (Hope Mikelson)**
- C. REPORT ON FINANCES (Tab 3)**
- 1. Financial Summary; FY2024 Through April (Phillip Hathcock)**
  - 2. Weight & Material Analysis; FY2024 (Phillip Hathcock)**
- D. OLD BUSINESS (Tab 4)**
- 1. FY2025 Budget Presentation (Phillip Hathcock)**
    - a. RB24-01**
  - 2. Resolution in Support of a Solar Project**
    - a. RB24-02**
- E. NEW BUSINESS (Tab 5)**
- 1. R-Board Rate Study Proposal (Phillip Hathcock)**
  - 2. FY2025 Contracts**
    - a. RB24-05 (Carter Machinery)**
    - b. RB24-06 (TRC)**
    - c. RB24-07 (SCS)**
    - d. RB24-08 (Mansfield Energy Corp)**
  - 3. R-Board Meeting Date/Time Discussion**

**CLOSED SESSION (if needed)**

**NEXT SCHEDULED MEETING**

**August 15, 2024, Board of Supervisors Chambers, George L. Gordon, Jr. Government Center,  
10:00 a.m.**

**ADJOURNMENT**



**DRAFT MINUTES**  
**RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD**  
**MARCH 14, 2024**  
**Board of Supervisors Chambers**

**Meeting Convened:** A regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) was convened at 9:02 a.m. on March 14, 2024.

**Roll Call:** The following members were present: Timothy J. Baroody; Meg Bohmke; Monica Gary; Jannen Holmes; and Randy Vosburg. Will Mackintosh was absent.

Also in attendance were: Bill Hefty, R-Board Attorney; Tyler Schmidt, Environmental Coordinator; Susan Carpenter, Assistant Landfill Superintendent; Francesca Johnson, Recycling Manager; Hope Mikelson, Community Outreach Supervisor; Pamela Timmons, Clerk; and Phillip Hathcock, Director.

**Election of Officers:** Ms. Bohmke motioned, seconded by Mr. Baroody to nominate Ms. Gary as Chair.

By roll call, the vote was:

Yea:	(5)	Baroody, Bohmke, Gary, Holmes, Vosburg
Nay:	(0)	
Absent:	(1)	Mackintosh

Ms. Bohmke motioned, seconded by Ms. Gary to nominate Ms. Holmes as Vice Chair.

By roll call, the vote was:

Yea:	(5)	Baroody, Bohmke, Gary, Holmes, Vosburg
Nay:	(0)	
Absent:	(1)	Mackintosh

**Approval of the Agenda:**

Ms. Bohmke motioned, seconded by Ms. Holmes to approve the agenda.

By roll call, the vote was:

Yea:	(5)	Baroody, Bohmke, Gary, Holmes, Vosburg
Nay:	(0)	
Absent:	(1)	Mackintosh

**Approval of the minutes of prior meeting:** Ms. Bohmke motioned, seconded by Ms. Holmes, to approve the minutes from the November 16, 2023 meeting.

By roll call, the vote was:

Yea:	(5)	Baroody, Bohmke, Gary, Holmes, Vosburg
Nay:	(0)	
Absent:	(1)	Mackintosh

Ms. Bohmke welcomed the new R-Board members.

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

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

**Report of the Landfill Superintendent:** Mr. Hathcock (for Mr. Markwardt) reported on the following:

**Cell F-3 Operations** Cell F-3 continues to fill without any issues at this time. The Semi-Annual flyover event took place on 11 January, 2024. From the period of July 2023 to January of 2024 approximately 198,228 cubic yards was filled. There is approximately 687,715 cubic yards of remaining capacity left in the active cells.

**Cell G-1/G-3 Construction** Bids were opened for the construction of Cell G1/G3 on February 28, 2024. Sargent was the low bidder out of four companies.

Ms. Bohmke asked about the new cover. Mr. Hathcock replied that the cover has been used about two years now and saves on soil.

**Report of the Assistant Landfill Superintendent:** Ms. Carpenter reported on the following:

**Staffing** The R-Board is currently authorized for 42 positions, of which 37 are full-time and 5 are part-time. We are currently hiring (2) Maintenance Workers positions and (1) PT Landfill Gate Attendant position. We have two new staff members to join our team. David Bishop has been hired as a Heavy Equipment Operator II and has 30 years of experience in site development and landfill management. Walter Sanderson has been hired as a Maintenance Worker II and has 18 years of management experience.

**Training and Career Development** I attended the SWANA Health and Safety Seminar in Henrico that was provided by TRC. It was a great opportunity to see a variety of speakers talk about relevant safety topics and solutions for our industry. Some of the topics that were discussed are Severe Injury and Fatality Prevention, Lock out/Tag out, and Workplace Violence and De-escalation Tactics. Staff attended the Hazardous Waste Sorting and Safety Training provided by MXI. We learned that flammable combustible liquids are commonly used in the manufacturing process of household items such as paints, cosmetics, personal care products, cleaning products, and pharmaceuticals. These liquids can ignite easily and pose a significant risk of fires and explosions. Two Maintenance Workers, Jeff Gassaway and Walter Sanderson completed the flagger's course and are now certified Flaggers.

**Safety** Safety meetings are an important part of the workplace. They provide a platform for the R-Board and the staff to discuss safety topics and ensure that everyone is aware of the safety protocols in place. Here are a few of our latest topics: GHS Safety Data Sheets – (SDS) are documents that provide extensive information on chemical or mixtures, their suppliers, and the safe handling and use of them. Caught In/In Between Hazards – Injuries result when a worker gets squeezed, caught, crushed, pinched, or compressed between two or more objects or parts of the object. Accident Investigations – Focus on identifying and correcting root causes, not on finding fault or blame, also improve workplace morale and increase

productivity, by demonstrating an employer's commitment to a safe and healthful workplace.

Ms. Bohmke asked how often training was required. Ms. Carpenter responded that the training manual is frequently updated, and there are monthly safety meetings.

**Environmental Compliance Report:** Mr. Schmidt reported on the following:

**VA DEQ Wetland's Consent Order (Update):** On January 24th, 2024, VA DEQ conducted a site visit of the impacted wetlands area in which the visit confirmed the results provided in the Year 2 monitoring report. On January 29th, the R-Board received the termination letter from VA DEQ for the 2021 Wetland's Consent Order. VA DEQ Stormwater eDMRs: On January 4th, 2024, R-Board submitted the 2nd Semi-Annual eDMR for 2023 with one effluent exceedance. On January 13th, the R-Board received a warning letter from VA DEQ regarding a time sampling permit condition within the R-Board's VPDES permit for the 1st Semi-Annual eDMR of 2023. The R-Board has formally responded to both and is in the process of implementing corrective actions.

**VA DEQ Quarterly Solid Waste Inspection:** On December 20, 2023, VA DEQ conducted its quarterly review of the R-Board landfill. The result of the inspection led to a no deficiency letter.

**Groundwater Monitoring & Reporting:** On January 12th, 2024, TRC submitted the 4th QTR 2023 Active Landfill GWMR to VA DEQ with no verified exceedance reported. During the week of February 19th, TRC conducted the 1st QTR Active Landfill & 1st Semi-Annual Closed Landfill 2024 GWM events. The R-Board is currently waiting to receive and review the reports before submittal to VA DEQ.

Ms. Bohmke asked if the violation was a surprise. Mr. Schmidt replied that it was a time sampling error and it has been corrected.

**Recycling Report:** Ms. Johnson reported on the following:

**Single-Stream Update** TFC performed the yearly recycling audit on February 22, 2024. This audit determines the percentages of materials in our single-stream mix that will be used to calculate invoices in the future. The material audit percentages remained similar to last year's results so our invoices will not see much change unless the values per ton change drastically. However, single-stream per ton recycling rates continue to remain stable. Overall, this is good news for the R-Board.

**Department of Environmental Quality (DEQ) Mandated Recycling Rate** The Calendar Year 2022 recycling rate was approved at 32.5% by the Department of Environmental Quality (DEQ). The R-Board was required to meet or exceed a 25% mandated recycling rate based upon the requirements established in 9VAC20-130-125. Staff are preparing for the 2023 recycling percentage report. The R-Board depends heavily on the commercial recycling audit to meet the mandated recycling rate. R-Board staff are working hard to ensure we meet the mandated recycling rate again this year. R-Board staff will report statistics regarding 2023 data versus 2022 data at the next R-Board meeting. \$66.00 \$67.00 \$68.00 \$69.00 \$70.00 \$71.00

\$72.00 \$73.00 \$74.00 \$75.00 \$76.00 November 2023 December 2023 January 2024 Value Per Ton of Single Stream Recycling Value Per Ton.

**Bicycle Restoration** The commitment of R-Board employees to implementing the bicycle restoration program has paid off. The program has been fully implemented and continues to see success. Since October 2023, the program has collected over 60 gently used bicycles at the landfill. The bicycle restoration group at Stafford Crossing Community Church has volunteered their time to refurbish these bicycles. Three bicycles were distributed to foster children for Christmas. The R-Board will provide updates as more bicycles are received and restored. The R-Board is thankful for Stafford Crossing Community Church. This program would not be possible without their dedication and support.

**2023 Recycling Update** Overall, 2023 was an exciting year for recycling at the R-Board. Four new recycling programs were implemented at the R-Board including plastic bag recycling, rechargeable battery recycling, clothing and shoe recycling, and fruit and vegetable scrap collection. These programs encourage residents to recycle and divert waste from the landfill. These programs were all implemented at no cost to the R-Board.

**Habitat for Humanity ReThink Days** Habitat for Humanity will hold Rethink Days on the first Saturday in April and May. They will be holding these days at the Belman Road Convenience Center. If Habitat for Humanity has a good turnout, they plan to hold more throughout the year. These days will allow residents to donate gently used appliances, flooring, building materials, tools, and furniture. This is a great opportunity to allow residents an alternative to landfilling items.

Ms. Johnson said that she would provide the R-Board with final recycling rates at the next meeting. Ms. Bohmke thanked all again for the bicycle recycling program. Ms. Holmes said that she was excited about the Habitat for Humanity days. She asked if citizens can donate at other times as well. Ms. Johnson said that donations are always welcome.

**Community Outreach Supervisor** Ms. Mikelson reported on the following:

**Non-trailer Activities:**

- Pack 907 Atomic Black Bird Patrol Tour-December 3,2023 - 6 Adults, 8 Youth
- MLK – January 15,2024 James Monroe – 200 lbs. of litter cleaned up
- 3rd Annual Intern Expo- February 6,2024 - Spoke with 90 students from 14 schools
- Mom’s Field Trip March 1,2024 – 1 Mom & 3 Youth
- Backyard Composting 101 - Central Rappahannock Regional Library o Fredericksburg Branch – March 18,2024 o Porter Branch – April 22, 2024 o Howell Branch- May 20,2024

**Community Meetings and Outreach Connections:**

- Contacted 28 HOA’s and Communities offering clean up supplies, composting information, and litter prevention educational information.
- Met with Hugh Mercer Faculty- March 4,2024 to discuss the pilot program for recycling at the school.

Upcoming Events:

- Get Rid of Litter 3-D Art Contest, March 23-24 2024, at Stafford County's Fine Arts Festival at Brooke Point High School. (all Stafford Public Schools)
- 6 - Mini-Compost-A-Thons - 1 weekend each month in April, May and June. Saturdays at Hurkamp Park Fredericksburg and Sundays at Long Farms Market in Stafford.
- Rappahannock Earth Day- April 20, 2024 Old Mill Park
- Stafford Earth Day- April 22, 2024 Pratt Park
- Stafford D.A.R.E Day- May 21, 2024 Pratt Park

Ms. Holmes said she would like to see the City get involved with the art contest. Ms. Bohmke said that the compost bins has gone over well, and would like to see the Council members have some at their meetings as well.

**Litter Collection:** Ms. Brent reported on the following:

**Litter Collection** The R-Board collaborates with the Rappahannock Regional Jail (RRJ) and District 21 to utilize the adult probationer community service requirement for roadside litter cleanup. The courts assign probationers a certain number of hours to be completed by a set date. Through this cooperation, from November 1, 2023 through February 29, 2024, there have been:

- 23 active adult probationers currently in the program (there are 14 probationers due to come onboard)
  - o 278 non-paid hours
  - o 341 bags of roadside litter collected
  - o 67 miles of roads cleaned
- 20 adult probationers completed the program
  - o 633.25 non-paid hours
  - o 602 bags of roadside litter collected
  - o 156.5 miles of roads cleaned

Staff also works with the Rappahannock Regional Adult & Juvenile Drug Court located at 618 Kenmore Avenue. The premise is the same as the RRJ assignees, but these folks have fewer hours and a quicker turnaround time. The court meets on Mondays and staff receives a new list of assignees on Tuesdays. The following information is provided from November 1, 2023 through February 29, 2024:

- 3 active assignees
- 19 assignees completed the program
  - o 413.75 non-paid hours
  - o 523 bags of roadside litter collected
  - o 101 miles of roads cleaned

We also contract with RRJ to clean road areas needing more intensive attention. RRJ provides 1 officer to oversee a crew of inmates (usually about 5 individuals). From November 1, 2023 through February 29, 2024 the following areas have been cleaned:

12/21/23: Potomac Run Road collected 28 bags of litter  
01/08/24: Leeland Road and Potomac Run Road collected 17 bags of litter  
01/22/24: Kings Highway collected 26 bags of litter  
01/23/24: Blue Gray Parkway collected 19 bags of litter  
01/24/24: Kings Highway collected 15 bags of litter  
01/29/24: Stafford Wayside (North Side) collected 14 bags of litter  
02/03/24: Kings Highway collected 21 bags of litter  
02/05/24: Stafford Wayside (South Side) collected 19 bags of litter  
02/06/24: Kings Highway/Blue Gray Parkway collected 23 bags of litter  
02/14/24: Warrenton Road collected 21 bags of litter.

Ms. Bohmke remarked about the trash on Chatham bridge, and asked who was responsible for cleaning. Ms. Brent responded that it is VDOT, but staff does try to clean the bridge when nearby. Ms. Gary asked about the increase for probationers. Ms. Brent replied that when they are not employed, they can work 30 hours, which provides more time for cleanup.

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

**Financial Status- July through January, FY 2024**

R-Board finances are in good standing through January as outlined below:

- FY2024 revenue through January reflects a total of \$6,653,642, which is 67% of \$9,823,000 in budgeted revenue for FY2024, not including cash transfers for cell development. At the end of the reporting period, the R-Board held \$20,127,263 in cash and short-term investments.
- FY2024 expenses through February reflect \$6,311,645 expended (52%) of an approved budget of \$12,580,634.
- Permitted charge account collections reflect two out of seventy accounts that are over 60 days past due.

**Annual Pass Senior Citizen Discount Discussion:** Mr. Hathcock reported that research indicated that approximately 16% of residents are seniors. With a \$12 discount, it would result in an annual loss of approximately \$3,876. He also reminded the R-Board that the annual pass cost has not increased in four years.

Mr. Baroody asked about extra staff time. Mr. Hathcock said that the software would be updated, so



there is really no extra time spent. The citizens would show their ID to receive the discount. Mr. Baroody said that he would support the idea, but felt that it is a slippery slope. Ms. Bohmke remarked that each year the population will age and the number will increase, so deferring this for reconsideration would be appropriate. Mr. Hefty remarked that the state authority has nothing that allows for this discount and will need to be researched further.

The R-Board agreed to defer this discussion for research, and Mr. Hathcock will include it the proposal in the rate study.

**2025 Budget Presentation:** Mr. Hathcock gave a PowerPoint presentation.

Ms. Bohmke strongly recommended a Financial Policy. This will be discussed at the May 15th meeting.

Ms. Bohmke asked how the numbers were calculated for budget line 40-07 (Admin Charges) over the last 5-7 years. Mr. Hathcock replied that he will provide specifics as soon as they are available. That line accounts for services received as well.

Ms. Bohmke asked for the CIP that shows the equipment purchases, and Mr. Hathcock said that he will provide. He added that Carter CAT has a great program now where rebuilds are possible. This helps the budget greatly as it is much cheaper to rebuild, then purchase new.

**Resolution in Support of a Solar Project:**

Mr. Baroody desired to defer proposed Resolution RB24-02 while working with City Council on this matter. Mr. Hefty said that both the City and the County must approve. Mr. Vosburg only supports the RFP – the process with no obligation.

The R-Board unanimously determined that this resolution be deferred.

**Budget and Appropriate VRA Loan Funds:**

Ms. Bohmke motioned, seconded by Ms. Gary to approve proposed Resolution RB24-03.

By roll call, the vote was:

Yea:	(5)	Baroody, Bohmke, Gary, Holmes, Vosburg
Nay:	(0)	

**Resolution RB24-03 reads as follows:**

A RESOLUTION TO BUDGET AND APPROPRIATE VRA LOAN FUNDS FOR THE CONSTRUCTION OF CELL  
G1/G3 AT THE RAPPAHANNOCK REGIONAL LANDFILL

WHEREAS, the current operational landfill cells at the Rappahannock Regional Landfill (Landfill) is expected to be filled by December, 2024; and

WHEREAS, the construction for the next planned operational landfill cell, G1/G3, was completed and offered for public bids; and

WHEREAS, the lowest responsive bidder, Sargent Corporation, is capable of beginning construction as early as April 1; and

WHEREAS, the R-Board has obtained \$4,000,000 in VRA funding to support this construction; and

WHEREAS, staff desires for construction activities to begin in FY2024; and

WHEREAS, staff desires to budget and appropriate the \$4,000,000 of VRA funding in FY2024 budget for the construction of cell G1/G3;

NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Solid Waste Management Board on this the 14th day of March, 2024, that it be and hereby does authorize the Budget and Appropriation of Four Million Dollars (\$4,000,000) of VRA funding in the FY2024 R-Board budget for construction of Cell G1/G3 at the Rappahannock Regional Landfill.

**Resolution Authorizing a Contract to Construct Cell G-1/G-3**

Ms. Bohmke motioned, seconded by Ms. Gary to approve proposed Resolution RB24-04.

By roll call, the vote was:

Yea:	(6)	Baroody, Bohmke, Gary, Holmes, Vosburg
Nay:	(0)	

**Resolution RB24-04 reads as follows:**

A RESOLUTION TO AUTHORIZE A CONTRACT WITH SARGENT CORPORATION FOR THE CONSTRUCTION  
OF CELL G1/G3 AT THE RAPPAHANNOCK REGIONAL LANDFILL

WHEREAS, the current operational landfill cells at the Rappahannock Regional Landfill (Landfill) is expected to be filled by December 2024; and

WHEREAS, the design for the next planned operational landfill cell, G1/G3, was completed and offered for public bids; and

WHEREAS, two (4) bids were received, with the lowest bid received from Sargent Corporation, in the amount of \$8,602,750.00; and

WHEREAS, staff has reviewed this bid and determined that Sargent Corporation is the lowest responsive bidder; and

WHEREAS, the continuation of solid waste services is dependent on the completion of Cell G1/G3; and

WHEREAS, funding for construction is proposed to be provided from a VRA loan obtained in the amount of \$4,000,000; and

WHEREAS, the balance of \$4,602,750 will come from cash and investment accounts;

NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Solid Waste Management Board on this the 14th day of March, 2024, that the County Administrator, or his designee, is authorized to execute a contract with Sargent Corporation for construction of Cell G1/G3 at the Rappahannock Regional Landfill in an amount not to exceed Eight Million Six Hundred Two Thousand Seven Hundred Fifty Dollars (\$8,602,750), unless modified by a duly-executed change order.

**R-Board Meeting Dates/Time Discussion**

Mr. Mackintosh is unavailable for Tuesday and Thursday morning meetings due to a prior commitment. After discussion, it was decided to move the next meeting to Wednesday, May 15<sup>th</sup> at 1:00 p.m. to accommodate Mr. Mackintosh.

**Adjournment:** The meeting was adjourned at 10:14 a.m.

**Future Session:** A regular meeting will be held on May 15, 2024, at 1:00 p.m., in the Board Chambers.

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Phillip Hathcock, Director

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Pamela L. Timmons, Clerk





## **Rappahannock Regional Solid Waste Management Board**

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

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**To: R-Board Members**

**From: Rick Markwardt, Landfill Superintendent**

**Date: May 15, 2024**

**RE: Report of the Landfill Superintendent**

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### **Cell F-3 Operations**

Cell F-3 continues to fill without any issues at this time. The next Semi-Annual flyover is scheduled to take place in July 2024.





## **Rappahannock Regional Solid Waste Management Board**

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### **CELL G1/G3 CONSTRUCTION**

Final permits for Cell G1/G3 were received on May 2, 2024. Sargent has been installing silt fence and clearing trees so far. We expect excavation to begin at any time.







## **Rappahannock Regional Solid Waste Management Board**

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To: R-Board Members

From: Susan Carpenter, Assistant Landfill Superintendent

Date: May 15, 2024

Subject: Personnel Report

### **Staffing**

The R-Board is currently authorized for 42 positions, of which 37 are full-time and 5 are part-time. We are at this time fully staffed.

We have had four new staff members to join our team.

Cory King and Michael Jones have been hired for the two full-time openings for Maintenance Worker I.

Barbara Hovermale has been hired as a part-time Landfill Gate Attendant.

John Eckman is our new full-time Heavy Equipment Operator I.

### **Training and Career Development**

Phil Hathcock, Rick Markwardt, Mike Cross, Dennis Kenworthy, Mike Wolfrey, and Tim Pickett attended the 31<sup>st</sup> Annual Landfill Seminar provided by SCS.



## **Rappahannock Regional Solid Waste Management Board**

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### **Safety**

Safety meetings are an important part of our workplace. They provide a platform for the R-Board and the staff to discuss safety topics and ensure everyone knows the safety protocols. Here are a few of our latest topics:

#### Hazmat - Gasoline

A typical gasoline mixture contains about 150 different hydrocarbons in addition to other added chemicals like lubricants, anti-rust agents, and anti-icing agents. Gasoline is a hazardous substance that can cause injuries, illness, and incidents if not handled and stored properly.

#### Incidents – Eye Injury

According to OSHA, thousands of people are blinded each year from work-related eye injuries that could have been prevented with proper selection and use of eye and face protection. Eye injuries alone cost more than \$300 million per year in lost production, medical expenses, and workers' compensation. Eye safety in the workplace is important to prevent eye injuries and protect the vision of staff.





## Rappahannock Regional Solid Waste Management Board

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### Accolades

We would like to recognize Jerry Bass who has been with the R-Board since May 2019 and is one of our Heavy Equipment Mechanics.

Jerry is a creative problem solver and found a new solution rather than simply identifying and implementing the norm. He fabricated a safety guard for our 963B Track Loader. This will prevent the hydraulic hoses from being damaged by trash and debris.





## **Rappahannock Regional Solid Waste Management Board**

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Once again, Captian Steve Carey has presented another staff member with the Public Service Coin. Donald Mitchem is our Gate Attendant at the Belman Convenience Center and has been employed since November 2022. Don's loyalty and hard work have not gone unnoticed. The landfill's success depends on the quality of our staff members and we recognize and appreciate Don's contributions and achievements.



## Rappahannock Regional Solid Waste Management Board

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## Rappahannock Regional Solid Waste Management Board

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**TO:** R-Board Members  
**FROM:** Tyler Schmidt, Landfill Environmental Coordinator  
**DATE:** May 15, 2024  
**SUBJECT:** Environmental Compliance

### **Environmental Monitoring & Reporting:**

Provided below is a table of submitted reports following last quarters board report. No exceedances or issues were reported:

Environmental Monitoring Reports	
<u>Report</u>	<u>Submission Date</u>
1 <sup>st</sup> QTR GWM Active Landfill (2024)	March 27, 2024
1 <sup>st</sup> Semi-Annual GWM Closed Landfill (2024)	April 1, 2024
Annual Emissions Statement (2023)	April 10, 2024

*Upcoming Events: 2<sup>nd</sup> QTR GWM Active Landfill (2024) & DEQ Solid Waste Inspection*



***Floating Wetland in Sediment Basin***





## Rappahannock Regional Solid Waste Management Board

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**TO:** R-Board Members

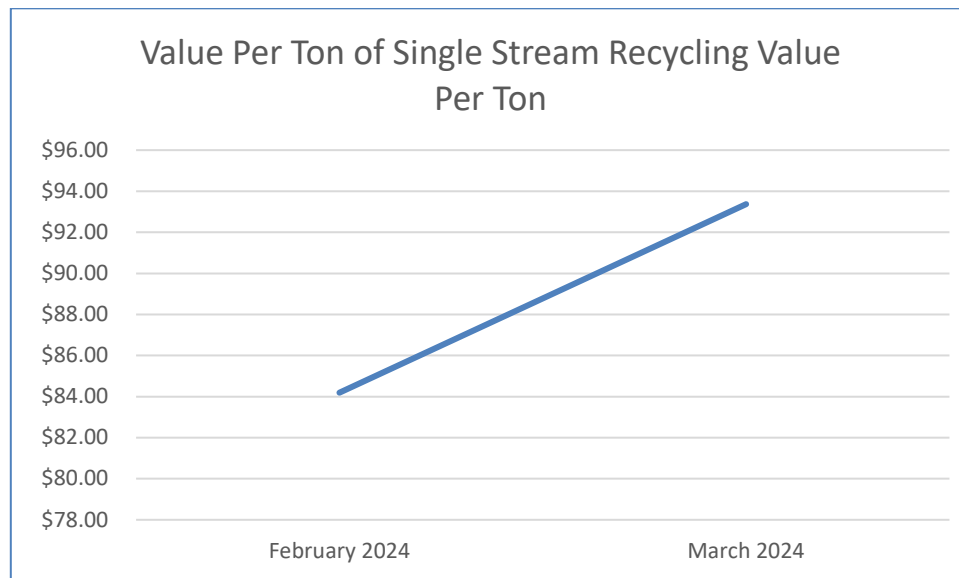
**FROM:** Francesca Johnson, Recycling Manager

**DATE:** May 15, 2024

**SUBJECT:** Recycling Report

### Single Stream Update

The single stream revenue per ton continues to increase. Staff will continue to monitor the markets. Overall, it appears that the recycling market has stabilized. The February 2024 invoice revenue per ton was \$84.19. The March 2024 revenue per ton was \$93.37.



### DEQ Report Work

According to Section 9 VAC 20-130-120 B & C of the Virginia State Regulations, it is mandatory to maintain a minimum recycling rate of the total municipal solid waste generated annually in each solid waste planning unit. For populations exceeding 100,000, the report should be submitted annually, before April 30th. For population densities over 100 per square mile, the required rate is 25%.

Our team submitted R-Board's report on April 26th. The report estimated that we achieved a 32.8% recycling rate, but we are still waiting for approval from DEQ. It is important to note that last year's approved rate was 32.5%. Meeting the mandatory recycling rate relies on the commercial recycling information we receive from businesses in our locality.



## **Rappahannock Regional Solid Waste Management Board**

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### **2024 Governor's Environmental Excellence Awards**



The Rappahannock Regional Solid Waste Management Board (R-Board) and Aquia Harbour Host Lions Club's Electronics Recycling Program applied for the 2024 Governor's Environmental Excellence Awards. The program was selected to be recognized as a silver medal winner for the 2024 Governor's Environmental Excellence Awards.

The 2024 Governor's Environmental Excellence Awards were announced on April 9, 2024, at the Environment Virginia Symposium held at the Virginia Military Institute in Lexington, Virginia. The awards recognized innovative programs that are improving Virginia's environment.

In 2021, the Rappahannock Regional Solid Waste Management Board (R-Board) and Aquia Harbour Host Lions Club partnered to create an Electronics Recycling Program. The program is dedicated to reducing electronic waste in the City of Fredericksburg and Stafford County by offering convenient recycling collections. The Electronics Recycling Program is dedicated to reducing electronic waste in the City of Fredericksburg and Stafford County by providing convenient recycling collections.

### **Habitat for Humanity ReStore ReThink Days**

Habitat for Humanity ReStore held Rethink Days on the first Saturday of April and May at the Belman Road Convenience Center. Unfortunately, these events did not receive many donations. However, the marketing of these events helped the ReStore to receive a surge of donations at their store and also more pickup requests.

### **Sustainability for the Future...Ours...and Theirs**

The R-Board recently participated in an event called "Sustainability for the Future...Ours...and Theirs" in the Celebrate Virginia neighborhood. The event showcased clips from the documentary "A Plastic Ocean", and the R-Board presented the services they offer residents and how they can be more sustainable with waste management. The R-Board also distributed a Zero Waste Guide at the event, encouraging people to reduce waste.



## **Rappahannock Regional Solid Waste Management Board**

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**TO:** R-Board Members  
**FROM:** Hope Mikelson, Community Outreach Supervisor  
**DATE:** May 15, 2024  
**SUBJECT:** Community Outreach

### **Non-trailer Activities:**

- Get Rid of Litter 3-D Art Contest
  - 84 Entries from 14 schools
  - Attended by over 2,000 community residents
  - Articles were written about it in the Free Lance Star, Fredericksburg Free Press, and Waste Management Magazine.
- Backyard Composting 101 - Central Rappahannock Regional Library
  - Fredericksburg Branch – March 18, 2024 – 25- residents attended
  - Porter Branch – April 22, 2024 – 17- residents attended
  - Howell Branch- May 20, 2024 – Cancelled
- Mini Compost-A-Thon weekends:
  - Fredericksburg Farmer's Market -April 27, 2024 – 120 - residents- Hurkamp Park
  - Long Family Markets – April 28, 2024 - 140- residents- Staffordboro Blvd
  - Fredericksburg Farmer's Market -May 4, 2024 – 160 – residents - Hurkamp Park
  - Long Family Markets- May 5, 2024 – 160 – residents - Staffordboro Blvd

### **Trailer Events:**

- Grafton Village Spring Carnival- April 6, 2024 – 325- students & parents
- Stafford High School - April 17-19 – 415- students & parents
- Rappahannock Earth Day– April 20, 2024, Old Mill Park- 4000- residents
- Stafford Earth Day - April 22, 2024, Pratt Park- 2200- students & parents
- Dixon-Smith Middle School - April 25 & 26 – 342- students & teachers

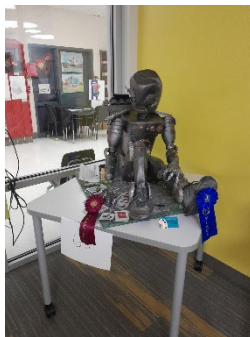
### **Upcoming Events:**

- Mini Compost-A-Thon weekend:
  - Fredericksburg Farmer's Market – June 8, 2024 - Hurkamp Park
  - Long Family Markets – June 9, 2024 - Staffordboro Blvd
- Stafford D.A.R.E Day- May 21, 2024, Pratt Park



## Rappahannock Regional Solid Waste Management Board

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







## **Rappahannock Regional Solid Waste Management Board**

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

**TO:** R-Board Members

**FROM:** Joyce Brent, Community Service Coordinator

**DATE:** May 2, 2024

**SUBJECT:** Litter Collection

### **Litter Collection**

The R-Board collaborates with the Rappahannock Regional Jail (RRJ) and District 21 to utilize the adult probationer community service requirement for roadside litter cleanup. The courts assign probationers a certain number of hours to be completed by a set date. Through this cooperation, from March 1 through April 30, 2024, there have been:

- 28 active adult probationers currently in the program (there are 10 probationers due to come onboard)
  - 352.75 non-paid hours
  - 409 bags of roadside litter collected
  - 70.50 miles of roads cleaned
- 11 adult probationers completed the program
  - 245.50 non-paid hours
  - 280 bags of roadside litter collected
  - 48.5 miles of roads cleaned

Staff also works with the Rappahannock Regional Adult & Juvenile Drug Court located at 618 Kenmore Avenue. The premise is the same as the RRJ assignees, but these folks have fewer hours and a quicker turnaround time. The court meets on Mondays and staff receives a new list of assignees on Tuesdays. The following information is provided from March 1 through April 30, 2024:

- 3 active assignees
- 5 assignees completed the program
  - 150.25 non-paid hours
  - 163 bags of roadside litter collected
  - 27.25 miles of roads cleaned



## **Rappahannock Regional Solid Waste Management Board**

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We also contract with RRJ to clean road areas needing more intensive attention. RRJ provides 1 officer to oversee a crew of inmates (usually about 5 individuals). On March 11, 2024, Eskimo Hill Road was cleaned at which time 22 bags of litter was collected.

The following roads/streets have been cleaned from March 1 through April 30, 2024:

Airport Avenue  
Austin Ridge Drive  
Banks Ford Parkway  
Bells Hill Road  
Blue and Gray Parkway  
Brooke Road  
Butler Road  
Centreport Parkway  
Chapel Green Road  
Coals Landing  
Cool Springs Road  
Courthouse Road  
Deacon Road  
Dixon Street  
Doc Stone Road  
Dunbar Drive  
Ebenezer Church Road  
Emancipation Highway  
Enon Road  
Eskimo Hill Road  
Express Drive  
Fall Hill Avenue  
Falls Run Drive  
Forbes Street  
Garrisonville Road  
Greenspring Drive  
Harrell Road  
Holly Corner Road  
Kings Highway  
Lafayette Boulevard  
Layhill Road  
Leeland Road  
Little Forest Church Road  
Mine Road  
Morton Road  
Mountain View Road  
Musselman Road  
Old Forge Drive  
Onville Road  
Plantation Drive  
Poplar Road  
Potomac Run Road  
Primmer House Road  
Ramoith Church Road

Richmond Highway  
Rockhill Church Road  
Shackelford Well Road  
Shelton Shop Road  
South Gateway Drive  
Staffordboro Boulevard  
Telegraph Road  
Towne and Country Drive  
Truslow Road  
University Boulevard  
Warrenton Road  
White Oak Road  
Widewater Road  
Winding Creek Road  
Wyche Road

**Fredericksburg Area:**

Carl D. Silver Parkway  
Caroline Street  
Central Park  
Cowan Boulevard  
Dixon Street  
Emancipation Highway  
Fall Hill Avenue  
Gordon Shelton Boulevard  
Lafayette Boulevard  
Mayfield area  
Plank Road  
Princess Anne Street  
Roffman Road  
Wicklow Drive





## **Rappahannock Regional Solid Waste Management Board**

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**To:** R-Board Members  
**From:** Phil Hathcock, Regional Landfill Director  
**Date:** May 15, 2024  
**RE:** Financial Report

### **Financial Status- February through April, FY 2024**

R-Board finances are in good standing through April as outlined below:

- FY2024 revenue through January reflects a total of \$9,603,346, which is 90% of \$9,823,000 in budgeted revenue for FY2024, not including cash transfers for cell development. At the end of the reporting period, the R-Board held \$20,788,045 in cash and short-term investments.
- FY2024 expenses through April reflect \$7,056,289 expended (58%) of an approved budget of \$12,580,634.
- Permitted charge account collections reflect two out of seventy accounts that are over 60 days past due.

	FY2024	R-Board		Expenses													
		FY2024 Budget	FY2024 Adj/Budget	Actual Spent to Date	Remaining Balance	% spent	YTD Actual July	YTD Actual Aug	YTD Actual Sept	YTD Actual Oct	YTD Actual Nov	YTD Actual Dec	YTD Actual Jan	YTD Actual Feb	YTD Actual Mar	YTD Actual Apr	Total Actuals
10-01	Salaries-Regular	2,199,974	2,199,974	1,631,302	568,672	74.2%	42,724	157,511	287,933	157,110	248,062	156,914	159,254	180,211	164,008	77,575	1,631,302
10-02	Salaries-Overtime	150,000	150,000	94,501	55,499	63.0%	1,747	5,060	6,870	10,122	27,375	10,027	14,608	4,670	9,646	4,376	94,501
10-03	Salaries-Part Time	142,515	142,515	77,569	64,946	54.4%	2,892	7,217	10,353	7,503	13,683	9,022	8,615	7,032	7,587	3,665	77,569
21-01	Social Security/Medicare	179,661	179,661	134,772	44,889	75.0%	3,537	12,682	22,910	13,031	21,635	13,225	13,585	14,272	13,510	6,385	134,772
22-10	VRS	288,637	288,637	197,896	90,741	68.6%	10,103	20,677	30,802	20,228	31,327	10,570	19,688	23,329	21,229	9,943	197,896
22-11	ICMA Hybrid Employer	12,577	25,577	20,901	4,676	81.7%	1,068	2,176	3,323	2,216	3,404	1,145	2,044	2,339	2,167	1,019	20,901
23-01	Anthem	375,125	375,125	264,477	110,648	70.5%	16,001	26,401	40,186	27,006	41,387	16,785	25,828	30,001	27,648	13,234	264,477
23-03	Opt-Out	15,000	15,000	4,275	10,725	28.5%	225	450	675	450	675	225	450	450	450	225	4,275
24-01	Life Insurance	27,000	27,000	22,194	4,806	82.2%	1,133	2,318	3,462	2,276	3,523	1,189	2,204	2,604	2,373	1,112	22,194
25-01	Unemployment	10,000	10,000	0	10,000	0.0%	0	0		0	0	0	0	0	0	0	0
25-21	Hybrid Disability Progrm	7,546	7,546	5,723	1,823	75.8%	273	567	881	587	923	313	559	714	624	282	5,723
27-20	Workers Compensation	85,000	85,000	48,687	36,313	57.3%	1,356	4,886	8,906	4,923	8,091	4,952	4,358	4,800	4,354	2,061	48,687
28-05	Chg Post-Retirement Benefit	130,000	130,000	0	130,000	0.0%	0	0	0	0	0	0	0	0	0	0	0
28-09	License/Certifications	12,000	12,000	3,624	8,376	30.2%	0	0	1,232	1,083	255	769	0	10	0	275	3,624
28-20	Education/Tuition Assist	1,500	1,500	248	1,252	16.5%	0	0	0	0	50	29	169	0	0	0	248
30-15	Fees for Services	25,000	25,000	18,595	6,405	74.4%	1,760	1,976	1,884	0	5,855	0	4,666	80	11	2,363	18,595
31-08	Physical Exams	500	500	394	106	78.8%	0	0	0	0	0	0	273	0	40	81	394
31-20	Audit Fee's	14,000	16,000	12,549	3,451	78.4%	0	0	704	0	0	0	7,000	0	4,845	0	12,549
31-30	Management Services	180,000	190,039	40,812	149,227	21.5%	0	7,184	157	16,515	603	1,363	211	8,406	5,604	769	40,812
31-43	Building & site	0	50,715	50,713	2	100.0%	0	0	0	0	0	0	0	50,713	0	0	50,713
31-44	Environmental Monito	270,000	305,820	205,606	100,214	67.2%	0	10,859	11,960	58,674	19,891	24,744	20,249	19,119	19,787	20,323	205,606
31-50	Legal Services	27,300	27,300	20,475	6,825	75.0%	2,275	0	2,275	2,275	2,275	2,275	4,550	2,275	0	2,275	20,475
31-52	Filing Fees	55,000	55,000	42,520	12,480	77.3%	0	7,125	35,395	0	0	0	0	0	0	0	42,520
31-54	Permits & Inspectitons	200	200	204	-4	102.0%	0	0	0	0	0	0	0	0	0	204	204
31-63	Cleaning Services	5,000	5,000	3,421	1,579	68.4%		420	420	440	420	0	441	420	420	440	3,421
31-64	Single Stream Process	175,000	175,000	92,047	82,953	52.6%	0	10,626	13,766	11,899	9,680	10,033	10,106	11,565	7,188	7,184	92,047
31-67	Househld Hazardous Wst	100,000	100,000	58,455	41,545	58.5%		3,336	0	89	49,687	0	3,290	0	2,053	0	58,455
31-68	Tire Disposal	25,000	25,000	0	25,000	0.0%		0	0	0	0	0	0	0	0	0	0
33-09	Facilities-Buildings	10,000	10,000	0	10,000	0.0%		0	0	0	0	0	0	0	0	0	0
33-10	Repairs & Maintenance	611,000	529,582	251,442	278,140	47.5%	9,197	8,510	29,454	13,757	85,330	5,713	18,515	43,988	3,715	33,263	251,442
33-20	Contracts	50,000	62,200	42,384	19,816	68.1%	709	2,526	3,029	2,226	9,165	9,499	4,532	2,465	6,551	1,682	42,384
34-05	Transportation	2,000	5,000	397	4,603	7.9%	0	151	0	0	0	20	0	123	103	0	397
35-01	Printing & Binding	6,000	6,000	3,314	2,686	55.2%	0	0	155	559	662	543	139	0	744	512	3,314
36-11	Public Notification	500	500	0	500	0.0%	0	0	0	0	0	0	0	0	0	0	0
39-10	Litter Control	68,000	143,315	46,455	96,860	32.4%	0	264	1,464	5,020	3,604	113	9,118	1,320	15,534	10,018	46,455
40-07	Admin Charge-FiscI Agnt	369,225	369,225	276,919	92,306	75.0%	0	92,306	0	0	0	0	184,613	0	0	0	276,919
51-10	Electrical	27,000	34,181	24,069	10,112	70.4%	2,673	2,973	3,146	2,156	332	2,450	4,856	800	4,506	177	24,069
51-30	Water & Sewer	10,000	10,000	15,372	-5,372	153.7%	0	1,087	1,516	1,075	949	3,515	25	3,034	4,171	0	15,372
52-10	Postage	2,000	2,000	1,049	951	52.5%	3	0	14	198	0	0	531	0	291	12	1,049
52-30	Phone	16,500	16,528	9,178	7,350	55.5%	919	968	875	920	972	901	959	802	932	930	9,178



## R-Board FY24 Revenue

	A	B	C	D	E	F	G
1							
2		(as of 5/3/24)					
3	560-0000		FY2024 Adopted Budget	Actual Year to Date	Budget Monthly Average	Budget Actual Average	Jul
4	315-01-02	Interest on Investments / Allegiance Cap	\$10,000.00	\$ -	\$ 833	\$ -	\$ -
5	315-02-35	Rental Cell Tower Sites Milestone	\$15,000	\$ 28,882	\$ 1,250	\$ 2,086	\$ 1,337
6	316-25-01	Recycling Revenue	\$100,000	\$ 111,572	\$ 8,333	\$ 7,910	\$ 1,584
7	316-25-02	Commercial	\$7,900,000	\$ 7,976,185	\$ 658,333	\$ 789,593	\$ 808,773
8	316-25-03	Municipal-Stafford	\$40,000	\$ 33,330	\$ 3,333	\$ 3,333	\$ 3,333
9	316-25-04	Municipal-Fredericksburg	\$270,000	\$ 219,040	\$ 22,500	\$ 22,399	\$ 20,738
10	316-25-05	Sludge/Dirt/Debris Stafford	\$340,000	\$ 297,120	\$ 28,333	\$ 25,514	\$ 23,427
11	316-25-06	Residential User Fees	\$800,000	\$ 432,555	\$ 66,667	\$ 42,086	\$ 50,455
12		Annual Passes		\$ 278,640	\$ -	\$ 35,074	\$ 1,080
13	316-25-10	Sale of LF Gas	\$40,000	\$ 5,558	\$ 3,333	\$ 266	\$ -
14	316-26-05	Sludge Disposal Fred	\$120,000	\$ 112,040	\$ 10,000	\$ 11,191	\$ 10,732
15	318-99-01	Miscellaneous	\$5,000	\$ 5,662	\$ 417	\$ 938	\$ 87
16	324-04-07	Litter Control	\$123,315	\$ 102,762	\$ 10,276	\$ 10,276	\$ 10,276
17	341-06-00	Prior Year Fund Balance	\$892,634	\$ -	\$ 74,386	\$ -	\$ -
18		Totals	\$10,655,949	\$ 9,603,346	\$ 887,996	\$ 950,667	\$ 931,823
19							
20	% of Total received vs Total Budgeted			90%			
21		(as of 5/3/24)					
22	101-00-00	Cash	\$11,259,171				
23	105-56-00	Invests/R-Board-PFM	\$9,528,874				
24							
25							
26	560-0000 Landfill						



## R-Board FY24 Revenue

[illegible]

	A	B	C	D	E	F
1	<b>Rappahannock Regional Solid Waste Management Board</b> <b>Weight and Material Analysis Report FY2024</b>					
2						
3						
4		<b>April 2024</b>	<b>April 2023</b>	<b>FY2024 Y-T-D</b>	<b>FY2023 Y-T-D</b>	<b>Difference</b>
5	<b>CATEGORY</b>	<b><u>Weight</u></b>	<b><u>Weight</u></b>	<b><u>Weight</u></b>	<b><u>Weight</u></b>	<b><u>%</u></b>
6	<b>Billable</b>					
7	MSW	15,551	12,429	116,338	107,433	8%
8	Debris Waste	8,165	7,499.21	80,922	73,434	10%
9	Dirt	289	403.83	4,769	1,639	191%
10	Sludge (city)	361	324.31	4,003	3,900	3%
11	Sludge (county)	1,598	1,000.26	10,898	9,469	15%
12	Yard waste	135	111.88	1,610	1,290	25%
13						
14	<b>BILLABLE TONNAGE</b>	<b>26,099</b>	<b>21,768</b>	<b>218,539</b>	<b>197,165</b>	<b>11%</b>
15						
16	<b>Non-Billable</b>					
17	Litter/Cleanups	9	11	223	79	183%
18						
19	<b>Recycling</b>	1,041	624	7,092	5,015	41%
20						
21	<b>TOTAL TONNAGE</b>	<b>27,149</b>	<b>22,403</b>	<b>225,854</b>	<b>202,259</b>	<b>12%</b>

	G	H	I	J	K	L	M
1	<b>Rappahannock Regional Solid Waste Management Board</b> <b>Weight and Material Analysis Report FY2024</b>						
2							
3							
4		<b>April 2024</b>	<b>April 2023</b>	<b>Difference</b>	<b>YTD FY24</b>	<b>YTD FY23</b>	<b>Difference</b>
5	<b>CATEGORY</b>	<b><u>Revenue</u></b>	<b><u>Revenue</u></b>	<b><u>%</u></b>	<b><u>Revenue</u></b>	<b><u>Revenue</u></b>	<b><u>%</u></b>
6							
7	MSW	\$ 502,571	\$ 421,449	19%	\$ 4,437,405	\$ 4,710,905	-6%
8	Debris Waste	\$ 348,117	\$ 319,177.23	9%	\$ 3,341,982	\$ 3,120,865	7%
9	Dirt	\$ 223	\$ 380.38	-41%	\$ 6,239	\$ 6,414	-3%
10	Sludge (city)	\$ 10,119	\$ 9,080.68	11%	\$ 112,074	\$ 109,200	3%
11	Sludge (county)	\$ 42,839	\$ 27,007.02	59%	\$ 293,403	\$ 255,655	15%
12	Yard waste	\$ 5,119	\$ 5,031.62	2%	\$ 67,974	\$ 56,983	19%
13							
14	<b>BILLABLE TONNAGE</b>	<b>\$ 908,988</b>	<b>\$ 782,126</b>	<b>16%</b>	<b>\$ 8,259,077</b>	<b>\$ 8,260,021</b>	<b>0%</b>
15							
16	<b>Non-Billable</b>						
17	Litter/Cleanups	\$ -	\$ -		\$ 6,346		
18							
19	<b>Recycling</b>	<b>\$ 3,724</b>	<b>\$ 3,544</b>	<b>5.1%</b>	<b>\$ 34,705</b>	<b>\$ 40,207</b>	
20							
21	<b>TOTAL REVENUE</b>	<b>\$ 912,712</b>	<b>\$ 785,670</b>	<b>16.2%</b>	<b>\$ 8,300,128</b>	<b>\$ 8,300,228</b>	<b>0%</b>



R-BOARD REVENUE										Percent Difference	
		Adopted FY 2023	FY2023 Actual	Adopted FY 2024	Proposed FY 2025						
315-01-02	Interest	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00	0%					
316-25-01	Recycling	\$ 90,000.00	\$ 126,869.82	\$ 100,000.00	\$ 110,000.00	10%					
316-25-02	Commercial Grants	\$ 7,300,000.00	\$ 8,326,944.82	\$ 7,900,000.00	\$ 8,100,000.00	3%					
324-04-07		\$ 25,000.00	\$ 56,128.00	\$ 48,000.00	\$ 65,000.00	35%					
316-25-06	Residential Fees	\$ 800,000.00	\$ 820,155.00	\$ 800,000.00	\$ 800,000.00	0%					Increased grant funding
	Municipal Services										
316-25-04	Fredericksburg	\$ 270,000.00	\$ 286,306.56	\$ 270,000.00	\$ 270,000.00	0%					
316-25-03	Stafford	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 60,000.00	50%					
	Sludge/Utilities										
316-25-05	Stafford	\$ 340,000.00	\$ 323,808.68	\$ 340,000.00	\$ 340,000.00	0%					
316-26-05	Fredericksburg	\$ 120,000.00	\$ 130,500.36	\$ 120,000.00	\$ 120,000.00	0%					
316-25-10	Amresco Lease	\$ 40,000.00	\$ 8,981.53	\$ 40,000.00	\$ 40,000.00	0%					
315-02-35	Milestone Lease	\$ 15,000.00	\$ 23,111.43	\$ 15,000.00	\$ 15,000.00	0%					
318-99-01	Miscellaneous Sources	\$ 5,000.00	\$ 15,479.18	\$ 5,000.00	\$ 5,000.00	0%					
	Subtotal	\$9,055,000	\$10,160,285	\$9,688,000	\$9,935,000	3%					
	Prior Yr Fund Balance	\$405,522	\$0	\$2,465,716	\$2,793,523	13%					
341.06-00	Total	\$9,460,522	\$10,160,285	\$12,153,716	\$12,728,523	5%					
EXPENDITURES											
		Adopted FY 2023	FY2023 Actual	Adopted FY 2024	Proposed FY 2025						
10-01	Salaries-Regular	\$ 2,006,560.00	\$ 2,036,372.38	\$ 2,199,974.00	\$ 2,309,972.70	5%					
10-02	Salaries-Overtime	\$ 150,000.00	\$ 115,627.22	\$ 150,000.00	\$ 157,500.00	5%					
10-03	Salaries-Part Time	\$ 122,000.00	\$ 101,500.28	\$ 142,515.00	\$ 149,640.75	5%					
21-01	Social Security/Medicare	\$ 162,780.00	\$ 169,410.65	\$ 179,661.00	\$ 188,644.05	5%					
22-10	VRS	\$ 258,350.00	\$ 234,773.16	\$ 288,637.00	\$ 303,068.85	5%					
22-11	ICMA Hybrid Employer	\$ 10,880.00	\$ 21,324.82	\$ 12,577.00	\$ 13,205.85	15%					
23-01	Anthem	\$ 375,125.00	\$ 340,477.17	\$ 375,125.00	\$ 375,125.00	0%					
23-03	Opt-Out	\$ 9,000.00	\$ 9,600.00	\$ 15,000.00	\$ 15,750.00	5%					
24-01	Life Insurance	\$ 26,000.00	\$ 25,967.46	\$ 27,000.00	\$ 27,000.00	0%					
25-01	Unemployment	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,500.00	5%					
25-21	Hybrid Disability Program	\$ 6,320.00	\$ 5,922.34	\$ 7,546.00	\$ 7,546.00	0%					
27-20	Workers Compensation	\$ 85,000.00	\$ 48,729.42	\$ 85,000.00	\$ 85,000.00	0%					
28-05	Chg Post-retirement Benefit	\$ 130,000.00	\$ 51,876.00	\$ 130,000.00	\$ 136,500.00	5%					
28-09	License/Certifications	\$ 12,000.00	\$ 5,748.75	\$ 12,000.00	\$ 12,000.00	0%					
28-20	Education/Tuition Assist	\$ 1,500.00	\$ 932.41	\$ 1,500.00	\$ 1,500.00	0%					
	Subtotal Compensation	\$3,365,515.00	\$3,170,268.06	\$3,636,535.00	\$3,792,953.20	4%					Job Enhancement for Employees Education Reimbursement Must be H.R. approved.

		Adopted FY 2023	FY2023 Actual	Adopted FY 2024	Proposed FY 2025	
<b>Acquired Services</b>						
30-15	Fees for Services	\$ 15,000.00	\$ 23,657.98	\$ 25,000.00	\$ 25,000.00	0%
31-08	Physical Exams	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	0%
31-20	Audit Fees	\$ 9,000.00	\$ 12,679.63	\$ 14,000.00	\$ 14,000.00	0%
31-30	Management Services	\$ 180,000.00	\$ 87,663.87	\$ 180,000.00	\$ 180,000.00	0%
31-44	Environmental Monitoring	\$ 270,000.00	\$ 227,414.75	\$ 270,000.00	\$ 270,000.00	0%
31-50	Legal Services	\$ 26,000.00	\$ 25,999.92	\$ 27,300.00	\$ 27,300.00	-0%
31-52	Permit Fees	\$ 55,000.00	\$ 37,152.93	\$ 55,000.00	\$ 45,000.00	-18%
31-54	Fire Permit	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	0%
31-63	Custodial-Cleaning	\$ -	\$ 4,571.80	\$ 5,000.00	\$ 5,000.00	0%
31-64	Single Stream Processing	\$ 75,000.00	\$ 153,529.36	\$ 175,000.00	\$ 130,000.00	-26%
31-67	CFL & HHW Bulb Disposal	\$ 90,000.00	\$ 10,002.77	\$ 100,000.00	\$ 80,000.00	-20%
31-68	Tire Disposal	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	0%
<b>Maintenance</b>						
33-09	Facilities-Buildings	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	0%
33-10	Repairs & Maintenance	\$ 706,000.00	\$ 210,694.75	\$ 611,000.00	\$ 611,000.00	0%
33-20	Contracts	\$ 50,000.00	\$ 48,356.07	\$ 50,000.00	\$ 50,000.00	0%
<b>Transportation</b>						
		Adopted FY 2023	FY2023 Actual	Adopted FY 2024	Proposed FY 2025	
34-05	Transportation (Fleet Bills)	\$ 2,000.00	\$ 23,496.84	\$ 2,000.00	\$ 2,000.00	0%
35-01	Printing & Binding	\$ 6,000.00	\$ 4,057.87	\$ 6,000.00	\$ 6,000.00	0%
36-11	Public Notification	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	0%
36-12	Other					
39-10	Litter Control	\$ 68,000.00	\$ 67,160.62	\$ 68,000.00	\$ 68,000.00	0%
<b>Internal Services</b>						
40-07	Admin Charges-Fiscal Agnt	\$ 351,643.00	\$ 351,643.00	\$ 369,225.00	\$ 469,826.00	27%
<b>Utilities, Vehicle Repair &amp; Office</b>						
51-10	Electrical	\$ 24,000.00	\$ 29,968.04	\$ 27,000.00	\$ 30,000.00	11%
51-30	Water & Sewer	\$ 10,000.00	\$ 11,657.96	\$ 10,000.00	\$ 28,000.00	180%
52-10	Postage	\$ 2,000.00	\$ 727.72	\$ 2,000.00	\$ 2,000.00	7 0%
52-30	Phone	\$ 16,500.00	\$ 11,392.21	\$ 16,500.00	\$ 14,000.00	-15%
52-31	Mobile Phones	\$ 15,000.00	\$ 16,222.65	\$ 15,000.00	\$ 15,000.00	0%
52-38	VOIP Equip Billing	\$ 6,500.00	\$ 3,146.76	\$ 6,500.00	\$ 5,500.00	-15%
53-04	Property	\$ 45,000.00	\$ 1,592.00	\$ 45,000.00	\$ 45,000.00	0%
53-05	Motor Vehicle	\$ 27,500.00	\$ 6,776.00	\$ 27,500.00	\$ 27,500.00	0%
53-20	Insurance (from 53-04)	\$ -	\$ 16,842.00	\$ 16,842.00	\$ 16,842.00	0%
54-10	Equipment	\$ 540,000.00	\$ 13,581.22	\$ 200,000.00	\$ 200,000.00	0%
54-20	Building or Office	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	0%
<b>Travel &amp; Training</b>						
55-10	Mileage/Parking/Tolls	\$ 1,200.00	\$ 705.17	\$ 1,200.00	\$ 1,200.00	0%
55-40	Seminars & Conferences	\$ 5,000.00	\$ 1,185.00	\$ 5,000.00	\$ 5,000.00	0%
55-41	Meeting Expenses	\$ 2,000.00	\$ 3,022.87	\$ 2,000.00	\$ 2,000.00	0%
58-01	Dues & Membership	\$ 1,500.00	\$ 2,127.00	\$ 1,500.00	\$ 1,500.00	0%

Credit Card Fees  
Employee Physicals and Vaccinations  
Auditors (Ask Randy Helwig for amt)  
Consultants  
Gas and Groundwater Monitor; Lab Analysis  
R-Board Attorney; Bill Hefty  
Govt. Permitting Needs  
Yearly inspection costs

Single-stream Processing (TFC)  
HHW and FL Bulbs Only  
Tire Disposal Only

Repairs: gutters furnaces etc.  
Labor on Equipment Repairs & Transport Costs  
Copiers, Porta John, Water, Compactor Rental (\$10,800)

Vehicle Inspections and Titles  
Annual Stickers, Coupon Books, Envelopes, Flyers, Business Cards, etc.  
Advertising

Education, Outreach, Litter Grant, Office on Youth Reg. Jail

County Support (Finance, H.R. Purchasing etc)

Leachate Management Cost Increases

Landlines Only  
Cell Phones Only  
Comcast (Two Invoices/mo (LF & Sales Shed))

Insurance  
Insurance  
Insurance Finance moved from 53-04  
Equipment Rentals  
Maint of Offices Building

Attending Meetings or Conferences  
Employees - Holidays, Retirements, etc.  
SWANA, VRA

Misc. Supplies									
	Adopted FY 2023	FY2023 Actual	Adopted FY 2024	Proposed FY 2025					
60-01	Office	\$ 8,500.00	\$ 11,381.31	\$ 8,500.00	\$ 8,500.00	0%	Office Supplies		
60-02	Materials and Supplies-Food Service	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0%	Separated from line 60-07		
60-03	Agricultural-Lawn Care	\$ 55,000.00	\$ 76,028.22	\$ 145,000.00	\$ 145,000.00	0%	Posti-Shell Cover Material		
60-05	Custodial-Janitorial	\$ 12,000.00	\$ 2,111.80	\$ 12,000.00	\$ 12,000.00	0%			
60-07	Repairs & Maintenance	\$ 729,000.00	\$ 537,269.60	\$ 720,000.00	\$ 720,000.00	0%	Heavy Equipment Maintenance Parts		
60-08	Vehicle Fuels	\$ 605,000.00	\$ 485,786.93	\$ 605,000.00	\$ 605,000.00	0%	Fleet Fuels / Universal Environment (Oil Recycling)		
60-11	Uniform & Wearing Apparel	\$ 36,000.00	\$ 36,406.57	\$ 36,000.00	\$ 36,000.00	0%			
60-12	Books/Subscripns/St Media	\$ 1,000.00	\$ 1,472.55	\$ 2,000.00	\$ 2,000.00	0%	Trade Journals, Certificate Work Text Books,Safety Meetings		
60-14	Operating	\$ 6,000.00	\$ 6,794.45	\$ 6,000.00	\$ 6,000.00	0%	Paradigm Scale Tickets, Statements, Envelopes		
60-17	Computer Software	\$ -	\$ 7,169.13	\$ 7,000.00	\$ 7,000.00	0%	Paradigm Scale program updates		
60-19	Personnel Safety Equipment	\$ 4,500.00	\$ 6,700.71	\$ 20,000.00	\$ 20,000.00	0%	PPE Apparel and Boots		
60-20	Vehicle Parts & Tires	\$ 55,250.00	\$ 33,334.67	\$ 55,250.00	\$ 55,250.00	0%			
60-21	Materials and Supplies-Tools New fy24	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	0%	Separated from line 60-07		
60-31	Machinery & Equipment	\$ 31,000.00	\$ 27,671.11	\$ 31,000.00	\$ 31,000.00	0%	Supplies Under \$5,000		
60-32	Furniture & Fixtures	\$ 2,000.00	\$ 2,530.70	\$ 2,000.00	\$ 2,000.00	0%			
60-33	Communications Equipment	\$ 500.00	\$ 2,572.00	\$ 500.00	\$ 500.00	0%			
60-34	Computer Equipment	\$ 5,500.00	\$ 6,272.45	\$ 5,500.00	\$ 5,500.00	0%			
60-47	Site Improvements	\$ 65,000.00	\$ 74,777.03	\$ 65,000.00	\$ 65,000.00	0%			
	Subtotal Operations	\$4,257,293.00	\$2,725,507.99	\$4,100,517.00	\$4,143,618.00	1%	Stone/Mulch; Commercial Entrance Upgrade, etc.		

Capital Costs									
	FY 2023	FY2023 Actual	Adopted FY 2024	Proposed FY 2025					
81-01	Machinery & Equipment (Replace)	\$ 160,000.00	\$ 69,629.38	\$ 695,000.00	\$ 600,000.00	-14%			
82-01	Machinery & Equipment (New)	\$ 695,000.00	\$ 83,350.00	\$ 50,000.00	\$ 50,000.00	0%	VRA Financing		
82-11	Improvements to Site (CellG-1/G-3		\$ 11,657.30		\$ 690,000.00				
82-12	Improvements to Building	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	0%			
	New Cell			\$ 2,000,000.00	\$ 2,800,000.00	40%			
82-13	Scalehouse Renovations								
82-15	Closure debt and Future								
91-12	Lease Principle Payment		\$ 387,237.02	\$ 621,950.00	\$ 557,144.08	-10%			
91-22	Lease Interest Payments	\$ 466,357.00	\$ 72,386.86	\$ 67,000.00	\$ 44,807.52	-33%	Schedules for are on file		
92-10	County Debt	\$ 466,357.00	\$ 459,707.64	\$ 466,357.00	-	-100%	Schedules for are on file		
97-05	City Debt	\$ 466,357.00	\$ 459,694.05	\$ 466,357.00	-	-100%			
	Subtotal Capital	\$1,837,714.00	\$1,543,662.25	\$4,416,664.00	\$4,791,951.60	8%			
	TOTAL	\$9,460,522.00	\$7,439,438.30	\$12,153,716.00	\$12,728,522.80	5%			

Office Supplies

Separated from line 60-07

Posti-Shell Cover Material

Heavy Equipment Maintenance Parts

Fleet Fuels / Universal Environment (Oil Recycling)

Trade Journals, Certificate Work Text Books,Safety Meetings

Paradigm Scale Tickets, Statements, Envelopes

Paradigm Scale program updates

PPE Apparel and Boots

Separated from line 60-07

Supplies Under \$5,000

Stone/Mulch; Commercial Entrance Upgrade, etc.

VRA Financing

Schedules for are on file

Schedules for are on file



## **Rappahannock Regional Solid Waste Management Board**

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

RB24-01

### 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 Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 15th day of May, 2024:

#### MEMBERS:

Timothy J. Barody  
Meg Bohmke  
Monica Gary  
Jannan W. Holmes  
Will B. Mackintosh  
F. Craig Meadows

#### VOTE:

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

#### A RESOLUTION TO ADOPT THE FISCAL YEAR 2025 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 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 Regional Solid Waste Management Board on this the 15th day of May, 2024, that the proposed Fiscal Year 2025 Budget presented herein and in the amount of Twelve Million, Seven Hundred Twenty-Eight Thousand, Five Hundred Twenty-Three Dollars (\$12,728,523) be and it hereby is approved.





## **Rappahannock Regional Solid Waste Management Board**

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

A Copy, teste:

RAPPAHANNOCK REGIONAL SOLID WASTE  
MANAGEMENT BOARD

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Phil Hathcock Director

# JOINT REQUEST FOR PROPOSAL (RFP) FOR THE COUNTY OF STAFFORD AND CITY OF FREDERICKSBURG

<b>RFP NUMBER</b>	24092	
<b>TITLE</b>	<b>SOLAR FARM LEASE OPPORTUNITIES</b>	
<b>ISSUE DATE</b>	<a href="#">Click to enter date</a>	
<b>PROCUREMENT CONTACT:</b>	CINY JOY, CPPB	
<b>ADDRESS:</b>	STAFFORD COUNTY CENTRAL PROCUREMENT OFFICE 1300 COURTHOUSE ROAD P.O. BOX 339 STAFFORD, VIRGINIA 22555-0339	
<b>EMAIL ADDRESS</b>	PROCUREMENT@STAFFORDCOUNTYVA.GOV	
<b>PHONE</b>	540-658-5311	
<b>SOLICITATION DUE DATE</b>	<b>Electronic Submission Will Be Received <u>Until April X, 2024 @11:00 A.M.</u> (Eastern Standard Time (EST))</b> for proposals in response to RFP #24092, as described herein. No late proposals will be accepted.	
<b>LOCATIONS</b>	Sites located near the Rappahannock Regional Landfill and along Cool Springs Road. The majority of the sites near the Landfill are jointly-owned by Stafford County and the City of Fredericksburg, and operated by the Rappahannock Regional Solid Waste Management Board (R-Board). The site along Cool Springs Road is owned solely by the City of Fredericksburg. Additional site information is in Appendix 1.	
<b>PROPOSAL SUBMISSION</b>	Electronic Submission. Proposals are to be submitted electronically, in the file format requested, via Electronic Virginia (eVA) website <a href="http://www.eVA.Virginia.gov">www.eVA.Virginia.gov</a> . There is a 60MB size limit for each file. If you need assistance, please refer to the eVA site in advance of the submission deadline: ( <a href="https://dgs.virginia.gov/globalassets/business-units/dps/documents/buyers/sourcing-and-contracting-user-guide.pdf">https://dgs.virginia.gov/globalassets/business-units/dps/documents/buyers/sourcing-and-contracting-user-guide.pdf</a> ) and/or call eVA Customer Care.	
<b>RFP INQUIRIES</b>	All inquiries for information should be directed to the Procurement contact above. <b><u>All questions regarding the RFP must be received in writing on or before March X, 2024</u></b> no later than 11:00 A.M. Emails are to be sent to <a href="mailto:procurement@staffordcountyva.gov">procurement@staffordcountyva.gov</a> . The subject line must include RFP 24092 and title or your question(s) may not be received and answered in a timely manner.	
<b>TERMS &amp; CONDITIONS</b>	This solicitation is subject to the provisions of this Joint Request for Proposals (RFP) and any attachments, exhibits, revisions or amendments thereto, which are hereby incorporated into this RFP in their entirety. The RFP Package is available at no charge on the Commonwealth of Virginia's electronic procurement system, eVA. <a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a> . Please be observant of all RFP instructions and specifications.	

By executing this RFP cover sheet, offeror acknowledges that they have read this RFP, understand it, and agree to be bound by its terms and conditions. The undersigned offeror hereby certifies that all information it has provided in response to this RFP is true, correct, and complete.

## OFFEROR INFORMATION

Name of firm \_\_\_\_\_ Date: \_\_\_\_\_

Address of firm: \_\_\_\_\_ ZIP: \_\_\_\_\_

By (signature): \_\_\_\_\_

Name (print): \_\_\_\_\_

Title (print): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

**In accordance with Virginia Code § 2.2-4343.1, as amended, Stafford County does not discriminate against faith-based organizations. Neither Stafford County nor the City of Fredericksburg discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law.**

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NOTE TO PROSPECTIVE OFFERORS:

- By submitting a proposal, the offeror:
  - Agrees to abide by all conditions of this Request for Proposal (RFP) and certifies that the offeror is authorized to sign this proposal;
  - Certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Virginia Code § 18.2-498.1, et seq. Furthermore, the offeror understands that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards; and
  - Certifies that the accompanying proposal is in compliance with applicable provisions of the State and Local Government Conflict of Interests Act (Virginia Code § 2.2-3100, et seq.). Specifically, without limitation, no County employee or a member of the employee’s immediate family shall have a proscribed personal interest in a contract; and that the accompanying proposal is in accordance with applicable provisions of the Virginia Public Procurement Act, Art. 6 Ethics in Public Contracting (Virginia Code § 2.2-4367, et seq.), and any other applicable law as set forth therein.
- Please note the meaning of the following terms as used in this RFP:  
The term “offeror” or “Offeror” as referenced in this solicitation refers to the individual or firm preparing and submitting a proposal in response to this RFP. In addition, it also refers to a firm who, when awarded a lease agreement, will be responsible for carrying out the requirements of this RFP.

## **1. PURPOSE AND INTENT**

Stafford County, Virginia (County) and the City of Fredericksburg, Virginia (City) seek proposals from solar energy developers (Offerors) to lease land owned singly or jointly by County and City at various sites on the Rappahannock Regional Landfill (Landfill), to install, own, operate, and maintain a solar photovoltaic energy system (“Solar Farm”) pursuant to lease agreements. It is the desire of the County and the City, that the Solar Farm(s) located on site(s) surrounding the Landfill benefit the Rappahannock Regional Solid Waste Board (R-Board), local jurisdictions, and the environment. The purpose of this RFP is not to seek proposal to be an offtaker of electricity generated from the Solar Farm(s).

This Request for Proposals (RFP) is being issued jointly by Stafford and Fredericksburg to allow the localities to evaluate options and determine the project and financial arrangements that best meet the County, City, and R-Board’s respective interests and use of the following properties:

1. Lease the jointly owned Landfill site(s) for purposes of locating a Solar Farm in order to provide an additional revenue stream to the R-Board, in the form of lease payments to further support the Landfill; and
2. Lease the City-owned Cool Springs Road site (see Appendix 1) for the purposes of locating a Solar Farm in order to provide additional revenue to the City and County, in the form of lease payments and potentially Greens Credits.

The County and the City will evaluate all proposals with a preferred approach being a single proposal that provides the best economic solution for both locations; however, the County and the City reserve the right to make multiple awards. Each proposal must specify if it extends to both the Landfill and Cool Springs sites/locations or just a single location and whether or not the proposal is conditioned on a full award of all locations specified in the proposal. The County and the City have the right to accept any proposal even if it does not provide the highest revenue to the R-Board and/or the City. Proposals will be evaluated against other proposals received. In addition to other rights reserved herein, the County and the City reserve the right to cancel this RFP in their discretion and to the fullest extent permitted by law.

All Proposals prepared in response to this RFP are at the sole expense of the Offeror, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County or the City for the expenses of preparation. Neither the County nor the City shall be liable for any expenses incurred by the Offeror in development of their proposal.

## **2. PROJECT SCOPE**

The County and City are interested in leasing all or a portion of the site(s) described in Appendix 1. The lease may be structured initially for a 2-year option to assess the feasibility of the site, following with a 25-year lease when it is determined the site is viable, with up to three additional 5-year optional renewal periods, exercisable at sole discretion of the County and City. The County and City are willing to consider alternative lease durations and conditions as part of the proposal evaluation process set forth herein.

The selected Offeror will own the Solar Farm system installed by it and will be responsible for the design, engineering, permitting, installation, testing, operation, maintenance, repair, vegetation management, and decommissioning of the Solar Farm, including, without limitation, procurement of the solar photovoltaic equipment and related services. The successful Offeror will be solely responsible for owning, insuring, commissioning, interconnection, metering, and for providing security for the system at all times. The

successful Offeror shall be responsible for all project costs including, but not limited to: the furnishing of all materials, services, labor, performance and payment bonds, insurance, and other costs incurred in the preparation of this response and the performance of the lease agreement, signed by an individual authorized to bind the Offeror contractually.

On termination or expiration of the lease as to any site(s), the successful Offeror will be responsible for performing, and paying for the removal of all panels, racks, concrete blocks, and conduits, and returning the portion of the property on which the Solar Farm was installed to its original conditions as provided in the decommissioning agreement submitted to the County in accordance with Stafford County Code Sec. 28-39.

#### **A. Site Description**

The potential site(s) available for list are described in Appendix 1 attached to this RFP.

Before submitting a proposal, each Offeror shall familiarize themselves with the potential host sites as necessary to develop a proposal to undertake the Solar Farm project in accordance with the terms and conditions of this RFP. The selected Offeror will be responsible for conducting any additional studies it may require, at its own cost and risk, prior to entering the lease agreement and/or in conjunction with the development of the project. The County and City intends to lease the land at any site on an “as is” basis.

##### Landfill and Cool Spring Road Sites

The active and closed landfill sites listed in Appendix 1 are managed by the R-Board, except for the Cool Springs Road site. If an Offeror’s proposed solar project will alter and impact the landfill cap, the Offeror shall include a plan to address concerns regarding the protection and maintenance of the final cover (“cap”) and the protection of the landfill gas systems. The plan shall cover aspects including soil, slope, sediment, erosion, vegetation, drainage, etc., and contain descriptions of the planned uses and project plans to demonstrate the disturbance will not increase the potential threat to human health or the environment via construction method, equipment placement, and monitoring systems and plans. All plans must also be compatible with DEQ regulations and permits applicable to closed or active landfills (as applicable to the sites within the scope of a proposal).

#### **B. Site Work and Maintenance Requirements**

The successful Offeror shall be responsible for the design, construction, and maintenance of all site work, drainage, erosion controls, and landscaping, and shall obtain all permits and securities associated with the Solar Farm system and lease area in accordance with all local, state and federal codes and regulations.

The successful Offeror shall be responsible for performing vegetation management within the lease area. Offerors shall develop, implement, and maintain native vegetation to the extent practicable pursuant to a vegetation management plan by providing native perennial vegetation and foraging habitat beneficial to game birds, songbirds, and pollinators. To the extent practicable, when establishing perennial vegetation and beneficial foraging habitat, the owners shall use native plant species and seed mixes.

The successful Offeror shall be responsible for the installation and maintenance of site specific safety and security requirements or other measures as are required to comply with all necessary permits and approvals.

#### **C. Pre-Project Requirements**

The successful Offer shall be responsible for the following pre-project requirements:

1. Securing all land use approvals, utility interconnections, permits and other required approvals from state, local and utility representatives and any service commissions;
2. Developing all preliminary drawings, design and other necessary components for review and approval by the County. All Offerors must presume that the system will be ballasted or floating on the landfill cap with no penetrations or digging within the capped areas;
3. Facilitate all necessary meetings with internal and external stakeholders to address specific concerns regarding the site use, community compatibility and other aspects that may be of concern. Provide all information, drawings, photos and rendering as needed;
4. Provide a detailed project timeline and plan clearly outline key milestones and timelines including design, planning, permitting, execution and commercial operation; and
5. Secure commitments for project financing within 30 days of executing a lease agreement.

## **B. Project Development**

During the project development, the successful Offeror shall perform the following:

1. Provide complete Solar Farm system as designed and negotiated between the selected Offer and County and City (or just the City in the case of property solely owned by the City), including connections to the grid, required distribution system upgrades, fencing and security provisions;
2. Provide detailed bi-weekly meeting and monthly reports on progress to the County, City, and R-Board, as directed, including achievement of milestones, issues and other impacts;
3. Post signage, visible to the general public, clearly outlining the purpose of the project and environmental benefits;
4. Exercise care to minimize sound, dust and disturbance from site access, to the community;
5. Plan any interruptions to on-site Landfill operations to coincide with periods specified by the R-Board representative;
6. Perform all work for the project in strict conformance to all laws, statutes, and ordinances and the applicable government rules, regulations, methods, and procedures; and
7. Ensure project ground cover and buffering requirements are met and areas of the site(s) disturbed but installed with system or design elements is restored to pre-project conditions.

## **C. Commissioning and Continued Operations**

Once the Solar Farm is operational at any site, the successful Offeror shall operate and maintain the system during the lease term as provided below:

1. Upon request, provide the R-Board, County and/or City (as applicable) a complete commission manual in electronic format including the system design, components, cut sheets of components, operating characteristics, electrical diagrams, permit documents and relevant environmental documentation;
2. Provide all necessary maintenance to ensure continuous operations;
3. As applicable, secure adequate subscriptions from low-and-moderate income community solar program participants for community solar photovoltaic systems;
4. Ensure community engagement by ensuring that the surrounding community (approximately a 5-mile radius) is aware of the opportunity to subscribe, if services are available to them;
5. Ensure the County and/or City (as applicable) receives the equivalent amount of Green Credits based on the MWh of electricity sent to the grid; and

6. Provide a user friendly 24/7 web-based data link and site telemetry to communicate ongoing production and environmental benefits. A dashboard will be provided suitable for display on public websites.

#### **D. End of Service Life**

1. Upon expiration or termination of the lease agreement, the successful Offeror shall decommission and remove the system from the site(s), as required herein and by any executed decommissioning agreement with the County and/or City. If any portion of the system remains on the site in accordance with the decommissioning agreement, title to the components shall revert to the County and City, or only the City for the Cool Springs Road site, which shall dispose of the system as they deem appropriate.
2. Upon removal of the system components from the site, the property shall be restored to its condition as it existed before the Solar Farm was installed, pursuant to measures which may include the following:
  - a. Removal of all operator-owned equipment, concrete, conduits, structures, fencing, and foundations to a depth of 36 inches below the soil surface.
  - b. Removal of any solid and hazardous waste caused by the Solar Farm facilities in accordance with local, state and federal waste disposal regulations.
  - c. Removal of all graveled areas and access roads installed unless the City and/or County requests in writing for it to remain.

#### **E. Offeror Qualifications**

Minimum Qualifications. Qualified Offerors shall have the following minimum qualifications:

1. Solar, community, renewable energy and distributed energy experience;
2. Experience of organization and project management team implementing, maintaining and operating similar project for over ten years;
3. Proven ability to negotiate and work with electric and other utilities; and
4. Have the ability to finance the proposed projects and, if needed, leverage tax credits, environmental credits and other grants or incentives.

Offerors must keep and maintain throughout the lease term, the following insurance:

1. Statutory Workers' compensation and Employer's Liability insurance in limits of not less than less than \$500,000 (each employee) or a maximum limit of \$1,000,000, as required the Commonwealth of Virginia.
2. Commercial General Liability insurance in the amount of \$5,000,000 per occurrence/aggregate, to include the Broad Form Property Damage endorsement, in addition to coverages for explosion, collapse, and underground hazards, where required.
3. Owned, non-owned, and hired Automobile Liability insurance, in the amount of \$5,000,000 per occurrence/aggregate, including property damage, covering all owned, non owned, borrowed, leased, or rented vehicles operated by the Offeror.
4. Additional insurance coverage provisions will be provided in the lease agreement.

Offerors must establish authorization to conduct business in Virginia prior to any lease approval and maintain good standing with the State Corporation Commission (if applicable) for the term of the lease.

## F. County and City Responsibilities

Upon selection of a successful Offeror(s), the County and City will provide a lease agreement for the sites. The County and/or City will cooperate as the landowner with the Offeror throughout the process of seeking any necessary land approvals, although no land use approvals should be presumed. The successful Offeror agrees to provide the County or City with the opportunity to purchase renewable energy credits from the project at the lowest offered price to other third parties.

### 3. PRE-PROPOSAL MEETING

The County and City will hold a pre-proposal meeting for all interested Offerors on **date & time** at **site address**. It is recommended that all interested Offerors attend in order to familiarize themselves with existing conditions and project requirements. Offerors interested in attending must confirm attendance by contacting point of **contact and contact information by date & time**.

### 4. PROPOSAL SUBMISSION REQUIREMENTS

**A. Submission and Receipt Of Proposals.** Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. Any requirements listed herein are intended to describe qualifications, certifications and/or experience considered to be vital and should be used as guidelines for proposal submission. Firms or individuals not meeting specific requirements listed herein are encouraged to list and/or demonstrate alternate qualifications, certifications and/or experience for consideration.

1. **Electronic Submission.** Proposals are to be submitted electronically, in the format requested herein, via Electronic Virginia (eVA) website [www.eVA.Virginia.gov](http://www.eVA.Virginia.gov). ***If an Offeror invokes any proprietary and/or confidential information in accordance with Sections 2.2-3700 et seq. and 2.2-4342(F) of the Virginia Code, a redacted version of the Offeror's proposal shall be uploaded and identified as "Redacted," along with the Offeror's full proposal response and elements necessary to claim an exemption from disclosure pursuant to Section 2.2-4342(F).*** There is a 60MB size limit for each file. If you need assistance, please refer to the eVA site in advance of the submission deadline: <https://eva.virginia.gov/get-help-customer-care-forms.html> and/or call eVA Customer Care 1-866-289-7367. Proposals will not be accepted via fax or email.
2. **Accommodation.** If you are an individual with a disability and require a reasonable accommodation, please notify the Procurement Office at (540) 658-5313, three working days prior to need.
3. **Proposal Package.** Each Offeror responding to this RFP must supply all the documentation required in the RFP. Failure to provide documentation with the Offeror's response to the RFP may result in the disqualification of the Offeror's proposal.
4. **Submission of Questions.** All communication of any kind regarding this RFP during this period must be made via through the Stafford County Procurement Office. All questions and inquiries regarding this RFP must be submitted via email to contact email on the RFP cover page by the deadline for inquiries. Questions submitted in writing must include the firm name and the name, title, address, telephone number, and email address of the individual submitting the question. Any questions regarding proposal requirements or specifications received after this date and time will not be considered for response. The County will issue an addendum to address the written questions submitted by the deadline. Any addenda will be posted by email/online at County's procurement website.



**B. Proposal Format.** In order to facilitate the analysis of responses to this RFP, Offerors should prepare the proposal in accordance with the instructions outlined in this subsection and should structure the proposal so that it contains individual sections and minimally contain the following information:

**1. Section 1- General Information**

- a. RFP Coversheet - Signed by the individual authorized to bind the Offeror.
- b. Executive Summary – Provide an overview of the proposal (not more than two pages) describing the highlights of the response and summarizing how your firm will meet the needs and goals of the RFP.

**2. Section 2- Experience and Qualifications**

- a. Company Overview: Provide the following information, as applicable:
  - i. Year founded and number of continuous years in business;
  - ii. Ownership status (public or private company, LLC, LLP, S-Corp, Sole Proprietor);
  - iii. Federal tax identification number;
  - iv. Corporate and local office location;
  - v. Number of employees in corporate and local office at time of submittal;
  - vi. Your firm's OSHA ratings (Recordable Incidence Rates and Lost Workday Incident Rates) for the past three years; and
  - vii. A description of any ongoing or previous litigation your firm has been involved in and a statement that the Offeror is not debarred, suspended or otherwise prohibited from practice by any federal, state, or local government or agency.
- b. Project Team: Provide the following information about the key personnel to be assigned to this project:
  - i. Project team organizational chart including all key personnel and their proposed roles;
  - ii. Resumes, in an appendix, for all key personnel that will be assigned to this project; and
  - iii. Evidence of all relevant licenses held by your firm to do work in the Commonwealth of Virginia, attach list and copies of documents as an appendix.
- c. References:  
Provide references for at least three completed and currently operating non-residential grid-connected photovoltaic power (PV) systems, with preference towards Virginia municipalities and landfill or brownfield projects. Include the following information:
  - i. Location and utility company name;
  - ii. System size (kW DC);
  - iii. Metering type (Remote Net Metering, Community Distributed Solar, Onsite);
  - iv. Date completed; and
  - v. Host customer and/or owner contract information (name, email, address, phone).
- d. Project Development Experience:
  - i. Provide the total number of megawatts of Solar Farm/PV system your firm has constructed over the last five (5) years.
  - ii. Provide the total number of megawatts of Solar Farm/ PV system your firm has constructed over the last five (5) years in the Commonwealth of Virginia.
  - iii. Provide total number of megawatts and projects of Solar Farm/PV system your firm has constructed on landfills and brownfields.
  - iv. Detail the types of customers your firm has worked with in the past (for example,

- residential, commercial nonprofit, or government).
- v. Describe your firm's implementation of PV construction standards and other safety measures.
- vi. Provide the number of operational Solar Farm/PV systems under your firm's management.
- e. Project Financing Capability:
  - i. Provide number of Solar Farm/PV systems that have been financed by you and/or your financing partner.
  - ii. Provide most recent audited financial statements, annual reports, consolidated financials, and Form 10-K (if any). If available, provide similar materials for parent entities, significant affiliates and collaborators.

### 3. **Section 3- Project Narrative**

Provide a detailed plan of the proposed project. Project plans must include the following:

- a. Project Management Plan:
  - i. Provide a detailed narrative description of the approach for installing the proposed project, including how the Offeror will work with subcontractors, state and local agencies, and other relevant stakeholders. Detail how the Offeror will approach special site considerations such as capped landfills.
  - ii. Provide a detailed description of each task and delivery. Include a project schedule indicating key milestones and durations of various activities.
  - iii. Offerors must demonstrate a firm understanding of permits required to successfully execute the project. The selected Offeror will be responsible for all necessary environmental testing, permitting, and compliance. To the extent possible, Offerors should identify the regulatory and permit conditions relevant to their proposals, potential conflicts between the project and existing permit conditions, and variances that might be required.
- b. Financing Plan: Provide a description of how the proposed project will be financed. Identify any potential financial partners that will be involved in the project. Describe in this plan possible sources of funds and revenue streams other than the sale of energy including all available tax credits, incentives, and subsidies that will be used to finance the project.
- c. Operations and Maintenance Plan: The Offeror will be responsible for operation and maintenance (O&M) services for the full term of the lease. Describe the proposed O&M procedures for the system, detailing duties performed and if the system will be maintained directly by the Offeror or a third-party provider.
- d. Decommissioning Plan: Provide information regarding the proposed approach to system decommissioning and restoration of the property. This decommissioning plan should include a description of Offeror's approach to providing financial assurance that funding will be available to decommission the system at the end of the lease term.
- e. Outreach Plan: Offeror will provide a clear plan to best meet the goals and strategies specified in the Project Scope section for Commissioning and Continued Operations.

### 4. **Section 4- Technical Proposal**

- a. Components: Include an overview of the proposed PV system, including brief descriptions of

the main components (at minimum modules, inverters, racking system, and monitoring system) including manufacturer and warranty information. Offerors are encouraged to provide specification sheets for any proposed technologies as an appendix.

- b. Design
  - i. System size (in kW DC and kW AC)
  - ii. Location of modules (including tilt)
  - iii. Location of inverters
  - iv. Preliminary drainage mitigation practices or best management practices
  - v. Any other site-specific information that will aid in overall evaluation
- c. Expected System Generation: Provide estimated annual production of the proposed solar project for years 1-25 inclusive of the degradation rate.

#### **5. Section 5- Price Proposal**

Price proposals should be provided which shall include the following (i) Lease payment per year, per acre for each site Offeror proposes to lease; (2) any lease escalator percentage per year; and (3) total lease term and any renewal terms. However, Offeror may provide alternative pricing arrangements for the County and City to consider, including revenue sharing and/or assistance with capital or other local needs consistent with negotiation of a solar siting agreement pursuant to Virginia Code Section 15.2-2316.7. If siting agreement terms are proposed, such terms may not be accepted until after a public hearing by each applicable local governing body consistent with Virginia Code Section 15.2-2316.8 and any final lease agreement.

#### **C. RFP Attachments.**

Offerors shall attach to their proposal submission:

- 1. Attachment A: Virginia State Corporation Commission (SCC) Registration Information Form;

#### **D. Additional Proposal Considerations.**

- 1. Offeror's responses should be prepared as simply as possible with straightforward, concise descriptions of their capabilities to satisfy the requirements of this RFP. Expensive bindings, color displays, promotional materials, demo CDs, etc., are not needed. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All information should be presented in a non-technical format (with the exception of the technical proposal component) to ensure understanding. All responses should be tailored specifically for the County and the City.
- 2. The County and City encourage proposals that provide innovative alternatives to addressing the project described in the RFP, including a proposal for all or a subset of the proposed sites. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material.
- 3. The County and City are under no obligation to consider or negotiate information or documentation that is submitted not in compliance with the requirements herein or that is submitted by an Offeror after the deadline for submission of the proposal identified on the RFP, the County and City may, in its sole discretion, consider and/or negotiate such submissions.

#### **E. Proposal Period.**

Proposals will remain valid for a period of one-hundred and twenty (120) calendar days after the date specified for receipt of proposals.

### **5. EVALUATION OF PROPOSALS**

- A. Competitive Negotiation.** Proposals submitted in response to this RFP will be evaluated and awarded under a competitive negotiation process. Under the competitive negotiation process, one or more lease agreements may be awarded to the Offeror(s) whose proposal is determined to be the most advantageous to the County, City and R-Board, taking into consideration lease payment price and the evaluation factors set forth in the RFP. Selection of the successful Offeror(s) and execution of a lease agreement(s) is subject to the approval of the Stafford County Board of Supervisors and City Council of the City of Fredericksburg.
- B. Evaluation of Offerors.** The City and County will use an evaluation system to rank the qualified Offerors. It is the responsibility of each Offeror to provide information, evidence or exhibits that clearly demonstrate the Offeror's ability to satisfactorily respond to project requirements and the factors listed in this RFP. The evaluation process may include verification of references, confirmation of financial information, and examination of other information as the County and City deem appropriate. The County and City may, as it deems necessary and as may be required by Virginia Code Section 2.2-4302.2, conduct interviews to evaluate the Offerors and conduct negotiations with two or more firms. The County and City may require public presentations by the Offerors. The County and City reserve the right to request or obtain additional information about any and all responses. Each response from a qualified Offeror will be evaluated and ranked solely according to the criteria set forth in this RFP.
- C. Proposal Evaluation Criteria.** The following criteria will be utilized in the evaluation of proposal to be considered for award. Individual criteria have been assigned a weight to reflect relative importance.

Criteria	Weight
<b>Price Proposal-</b> Financial benefit to the City, County and R-Board of the proposed arrangement through annual lease payments and/or other proposed compensation.	25
<b>Proposal Narrative</b> – Offeror's approach to the various tasks, including scheduling methods, project schedule, construction, financing, measurement and verification, operations and maintenance, and decommissioning plans.	25
<b>Developer Experience &amp; Project Team</b> - The Offeror's experience in designing, financing, constructing and operating solar energy facilities. Additional consideration will be given to firms with experience constructing and operating such facilities on municipal and commercial properties most similar to the proposed sites, particularly capped landfill; the relevant experience and quality of project personnel and their commitment to the proposed projects; and the clarity and organization in the proposal of the proposed project scope.	20
<b>Technical Proposal</b> – The preliminary system design provided and the demonstrated ability of designing a system that will generate the a high level of production while mitigating impacts, which will provide greater benefit to the City, County, R-Board and the community.	20
<b>References-</b> Responses received from references stating success, experience, and capabilities of firm in providing the same or similar projects.	10
<b>Total</b>	<b>100%</b>

**D. Review of Proposals.**

- Offerors are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the County and City, or designees, require no clarifications and/or supplementary

information, such proposals may be evaluated without further discussion. Consequently, Offerors should provide complete, thorough proposals with the offerors most favorable terms. Should proposals require additional clarification and/or supplementary information, offerors must submit such additional material in a timely manner upon request.

2. The County and City may cancel this RFP or reject proposals at any time prior to an award, and are not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

## **6. AWARD**

Based upon the results of the evaluation of the proposals and interview process (if applicable), a recommendation will be developed and submitted for approval by the respective stakeholders within the County, City and the R-Board.

One or more of the most qualified Offerors selected to move forward with the project, will receive a lease agreement to be negotiated with the Stafford County Attorney's Office and/or the City of Fredericksburg Attorney's Office. Final negotiated leases are subject to the approval of the Stafford County Board of Supervisors and City Council of the City of Fredericksburg.

If the County and City are unable to negotiate satisfactory lease agreement(s) with the finalist(s) at a price the County and City determine to be fair, competitive, and reasonable, the County and City may negotiate with the next highest-rated Offeror. The County and City reserve the right to waive any and all informalities and to award the proposal on the basis of the above procedures to the Offeror they deems most qualified or terminate the process at any time without making an award. The County and City also reserve the right to make multiple awards to lease different locations to different Offerors.

**[Appendix and Attachments on Following Pages.]**

## **APPENDIX 1- SITE LOCATIONS**

- Eskimo Hill Landfill Site
  - Stafford County Tax Map Parcel No. 39-26D
  - Address: 489 Eskimo Hill Road, Stafford VA 22554
  - Owners: Board of Supervisors of Stafford County and
  - Size: 32 Acres
  - Zoning: M2- Heavy Industrial
  - Additional Information: The Eskimo Hill site is operational, and has one closed landfill and three capped cells of the active Rappahannock Regional Landfill (Landfill). The Eskimo Hill Landfill is the responsibility of the R-Board and is approximately 32 acres. It is anticipated the capped portion may be used for a Solar Farm project.
- Cool Springs Road Landfill Site
  - Stafford County Tax Map Parcel No. 54-61
  - Address: 131 Cool Springs Road, Fredericksburg, VA 22405
  - Owner: City of Fredericksburg
  - Size: 93 Acres
  - Zoning: M-1
  - Additional Information: Site of the former Fredericksburg landfill, this site is closed and non-operational. This landfill is the responsibility of the City of Fredericksburg and is approximately 93 acres. It is anticipated the entire site may be used for a Solar Farm project.
- There are additional sites that may be used for a Solar Farm project located near the Rappahannock Regional Landfill identified on the attached graphic labeled Stafford Landfill Boundaries, and listed below:
  - TMP 39-17B  
Address: 140 Jumping Branch Road  
Zoning: A-1  
Owner: Stafford County and City of Fredericksburg  
Size: 44.870 Acres  
Note: Lot includes cemetery
  - TMP 39-24  
Zoning: A-1  
Owner: Stafford County and City of Fredericksburg  
Size: 10.958 Acres
  - TMP 39-26  
Zoning: A-1  
Owner: Stafford County and City of Fredericksburg  
Size: 301.75 Acres
  - TMP 39-26A  
Address: 473 Eskimo Hill Road  
Zoning: M-2  
Owner: Stafford County  
Size: 29.4318 Acres
  - TMP 39-26B  
Zoning: A-1  
Owner: Stafford County and City of Fredericksburg

Size: 71.339 Acres

- TMP 39-26C  
Address: 481 Eskimo Hill Road  
Zoning: A-1  
Owner: Stafford County and City of Fredericksburg  
Size: 75 Acres

**ATTACHMENT A – State Corporation Commission Form**

**VIRGINIA STATE CORPORATION COMMISSION (SCC)  
REGISTRATION INFORMATION**

The offeror:

☐ is a corporation or other business entity with the following SCC identification number:

\_\_\_\_\_

-OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust.

-OR-

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location).

-OR-

☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number once issued (Stafford County reserves the right to determine in its sole discretion whether to allow such waiver):

☐ SCC application is pending, and offeror requests a waiver.





## **Rappahannock Regional Solid Waste Management Board**

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

RB24-02

### PROPOSED

#### RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD

### RESOLUTION

At a regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) held in Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 15th day of May, 2024:

#### MEMBERS:

Timothy J. Baroody  
Meg Bohmke  
Monica Gary  
Jannan W. Holmes  
Will B. Mackintosh  
F. Craig Meadows

#### VOTE:

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

#### A RESOLUTION TO SUPPORT AN RFP TO INSTALL, OWN, OPERATE AND MAINTAIN A SOLAR PHOTOVOLTAIC ENERGY SYSTEM

WHEREAS, the City of Fredericksburg (City) and the County of Stafford (County) desire to jointly release a Request for Proposals (RFP) for Solar Farm Lease Opportunities on the City of Fredericksburg owned and closed Cool Springs Road Landfill and R-Board operated Eskimo Hill Road Landfill; and

WHEREAS, RFP #24092 would allow award to a successful applicant for the opportunity to own, operate and maintain a solar photovoltaic energy system pursuant to any subsequently approved lease agreement; and

WHEREAS, This RFP will be issued jointly by the City and the County to allow the localities to evaluate options and determine the project and financial arrangements that best meet both localities' interest and use of the properties;



## **Rappahannock Regional Solid Waste Management Board**

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

NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Regional Solid Waste Management Board on this the 15th day of May, 2024, that the R-Board be and it hereby does desire to support the release of RFP # 24092, to solicit proposals for the installation, ownership, operation, and maintenance of a solar photovoltaic energy system on the City of Fredericksburg owned and closed Cool Springs Road Landfill and R-Board operated Eskimo Hill Road Landfill.

A Copy, teste:

RAPPAHANNOCK REGIONAL SOLID WASTE  
MANAGEMENT BOARD

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Phillip Hathcock, Director



## **Rappahannock Regional Solid Waste Management Board**

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

### **R-BOARD BRIEFING SHEET**

**Date of Agenda Item:** 5/15/2024

**Item:** Financial Plan and Rate Study by Raftelis Financial Consultants

**Discussion:** Raftelis Financial Consultants has provided R-Board staff a proposal to provide a Solid Waste Landfill Financial Plan and Rate Study. The key objectives of the study are to: i) ensure adequate funding for recurring and planning expenditures, including landfill cell expansions and closures; ii) examine the adequacy of the cost recovery of the R-Board's current rate structure and provide recommendations; and iii) provide other recommendations and considerations concerning fiscal policies for cash reserve balances and/or other management recommendations.

**Budget impact/dollars available:** \$48,880.00/ The R-Board FY 2025 Budget, Management Services, 560-5501-504.31-30, has unencumbered funds available.

**Staff Recommendation:** Contract Raftelis Financial Consultants to perform study

**Supporting documentation:** Raftelis Financial Consultants Proposal



March 19, 2024

Mr. Phil Hathcock  
Director of the Rappahannock Regional Solid Waste Management Board  
473 Eskimo Hill Rd  
Stafford, VA 22554

Subject: **Rappahannock Regional Solid Waste Management Financial Plan and Rate Study**

Dear Mr. Hathcock:

As requested and based on our conversations with the Rappahannock Regional Solid Waste Management Board (the "R-Board"), we have prepared the following proposal to provide a Solid Waste Landfill Financial Plan and Rate Study (the "Proposal"). The key objectives of the study are to: i) ensure adequate funding for recurring and planning expenditures, including landfill cell expansions and closures; ii) examine the adequacy of the cost recovery of the R-Board's current rate structure and provide recommendations; and iii) provide other recommendations and considerations concerning fiscal policies for cash reserve balances and/or other management recommendations. The primary services to be provided by Raftelis Financial Consultants, Inc. includes the development of an Excel® based multi-year financial forecasting and cost of service model to identify the sufficiency of the solid waste revenues to meet estimate expenditures and funding requirements of the solid waste system (the "Project"). Based on our understanding of the Project, Raftelis proposes the following:

#### **PROJECT TEAM AND BILLING RATES**

With respect to the performance of the Project, Mr. Boveri will be the principal-in-charge for the Project and will serve as primary contact between the R-Board and Raftelis. Raftelis may utilize other employees or associates during the course of the Project as needed. Please see Attachment A for a summary of the personnel by title and billing rates for Raftelis staff that may be utilized during this engagement which is made part of this Proposal.

#### **SCOPE OF SERVICES**

The scope of services to be performed by Raftelis is included in Attachment B, which is made a part of this Proposal.

#### **COMPENSATION AND BILLING**

Based on the scope of services as summarized in Attachment B, we propose to establish a contract budget to perform the Project on behalf of the R-Board in the amount of \$48,880. A cost estimate is shown in Attachment C, which is made a part of this Proposal. This contract budget amount includes the direct cost of personnel anticipated to be assigned to conduct the various tasks of the Project by Raftelis as well as an allowance for other direct costs such as travel, telephone, delivery charges, and subconsulting expenses, if any. To the extent that Raftelis determines that a portion of the Project would need to be performed by a subconsultant, Raftelis would notify the R-Board in writing for approval prior to the assignment of any Project responsibilities to such subconsultant by Raftelis.

The costs incurred by Raftelis for such other direct costs, if any, will be billed based on the actual cost to provide service. It is proposed that Raftelis would bill monthly for services relative to this engagement

based on the sum of: i) the hourly amount of time spent by the Project team members; and ii) the other direct costs incurred to provide the financial consulting services; and iii) the subconsulting expenses incurred by Raftelis, if any, as required to assist in Project completion, as adjusted for administrative costs per Attachment A.

It should be noted that the proposed contract budget would be billed on an hourly basis predicated on the actual work effort performed by Raftelis and not on a lump-sum basis. To the extent that the Project was completed at a cost less than the contract budget, Raftelis would not invoice the R-Board for any amounts remaining (unbilled) on such contract except for the provision of any additional services which the R-Board may request from Raftelis, as mutually agreed between all the parties.

## **PROJECT SCHEDULE**

We would propose a tentative schedule for completion within 120 days from notice to proceed. The completion of the analysis would be subject to the availability of information provided to Raftelis by the R-Board that would be necessary to conduct the rate analysis and the ultimate implementation requirements of the R-Board.

## **DISCLOSURE**

As a registered Municipal Advisor under the Dodd-Frank Act, Raftelis is required to inform our clients of any existing or potential conflicts of interest that may be relevant to any proposed scope of services that may include providing "advice" as that term is defined in the Dodd-Frank Act. As of the date of this engagement letter, no conflicts of interest are known to exist.

Under the Dodd-Frank Act the definition of "advice" includes providing any opinion, information or assumptions related to the size, timing and terms of possible future debt issues or borrowing. This type of information may be integrated into the capital and financial planning components of a rate model update. This definition is applicable regardless of whether this information is developed and used solely for planning and decision-making purposes. For the services addressed in the scope of work identified for this engagement, any information that is developed by Raftelis that falls under this definition of municipal advice is not intended to represent a recommendation that the R-Board should issue debt based on the terms and assumptions used to develop the financial plan or forecast, or that the R-Board will, in fact, be able to issue debt under the exact terms and conditions assumed and used to develop the financial plan or forecast. The information developed as part of this rate model update, including any related municipal advice, is intended only to provide information useful in evaluating the potential impact on the utility and future rate adjustments of one potential course of action for the R-Board. The scope of services currently assumes that the R-Board plans to issue debt in the near future and that time the R-Board will or has engaged an independent, registered Financial Advisor to assist in evaluating the availability of different types of debt, and the specific terms and conditions for issuing debt, which will be affected by market conditions and the R-Board's credit rating at the time of issuance.

By accepting this proposal (through the issuance of a Purchase Order), the R-Board is indicating its approval and acceptance of the of the proposed scope of work and fees and is also explicitly acknowledging that Raftelis has provided the necessary disclosures addressing conflicts of interest and any limitations on the scope of Municipal Advisory services to be provided by Raftelis as part of this engagement.

The Municipal Securities Rulemaking Board ("MSRB") provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. To understand the protections provided and how to file a complaint with an appropriate regulatory authority, visit the MSRB web site at [www.msrb.org](http://www.msrb.org).

## **INSURANCE PROVISIONS AND STANDARD TERMS AND CONDITIONS**

Included on Attachment D is a general insurance certificate for Raftelis that summarizes the levels of insurance coverage carried by Raftelis for consideration by the R-Board. As a condition of approval of this Proposal, Raftelis will have our insurance carrier forward an insurance certificate to R-Board's attention at the coverage amounts as stated on the general insurance certificate attached herein.

If this Proposal is acceptable to the R-Board, please prepare the necessary contractual documents or agreement between our two parties; the receipt of a signed agreement will serve as our notice to proceed on the Project.

We appreciate the opportunity to assist the R-Board on this Project and to continue providing utility rate consulting services to the R-Board; we look forward to working with both the R-Board and you in the near future.

Respectfully submitted,

**Raftelis Financial Consultants, Inc.**



Thierry A. Boveri  
Vice President

Attachments

**ATTACHMENT A**

**RAFTELIS FINANCIAL CONSULTANTS, INC.**

**SCHEDULE OF DIRECT LABOR HOURLY RATES AND STANDARD COST RATES**

**DIRECT LABOR HOURLY RATES**

Project Team Title	Direct Labor Hourly Rates
Executive Vice President	\$255.00
Vice President	\$250.00
Senior Manager	\$230.00
Manager	\$215.00
Director of Data Services	\$245.00
Senior Consultant	\$170.00
Consultant	\$150.00
Associate	\$115.00
Administration	\$ 85.00

**STANDARD COST RATES**

Expense Description	Standard Rates
Mileage Allowance – Personal Car Use Only	IRS Standard Mileage Rate
Reproduction (Black and White) (In-House)	\$0.05 per Page
Reproduction (Color) (In-House)	\$0.25 per Page
Reproduction (Contracted)	Actual Cost
Computer Time	\$0.00 per Hour
Technology/Communications Charge	\$0
Delivery Charges	Actual Cost
Lodging / Other Travel Costs	Actual Cost
Meals	Not-to-Exceed per Employee: \$12.00 – Breakfast \$15.00 – Lunch \$25.00 – Dinner
Subconsultant Services	Actual Cost plus 5.0%
Other Costs for Services Rendered	Actual Cost

## **ATTACHMENT B**

### **RAFTELIS FINANCIAL CONSULTANTS, INC.**

#### **RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT RATE STUDY**

#### **SCOPE OF SERVICES**

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The following represents the Scope of Services to be performed by Raftelis Financial Consultants, Inc. ("Raftelis") on behalf of Rappahannock Solid Waste Management Board (the "R-Board") landfill and solid waste management system ("System").

##### **Task 1 – Project Management**

Project management includes tracking project budget and schedule, preparing invoices, and coordinating the work of subconsultants, if any. Informal project meetings will be held with R-Board staff, either in person or by phone, to review compiled data provided by the R-Board and specific project requirements.

##### **Task 2 – Data Acquisition and Review**

Raftelis will prepare a detailed request for data and other information relevant to the update of the financial forecast and revenue sufficiency analysis. The data request will be submitted at the project kickoff meeting to be held soon after a Notice to Proceed is issued.

##### ***Subtask 2.1 – System Operation and Performance Data***

System operational data to be compiled and reviewed will include information on: i) quantities of waste materials by type and customer class delivered to the System facilities; ii) labor requirements, equipment, materials, and supplies needed to operate System facilities; iii) contract services related to the operation of the System; iv) capital expenditures; v) available and utilized landfill space estimates; vi) total cost of long-term care and closure as submitted to or provided by the Virginia Department of Environmental Quality and Protection ("DEQ"); and vii) other information required to evaluate system operations and performance.

##### ***Subtask 2.2 – System Financial Data***

System financial data to be compiled and reviewed will include, i) historical information on total System expenditures, revenues, and capital outlays through Fiscal Year 2024; ii) recently completed financial operating results for the Fiscal Year 2024; iii) the approved operating budget for Fiscal Year 2025 and year-to-date expenses; iv) any preliminary proposed budget estimates and/or any known changes in operations or contracted services; v) existing reserve or fund account balances and cash availability; vi) agreements and invoices received by the Department for contract services; and vii) other information required to evaluate historical financial trends and prepare future financial projections for Department operations.

##### **Task 3 – Revenue Sufficiency Evaluation and Model Update**

Raftelis will update the financial model that identifies the projected System costs and revenues on an annual basis over the 5 - 10 year forecast ("Forecast Period") and tracks annual reserve account balances as a means of assessing revenue sufficiency. This task will include the development of the estimated expenditures and funding requirements to be recovered from Solid Waste disposal rates. This task includes the development of detailed projections of operating costs, capital improvements and associated funding sources, and reserve fund requirements. The following is a discussion of the major components anticipated for this task of the engagement.



Projection of Solid Waste Disposal Requirements: Based on the trends in solid waste deliveries to the disposal facilities and consideration of R-Board population projections, Raftelis will assist the R-Board in the preparation of a projection of the solid waste disposal requirements for the Department for the Forecast Period. The forecast will be prepared on the same basis as currently accounted for by the Department (classes of deliveries by rate code, etc.) and will be based on the available data as provided by the Department, including population projections prepared by the R-Board's Planning Department. The updated model will be flexible to allow for sensitivity analysis due to potential changes in the amount of tonnage of solid waste deliveries to the R-Board's disposal facilities.

Projection of Revenues: Raftelis will assist the R-Board in the update of the disposal fee revenue models, which will be consistent with the historical trends in revenues based on the number of units served, the solid waste deliveries, and the overall system disposal needs by waste-type assumed for the R-Board. As part of the development of the updated revenue model, a "revenue reconciliation test" based on the most recently available data will be performed to ensure that the application of rates and charges and the receipt of revenues and funds are consistent with the service area demographic needs of the R-Board. The projection of solid waste revenues will be a separate module in the financial model being prepared for the R-Board.

Projection of Operating Expenses: Raftelis will assist the R-Board in the development of the operating expense projections for the R-Board. The analysis will include: i) the escalation references (e.g., consumer price [core] and general price deflator indices, diesel fuel index, garbage and trash indices, changes in accounts assessed and solid waste deliveries by type, labor and personnel indices, etc.) for expense projections, including the basis for escalation as contained in any contractual operating agreements entered by the R-Board with a vendor; ii) a separate analysis of the major functional components associated with the operation of the disposal facilities and the delivery of solid waste to the disposal sites; and iii) other components as deemed necessary by the R-Board. Included in the evaluation will be the recognition of any change in operating expenses associated with the implementation of any new programs or changes in operations (i.e., composting, recycling, etc.) and the capital improvement plan as anticipated by R-Board management.

Long-Term Care and Closure Analysis: Raftelis will assist the R-Board in the determination of annual change in the liability associated with long-term care and closure as required by GASB 18, which will include the review of the R-Board's calculation for financial reporting purposes, consideration of the amount that has been funded, and develop/update this specific operating expense component of the financial forecast model.

Capital Improvement Program and Funding Plan: Raftelis will review the R-Board's latest multi-year capital improvement program ("CIP") and all fund balances available for funding the CIP and assist the R-Board in the development of the CIP funding plan. Raftelis will also work with the R-Board to identify the timing of when funds should be expended for the capital facilities and will provide assistance in determining the need for external funding sources, if required. Raftelis will review and update the external funding module (alternative debt issues) to assist the R-Board in the evaluation of various capital funding analyses and the corresponding effects of the financing programs on the financial position and rates of the R-Board.

Fund Balance Evaluation: As part of the CIP analysis and the overall evaluation of the financial position of the R-Board, Raftelis will assist the R-Board in the evaluation of the current and future cash (fund) balances allocable to the R-Board. Issues that may be addressed include: i) the ability to fund the CIP; ii) the establishment or maintenance of adequate reserves for daily operations, emergency events, and other reserves; iii) a review of continued post-closure or Long Term Care Escrow Fund to estimate if sufficient funds are available and being deposited based on assumptions finalized between Raftelis and the R-Board; iv) development of or modification to any asset replacement and future site acquisition reserves (i.e., Future Cell Reserve Fund), if necessary; and v) the maintenance of funds if the R-Board is required to externally

borrow monies to fund the identified capital improvements and other major expenditures of the R-Board. This analysis will be performed on an individual fund balance basis to illustrate the ability of the R-Board to meet the overall expenditure needs of the solid waste operations and will allow the estimate of interest income to be consistent with fund availability.

Other Financial Model Components: In the evaluation of the R-Board's solid waste operations, other revenues, and expenditures in addition to what was discussed above will be reviewed with the R-Board and updated / incorporated into the financial model, as necessary. The updated financial model shall include, but not be limited to, the following components:

- Other revenue sources that accrue to the benefit of the R-Board, including but not limited to interest income, grants, revenues earned from sale of recycled materials, sale of equipment and surplus materials, and reimbursements from other R-Board R-Boards, which would serve to offset the solid waste revenue requirements
- Other expenditures, such as fleet reserve replacement and meeting rate covenants associated with the external borrowing of funds
- Financial performance indicators that may be of value or importance to staff (e.g., operating ratio, liquidity ratios, expense ratios relative to the deliveries and processing of solid waste, etc.)
- Financial sensitivity functions, such as the ability to index tipping fees, recognize changes in personnel due to changes in operations, escalation parameters applied to cost, internal vs. external financing, etc. with the effects on rates being identified
- Update of the management dashboard to present the projected fiscal position of the System from a “best management practices” standard and R-Board oversight basis.

Development of Net Revenue Requirements: Based on the above-mentioned tasks for this phase of the project, Raftelis will prepare a summary of the total net revenue requirements of the System and the disposal rate requirements under current operating conditions for the Forecast Period. The financial model and corresponding forecast will be presented to R-Board and other R-Board staff. The financial forecast will be updated or modified based on the feedback provided by the R-Board as considered necessary by Raftelis.

#### **Task 4 – Cost Allocation and Rate Design**

Based on R-Board staff review and data availability, Raftelis will functionalize the cost of service among the various charges for service for the Fiscal Year 2025 solid waste revenue requirements. Upon completion of the functional cost allocation process, Raftelis will work with the R-Board to allocate the net revenue requirements to the various disposal functions to evaluate the level and structure of rates to be charged for disposal service.

#### **Task 5 – Disposal Rate Comparisons**

Raftelis will prepare a comparison of the annual disposal fees charged to the customers with neighboring or comparable entities to provide additional information to the R-Board regarding the competitiveness and relationships of the R-Board solid waste rates.

#### **Task 6 – Report Preparation**

Raftelis will prepare a report, or technical memorandum, documenting the work performed associated with the financial model update, any conclusions and observations resulting, therefore. A draft report will be provided to the R-Board for review and will be finalized upon receipt of comments.

### **Task 7 – Briefing Document Preparation**

Raftelis will assist the R-Board and R-Board staff in the preparation of a presentation briefing document outlining the analyses and observations developed during the performance of the Scope of Services as outlined herein. Raftelis will attend one (1) virtual public meeting or workshop to present the results of the Study to the R-Board.

### **Task 8 – Meetings**

For the purposes of this Scope of Services and the cost estimate included herein, Raftelis has assumed that meetings would be attended virtually

1 - Kick off Meeting

1 - Meeting to Review of Key Assumptions

1 - Meeting to Review of Revenue Sufficiency, Cost of Service, and Rate Design

1 - Public Meeting/Workshop to Present Results

### **LIST OF DELIVERABLES**

The deliverables to be provided in this engagement include the following items:

- Initial data request to update financial model
- Disposal fee rate comparison
- Financial Model
- Report or technical memorandum
- Public briefing document / PPT presentation of findings and recommendations

### **R-BOARD STAFF ASSISTANCE**

As with any major study performed for the R-Board, the staff may be called upon to provide assistance to Raftelis in order to complete the engagement on a timely basis. The following is a list of the activities anticipated to be performed by the staff of the R-Board:

1. The gathering of specific customer, operational, and financial data and information relative to the study.
2. The performance of certain analyses relative to the compiling of data if not in a usable format in general records and reports of the R-Board.
3. Assistance in the formulation of policy decisions relative to the analysis.
4. Providing assistance in public relations program, scheduling of meetings, and communication of the political aspects of the project.

### **ADDITIONAL SERVICES**

During the course of the study, the R-Board may request additional services to be performed by Raftelis on behalf of the R-Board. Such services will not be conducted until authorized by the R-Board as mutually agreed between the R-Board and Raftelis. The R-Board will be billed for such additional services based on the direct labor rates as set forth in this proposal letter, and any direct out of pocket expenses associated with such additional work.

Examples of such additional services are as follows:

1. Attendance of additional meetings beyond what is contemplated in the Scope of Services.
2. The evaluation of multiple financial and revenue sufficiency scenarios above what is contemplated in the Scope of Services.
3. Development of a financial disclosure report in support of the issuance of bonds / securing loans to fund the capital improvement plan or reserves that may be identified during the performance of the Scope of Services.
4. Delays in the project schedule that may have impacts on the analyses performed, and which, would affect the budget for the Scope of Services reflected herein.

To the extent additional services are performed by Raftelis for this project but the total cost of the study, including the additional services, does not exceed the budgeted cost of the study, no additional services will be billed.

**Attachment C**

**PROJECT NAME: Rappahannock Regional Solid Waste Management Financial Plan and Rate Study**

PROJECT ACTIVITY	Thierry Boveri		Mark Tuma		TBD		TBD		Basic	Man Hrs	Avg
	Vice President		Manager		Associate		Adminstrative Staff		Activity	by	Hrly
	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	\$ Amount	Activity	Rate
Solid Waste Revenue Sufficiency Update											
Task 1 - Project Management	2	\$250.00	8	\$215.00	0	\$115.00	0	\$85.00	\$2,220.00	10	\$222.00
Task 2 - Data Acquisition and Review	4	\$250.00	8	\$215.00	12	\$115.00	0	\$85.00	\$4,100.00	24	\$170.83
Task 3 - Financial Model Update	4	\$250.00	40	\$215.00	120	\$115.00	0	\$85.00	\$23,400.00	164	\$142.68
Task 4 - Cost Allocation and Rate Design	4	\$250.00	20	\$215.00	0	\$115.00	0	\$85.00	\$5,300.00	24	\$220.83
Task 5 - Rate Comparison	1	\$250.00	2	\$215.00	4	\$115.00	0	\$85.00	\$1,140.00	7	\$162.86
Task 6 - Report Preparation	4	\$250.00	12	\$215.00	16	\$115.00	4	\$85.00	\$5,760.00	36	\$160.00
Task 7 - Briefing Document Preparation	4	\$250.00	4	\$215.00	4	\$115.00	0	\$85.00	\$2,320.00	12	\$193.33
Task 8 - Virtual Meetings (Total of 4)	8	\$250.00	8	\$215.00	8	\$115.00	0	\$85.00	\$4,640.00	24	\$193.33

SUB-TOTAL HOURLY COSTS                      \$ 48,880.00

Out-of-Pocket Expenses (actual cost - not to exceed)                      \$ 0.00

Miscellaneous Expenses (Subconsultant)                      \$ 0.00

) EXCEED TOTAL LUMP SUM COST                      \$ 48,880.00



## **Rappahannock Regional Solid Waste Management Board**

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RB24-05

### PROPOSED

### RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD

### RESOLUTION

At a regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) held in Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 15th day of May, 2024:

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MEMBERS:

Timothy J. Barody  
Meg Bohmke  
Monica Gary  
Jannan W. Holmes  
Will B. Mackintosh  
F. Craig Meadows

VOTE:

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

#### A RESOLUTION TO AUTHORIZE CARTER MACHINERY COMPANY, INC. TO PROVIDE REPAIR SERVICE AND PARTS FOR LANDFILL EQUIPMENT

WHEREAS, the Rappahannock Regional Solid Waste Management Board (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 R-Board is manufactured by Caterpillar; and

WHEREAS, Carter Machinery, Inc. of Salem, Virginia is the authorized dealer for providing repair service and parts for Caterpillar equipment in the 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 FY2025 in a not-to-exceed amount of \$708,000; and

WHEREAS, funding in the amount of \$708,000 has been budgeted and appropriated in the adopted FY2025 budget for this purpose;



## **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 15<sup>th</sup> day of May, 2024, that Carter Machinery Company, Inc. is authorized to provide parts and services on landfill equipment in FY2025 in the amount of Seven Hundred and Eight Thousand Dollars (\$708,000).

A Copy, teste:

RAPPAHANNOCK REGIONAL  
SOLID WASTE MANAGEMENT BOARD

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Phil Hathcock, Director



## **Rappahannock Regional Solid Waste Management Board**

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RB24-06

### 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 Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 15th day of May, 2024.

---

#### MEMBERS:

Timothy J. Baroody  
Meg Bohmke  
Monica Gary  
Jannan W. Holmes  
Will B. Mackintosh  
F. Craig Meadows

#### VOTE:

---

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

#### A RESOLUTION TO AUTHORIZE A CONTRACT FOR ENGINEERING, QUALITY ASSURANCE, AND QUALITY CONTROL SERVICES

WHEREAS, the Rappahannock Regional Solid Waste Management Board (R-Board) issued Proposal #23-019-5502-SP, for Professional Services for Environmental Monitoring and Engineering Services; and

WHEREAS, TRC has provided environmental monitoring and engineering support services for FY2024; and

WHEREAS, staff recommends a one year renewal of the contract for engineering, quality assurance and quality control services; and

WHEREAS, funding in the amount of \$450,000 will be available in the adopted FY2025 budget, beginning July 1, 2024, for this purpose;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 15th day of May, 2024 that the County Administrator be and he hereby is authorized to execute a professional services contract with TRC for a period of one (1) year, commencing July 1, 2024 to June 30, 2025, in an amount not to exceed Four Hundred Fifty Thousand Dollars (\$450,000), unless modified by a duly-executed contract amendment; and





## **Rappahannock Regional Solid Waste Management Board**

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BE IT FURTHER RESOLVED that the R-Board will have the option to renew this contract for Three (3) additional one-year terms.

A Copy, teste:

RAPPAHANNOCK REGIONAL SOLID WASTE  
MANAGEMENT BOARD

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Phil Hathcock, Director



## Rappahannock Regional Solid Waste Management Board

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RB24-07

### 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 Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 15th day of May, 2024.

---

#### MEMBERS:

Timothy J. Baroody  
Meg Bohmke  
Monica Gary  
Jannan W. Holmes  
Will B. Mackintosh  
F. Craig Meadows

#### VOTE:

---

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

#### A RESOLUTION TO AUTHORIZE A CONTRACT FOR ENGINEERING, QUALITY ASSURANCE, AND QUALITY CONTROL SERVICES

WHEREAS, the Rappahannock Regional Solid Waste Management Board (R-Board) currently utilizes SCS Engineers for Professional Services for Environmental Monitoring and Engineering Services; and

WHEREAS, SCS has provided environmental monitoring and engineering support services for FY2024; and

WHEREAS, staff recommends a one year renewal of the contract for engineering, quality assurance and quality control services; and

WHEREAS, funding in the amount of \$450,000 will be available in the adopted FY2025 budget, beginning July 1, 2024, for this purpose;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 15th day of May, 2024 that the County Administrator be and he hereby is authorized to execute a professional services contract with SCS Engineers for a period of one (1) year, commencing July 1, 2024 to June 30, 2025, in an amount not to exceed Four Hundred Fifty Thousand Dollars (\$450,000), unless modified by a duly-executed contract amendment; and



## **Rappahannock Regional Solid Waste Management Board**

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BE IT FURTHER RESOLVED that the R-Board will have the option to renew this contract for Two (2) additional one-year terms.

A Copy, teste:

RAPPAHANNOCK REGIONAL SOLID WASTE  
MANAGEMENT BOARD

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Phil Hathcock, Director



## **Rappahannock Regional Solid Waste Management Board**

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RB24-08

### 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 Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 15<sup>th</sup> day of May, 2024:

-----  
MEMBERS:

Timothy J. Barody  
Meg Bohmke  
Monica Gary  
Jannan W. Holmes  
Will B. Mackintosh  
F. Craig Meadows

VOTE:

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

#### A RESOLUTION TO AUTHORIZE EXPENSES FOR MANSFIELD ENERGY CORPORATION

WHEREAS, the Rappahannock Regional Solid Waste Management Board (R-Board) must operate equipment and vehicles as part of daily operations at the Landfill; and

WHEREAS, funding in the amount of \$605,000 has been budgeted and appropriated in the adopted FY2025 budget for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Solid Waste Management Board on this the 15th day of May, 2024, that the R-Board director is authorized to purchase fuel in the total amount of Six Hundred Five Thousand Dollars (\$605,000) for FY2025.

A Copy, teste:

RAPPAHANNOCK REGIONAL  
SOLID WASTE MANAGEMENT BOARD

\_\_\_\_\_  
Phil Hathcock, Director