

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 15th 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.



Phillip Hathcock, Director



Pamela L. Timmons, Clerk