

MINUTES  
RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD  
DECEMBER 4, 2024  
Board of Supervisors Chambers

**Meeting Convened:** A regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) was convened at 1:00 p.m. on December 4, 2024.

**Roll Call:** The following members were present: William Ashton; Timothy J. Baroody; Meg Bohmke; Monica Gary; Jannen Holmes; and Will Mackintosh.

Also in attendance were: Bill Hefty, R-Board Attorney; Rick Markwardt, Landfill Superintendent; Susan Carpenter, Assistant Landfill Superintendent; Francesca Johnson, Recycling Manager; Tyler Schmidt, Environmental Coordinator; Joyce Brent, Community Service Coordinator; Pamela Timmons, Clerk; and Phillip Hathcock, Director.

**Approval of the Agenda:**

Mr. Mackintosh motioned, seconded by Ms. Holmes to approve the agenda.

By roll call, the vote was:

Yea:	(6)	Ashton, Baroody, Bohmke, Gary, Holmes, Mackintosh
Nay:	(0)	
Absent:	(0)	

**Approval of the minutes of prior meeting:** Ms. Holmes motioned, seconded by Mr. Mackintosh, to approve the minutes from the August 28, 2024 meeting.

By roll call, the vote was:

Yea:	(4)	Baroody, Gary, Holmes, Mackintosh
Nay:	(0)	
Abstain:	(2)	Ashton, Bohmke

**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. Markwardt reported on the following:

**Cell F3 Operations** Cell F-3 continues to fill without any problems. The next flyover for the Landfill should take place around the 1st of January 2025.

**CELL G1/G3 CONSTRUCTION** Cell G1/G3 construction continues on schedule. Sargent Construction is expecting their completion of the Cell around Thanksgiving timeframe. Once this is complete, TRC will forward all information to DEQ to have the Certificate to Occupy (CTO) issued

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

**Staffing** The R-Board is currently authorized for 42 positions, 37 of which are full-time and 5 of which are part-time. We currently have one opening for the Maintenance Worker position. We hired the following staff: Cedar Ek filled the Scale Technician position. Cedar comes to us with a background in administrative support and customer service skills. Joseph DeCola filled the Landfill Gate Attendant position. Joe has 32 years of experience in administrative support and customer service skills.

**Training and Development** The following staff were certified in First Aid/CPR/AED: Phil Hathcock John Eckman Jeramy Ellis Hope Mikelson Wally Sanderson Tim Pickett Jesse Stanley Shawn Bowling Charles Brown I attended the Mental Health First Aid Class and received my Mental Health First Aider certification. Phil Hathcock, Susan Carpenter, and Tyler Schmidt attended the Solid Waste Regulatory Training presented by SWANA.

**Safety** Safety meetings are gatherings where employees and management discuss workplace safety. The objectives of these meetings are to increase awareness, reinforce safety rules, and increase employee awareness of potential risks.

Here are some of the safety topics: Dealing with Hazardous Spills – We learned how to deal safely and effectively. Employees understand the hazards associated with HAZMATs, the cleanup procedures that should be used with them, and the decontamination and waste disposal procedures that should be employed when cleaning up a spill. Situational Awareness - means paying attention and being aware of what's happening around you. No matter your role at work, situational awareness is an important key to keeping everyone safe. Chainsaw Safety—Over 30,000 people are injured yearly from incidents that occur when they use chainsaws. While chainsaws are efficient and productive power tools, they can also be dangerous if not used correctly and with care. We reviewed this safety topic for guidance on planning, common hazards, PPE requirements, and key safety precautions that every chainsaw operator should be aware of before using these powerful tools.

**Accolades** The Moncure Memorial Church Cemetery, also known as the Beagle Family Cemetery, is a historical site for the local community and is located near the Commercial entrance of the landfill. It's a place of rest for many individuals, including the Beagle Family, and numerous unmarked graves. In most cemeteries, fences symbolize the boundary between life and death. They also offer protection, keeping out animals and vandals while maintaining an atmosphere of peace and rest. Over the years, the white wooded fence around the Beagle Family Cemetery had faded and degraded. Thanks to Phil Hathcock and the maintenance staff a new vinyl fence has been installed. 4 The maintenance staff includes Mark Ward, Charlie Brown, Charles Smith, and Wally Sanderson. They did a fantastic job putting together the new vinyl fence.

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

**VA DEQ Quarterly Solid Waste Inspection:** On September 4, 2024, VA DEQ conducted its quarterly solid waste review of the R-Board landfill. The result of the inspection led to a no deficiency letter.

**VA DEQ Corrective Action Termination Request:** On October 7, 2024, VA DEQ accepted R-Board's request to discontinue the corrective action permit modification process for Area 74 (Closed Landfill). This corrective action termination stems from the exceedance of Groundwater Protection Standards (GPS) for one contaminant (1,1 DCA) in 2009 during the 1st Semi-Annual Groundwater Monitoring Report for the Closed Landfill (Area 74). A Nature and Extent Study was conducted after this exceedance and remediation efforts (chemical oxidation injections) occurred between 2014 and 2019. GPS have not been exceeded at the facility since 2014 and injections have not been implemented since 2019.

**Stafford County Utilities SIU Inspection:** On November 7, 2024, Stafford County Utilities conducted its annual leachate management review of the R-Board landfill. No issues were identified during the inspection.

**Groundwater Monitoring:** On November 13, 2024, TRC submitted the 3rd Quarter Active Landfill Groundwater Monitoring Report to VA DEQ with no exceedances detected.

**Additional Updates:** The Spill Prevention Control and Countermeasure Plan (SPCC), Stormwater Pollution Prevention Plan (SWPPP), and Odor Management Plan have been updated to reflect on-going operations and current legislative requirements. VA DEQ has been updated regarding Chesapeake Bay Compliance reporting. Additionally, the R-Board is updating its Leachate Management Plan and completed review of the new Title V Permit (air permit). Upcoming: 2nd Semi-Annual GWM Closed Landfill (2024), 4th QTR VA DEQ Solid Waste Inspection

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

**Single Stream Recycling Update** The Tidewater Fibre Corporation (TFC) has renewed its single-stream recycling contract. Due to inflation, the trailer haul charge has increased from \$425 to \$640. However, the monthly compactor rental charge has been reduced from \$900 to \$800. For the period from July 2024 to October 2024, the total cost for single-stream recycling was \$28,610.91.

**Request for Quotes Belman Scrap Metal** A request for quotes was sent out in May to purchase and recycle scrap metal from the Belman Road Convenience Center. Summit Recycling was awarded the contract. The Rappahannock Regional Solid Waste Management Board (R-Board) will deliver scrap metal from the Belman Road Convenience Center, 1200 Belman Road, Fredericksburg, VA 22401 to Summit Recycling.

**Invitation for Bid for Scrap Metal** The R-Board is working with Procurement to release an Invitation for Bid (IFB) for scrap metal collection from the Regional Landfill located on Eskimo Hill Road. The selected contractor will load and haul the scrap metal for the R-Board saving staff hours and resources.

**Household Hazardous and Electronics Waste Collection Day** The Household Hazardous and Electronics Waste Collection Day took place on Saturday, September 7, 2024, from 9 AM to 3 PM. The event attracted a steady flow of vehicles throughout the day. The Aquia Harbour Host Lions Club, along with the VA Star program from Brooke Point High School, was on hand to assist with electronics recycling. The event was staffed by R-Board and City of Fredericksburg employees. A total of 618 vehicles attended the event: 510 brought hazardous waste only, 99 brought hazardous waste and e-waste, and 9 brought e-waste only. The disposal cost for the Household Hazardous Waste event was \$46,175.60.

Ms. Holmes asked the participation for the 22401 zip code. Ms. Johnson said that it was 22%. Ms. Gary thanked the Aquia Lions and Brooke Point High School, and asked if there may be any additional HHW days planned. Mr. Hathcock said it has been looked at, but the events are very costly. Staff has been accepting more materials such as latex paint, at the Landfill to help, and also guiding residents to various outlets for other needs. Staff will continue to research.

**Community Outreach Supervisor** Ms. Johnson (for Ms. Mikelson) reported on the following:

**Educational Trailer:**

- National Night Out – October 1, 2024 – (1000 educational backpacks & 250 reusable store bags were given out)
- Stafford Parks and Rec. Fall Family Fun Festival – October 5, 2023 – (700 educational backpacks & 100 reusable store bags were given out)
- The litter and recycling program was awarded a grant for \$51,627.50

**Non-trailer Activities:**

- Mini Compost -A- Thons Weekends:
  - o Hurkamp Park -September 28, 2024, & Long Family Markets – September 29, 2024 (120 Food Scrap Countertop Collectors given out, spoke with 300 residents and gave out 15 educational backpacks)
  - o Hurkamp Park -October 19, 2024, & Long Family Markets October 20, 2024(114 Food Scrap collectors given out, spoke with 303 residents and gave out 20 educational backpacks)
  - o Spring Mini Compost-A-Thons weekends will begin the first weekend the markets are open for the new season.
  - o The DEQ Competitive Grant which we were awarded \$15,00.00 for compost outreach program
- Backyard Composting 101 - Central Rappahannock Regional Library o Classes are given monthly and will continue through the winter into next year.
  - o This past quarter was slow with only 15 attendees in the last 3 classes.
- Garrisonville Elementary Trunk or Treat – October 25, 2024 – 1000 residents

**Community Meetings and Outreach Connections:**

- I contacted principals at multiple Stafford County schools to see if anyone wanted to have a paper recycling pilot program at their school but got no response.

- I have been in continuous contact with Deirdra Hazeley from Stafford County Schools about the Recycled Art Contest.
- Francesca and I met with Karen Brown on October 18, 2024, to discuss PLEA (Plastic Litter Education Advocates) and ways to disseminate their message effectively.

**Upcoming Events:**

- Recycled Art Contest launching in December with judging on April 12, 2025, at Stafford County's Fine Arts Festival at Colonial Forge High School.
- Earth Day week visit to Stafford High School and Dixon-Smith Middle School April 21- 25, 2025
- Earth Day April 26, 2025, at Old Mill Park

**Award:**

- The Virginia Association of Counties awarded The Compost Outreach Program a 2024 Achievement Award in the environmental category. The award was presented to our Director, Phillip Hathcock and staff at the Board of Supervisors meeting on November 19, 2024.

Ms. Bohmke asked if the Litter and Recycling Grant federal or state. Ms. Johnson said it was state. Ms. Holmes said that she was interested in getting the city involved in the Recycled Art Contest. Ms. Mikelson will contact her.

**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 August 1 through October 31, 2024, there have been:

- 25 active adult probationers currently in the program. Out of these 25 probationers, only 20 have actual hours this reporting period (there are 7 probationers due to come onboard).
  - o 311.75 non-paid hours
  - o 351 bags of roadside litter collected
  - o 71.25 miles of roads cleaned
- 16 adult probationers completed the program
  - o 312.50 non-paid hours
  - o 376 bags of roadside litter collected
  - o 75.75 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 August 1 through October 31, 2024:

- 3 active assignees

- 7 assignees completed the program
  - o 315 non-paid hours
  - o 429 bags of roadside litter collected
  - o 81 miles of roads cleaned

We also contract with RRJ to clean road areas needing more intensive attention. On September 29, 2024, RRJ cleaned the Blue Gray Parkway and collected 25 bags of litter.

The following roads/streets have been cleaned from August 1 through October 31, 2024:

Bellows Avenue Blue and Gray Parkway; Brent Point Road; Brooke Road; Butler Road; Centreport Parkway; Cool Springs Road; Courthouse Road; Deacon Road; Dixon Street; Emancipation Highway; Enon Road; Eskimo Hill Road; Fall Hill Avenue; Falls Run Drive; Fleet Road; Forbes Street; Garrisonville Road; Harrell Road; Hartwood Road; Hidden Springs Lane; Hope Springs Lane; Joshua Road; Kings Highway; Lafayette Boulevard; Layhill Road; Leeland Road; Morton Road; Mountain View Road; Musselman Road; Olde Forge Drive; Onville Road; Plantation Drive; Poplar Road; Potomac Run Road; Quarry Road; Ramoth Church Road; Richmond Highway; Rocky Run Road; Shackelford Well Road; Shelton Shop Road; South Gateway Drive; Stafford Lakes Boulevard; Stafford Wayside; Tacketts Mill Road; Twin Lakes Drive; University Boulevard; Warrenton Road; White Oak Road; and Willow Landing Road.

Fredericksburg Area: Amelia Street; Carl D. Silver Parkway; Caroline Street; Central Park; Charles Street; Charlotte Street; Cowan Boulevard; Dixon Street; Emancipation Highway; Fall Hill Avenue; Frederick Street; George Street; Hanover Street; Jackson Street; Kenmore Avenue; Lafayette Boulevard; Littlepage Street; Plank Road; Prince Edward Street; Princess Anne Street; Roffman Road; Sophia Street; Washington Street; Weadon Street; Wicklow Drive; William Street; and Wolfe Street.

The Rappahannock Regional Solid Waste Management Board Annual Financial & Operational Report, July 1, 2023 through June 30, 2024, is included in the packet for the member's review.

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

**Financial Status- July through October, FY 2025** R-Board finances are in good standing through October as outlined below:

- FY2025 revenue through October reflects a total of \$3,860,597, which is 38% of \$9,935,000 in budgeted revenue for FY2025, not including cash transfers for cell development. At the end of the reporting period, the R-Board held \$18,558,318 in cash and short-term investments.
- FY2025 expenses through October reflect \$6,059,100 expended (35%) of an approved adjusted budget of \$17,734,460. These expenditures include cell construction and engineering as the majority of the project expenses have been incurred in FY2025.

The weight and materials are on budget.

Ms. Gary asked about the savings on cell construction. Mr. Hathcock reported that it is approximately \$200,000.

**Landfill Solar RFP Update:**

On May 29, 2024, Stafford County, Virginia and the City of Fredericksburg, Virginia released a RFP to seek proposals from solar energy developers to lease land owned singly or jointly by County and City at various sites on the Rappahannock Regional Landfill, to install, own, operate, and maintain a solar photovoltaic energy system pursuant to lease agreements.

The RFP closed on June 28, 2024; four proposals were received from qualified offerors. A selection committee was formed with members from the City of Fredericksburg, Stafford County, and R-Board staff to review the received proposals. The selection committee met to rank the proposals based on submitted information and qualifications, after which the top two ranked offerors presented in person. The oral presentations were ranked based on standardized questions.

Budget Impact: Positive revenue source.

Staff Recommendations: Approve Resolution RB24-12 to support award of Stafford County RFP# 24092 Solar Energy Farm Lease Opportunities.

Ms. Bohmke asked about the 3-4 year timeline. Mr. Hathcock said that it was until completion of construction, and that may be a little aggressive. The solar panels are constructed in China with leacheate. If broken or decomposed, it will leak into the Landfill. It was stated that all must be in public record, and decommissioning will be in the contract.

Mr. Mackintosh motioned, seconded by Ms. Holmes, to approve proposed resolution RB24-12.

By roll call, the vote was:

Yea:	(6)	Ashton, Bohmke, Baroody, Gary, Holmes, Mackintosh,
Nay:	(0)	
Absent:	(0)	

**Resolution RB24-12 reads as follows:**

A RESOLUTION TO SUPPORT AWARD OF STAFFORD COUNTY RFP# 24092  
SOLAR ENERGY FARM LEASE OPPORTUNITIES

WHEREAS, the City of Fredericksburg (City) and the County of Stafford (County) jointly released a Request for Proposals (RFP) for Solar Farm Lease Opportunities for the City of Fredericksburg owned and maintained closed landfill on Cool Springs Road and R-Board operated landfill property Eskimo Hill Road owned jointly by the City and County; and

WHEREAS, the R-Board recognizes and desires to utilize brownfield landfill sites and other areas to create clean, affordable, and renewal energy at the City of Fredericksburg owned and maintained closed landfill on Cool Springs Road and R-Board operated landfill property Eskimo Hill Road owned jointly by the City and County; and

WHEREAS, RFP #24092 will allow for the opportunity to own, operate and maintain a solar photovoltaic energy system pursuant to a lease agreement in an effort to produce green energy and community solar power; and

WHEREAS, This RFP 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 the R-Board, the City of Fredericksburg, and Stafford County's interest and best use of the properties; and

WHEREAS, staff from City of Fredericksburg (City) and the County of Stafford (County) formed a selection committee that has reviewed and heard presentations from offerors that responded to the Request for Proposals (RFP) for Solar Farm Lease Opportunities; and

WHEREAS, the selection committee recommends award of RFP #24092 to the best qualified offeror as determined by the selection committee to own, operate and maintain a solar photovoltaic energy system pursuant to a lease agreement;

NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Regional Solid Waste Management Board on this the 4th day of December, 2024, that the R-Board be and it hereby desires to support the award of RFP # 24092, the best qualified offeror as determined by the selection committee pursuant to a lease for the installation, ownership, operation, and maintenance on a solar photovoltaic energy system.

BE IT FURTHER RESOLVED, that the R-Board conveys gratitude to the Fredericksburg City Council and the Stafford Board of Supervisors for consideration of this project and recommends approval of lease opportunities for the solar photovoltaic energy system and clean energy use of the landfill sites.

**Virginia Department of Environmental Quality Grant Acceptance:** Mr. Hathcock reported on the following:

The Virginia Department of Environmental Quality provides grant funding to the R-Board for litter prevention, litter clean up activities, waste reduction, and recycling efforts annually. Comprised of two separate grants, one noncompetitive for litter prevention and recycling efforts, and one competitive for the R-Board composting program. The two resolutions before the R-Board accept the grant funding from the Virginia Department of Environmental Quality and appropriate the funds.

Budget Impact (revenue): 560-5501-504.39-10 \$66,627.50

Staff Recommendations: Approve Resolutions RB24-10 and RB24-11 to accept the grant funding from the



Virginia Department of Environmental Quality and appropriate the funds for fiscal year 2025.

Ms. Bohmke motioned, seconded by Ms. Holmes, to approve proposed resolution RB24-10.

By roll call, the vote was:

Yea:	(6)	Ashton, Bohmke, Baroody, Gary, Holmes, Mackintosh,
Nay:	(0)	
Absent:	(0)	

Resolution RB24-10 reads as follows:

A RESOLUTION TO AUTHORIZE AND ACCEPT GRANT FUNDING REGARDING THE VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY FY2024 COMPETITIVE LITTER PREVENTION AND RECYCLING GRANT

WHEREAS, according to the EPA, approximately 40% of residential waste is food waste; and

WHEREAS, the R-Board encourages backyard composting by providing educational classes and composting supplies to reduce food waste in the landfill; and

WHEREAS, the R-Board has been approved for the Virginia Department of Environmental Quality's competitive grant of \$15,000 for litter prevention and recycling program activities to support composting education and supplies for the period of July 1, 2024, to June 30, 2025; and

WHEREAS, the the R-Board was awarded \$15,000 for the competitive grant; and WHEREAS, these funds will enable the continuation of the backyard composting education program; and

WHEREAS, staff recommends the acceptance and approval of these funds;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this 4th day of December, 2024, that the R-Board be and it hereby does authorize the acceptance of the Virginia Department of Environmental Quality's FY2025 Competitive Litter Prevention and Recycling Grant, in the total amount of Fifteen Thousand Dollars (\$15,000).

Ms. Holmes motioned, seconded by Ms. Bohmke, to approve proposed resolution RB24-11.

By roll call, the vote was:

Yea:	(6)	Ashton, Bohmke, Baroody, Gary, Holmes, Mackintosh,
Nay:	(0)	
Absent:	(0)	

Resolution RB24-11 reads as follows:

A RESOLUTION TO AUTHORIZE AND ACCEPT FY2025 GRANT FUNDING REGARDING THE LITTER PREVENTION AND RECYCLING PROGRAM FOR THE CITY OF FREDERICKSBURG AND STAFFORD COUNTY

WHEREAS, the R-Board has been approved for the Virginia Department of Environmental Quality's non-competitive grant of \$51,627.50 for litter prevention and recycling program activities for the period of July 1, 2024, to June 30, 2025; and

WHEREAS, Stafford County was awarded \$39,382.50.00 for the non-competitive grant; and

WHEREAS, the City of Fredericksburg was awarded \$12,245.00 for the non-competitive grant; and

WHEREAS, these funds will enable the continuation of the litter prevention and recycling program; and

WHEREAS, staff recommends the acceptance and approval of these funds to support roadside litter clean-up, litter prevention, and recycling education;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this 4th day of December, 2024, that the R-Board be and it hereby does authorize the acceptance of the Virginia Department of Environmental Quality's non-competitive grant for the City of Fredericksburg and Stafford County, in the total amount of Fifty-one Thousand Six Hundred and Twenty-seven Dollars and Fifty Cents (\$51,627.50).

**Senior Accounting Technician Position:** Mr. Hathcock reported on the following:

The proposed resolution provides the opportunity for the R-Board to advertise and hire a Senior Accounting Technician for succession planning purposes.

Budget Impact: \$36,949 FY 2025

Staff Recommendations: Approve Resolution RB24-13 to authorize advertisement and the hiring of a Senior Accounting Technician for the R-Board.

Ms. Bohmke motioned, seconded by Mr. Ashton, to approve proposed resolution RB24-13.

By roll call, the vote was:

Yea:	(6)	Ashton, Bohmke, Baroody, Gary, Holmes, Mackintosh,
Nay:	(0)	
Absent:	(0)	

Resolution RB24-13 reads as follows:

A RESOLUTION TO AUTHORIZE ADVERTISEMENT AND THE HIRING OF A SENIOR ACCOUNTING TECHNICIAN

WHEREAS, the current R-Board authorized positions includes thirty seven full time and five part time employees; and

WHEREAS, the R-Board currently is authorized to employ one Senior Accounting Technician; and

WHEREAS, the Senior Accounting Technician is responsible for accounts receivable, accounts payable and general financial practices; and

WHEREAS, succession planning and continuity of operations is of utmost importance with this position; and

WHEREAS, R-Board staff recommend the authorized positions for the R-Board be increased to include a second Senior Accounting Technician; and

WHEREAS, this additional position will be fully funded through budget savings during Fiscal Year 2025 and budgeted appropriately for in Fiscal Year 2026;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this 4th day of December, 2024, that the R-Board be and it hereby does authorize an additional authorized position of Senior Accounting Technician to be advertised and employed to ensure financial continuity of operations of the R-Board

**Ameresco Landfill Gas Electric Generation Update:** Mr. Hathcock reported on the following:

Ameresco energy produced and revenue from October 2022 to October 2024 below:

- Ameresco total revenue reflects a total of \$11,827.83
- Ameresco total LFG utilized reflects 36,312.3 MMBTU

Mr. Mackintosh asked if the contract can be cancelled with a non-performance due to issues that have arisen. Mr. Hathcock confirmed that it can, but it is currently Dominion Virginia Power that is causing the issues.

**Adjournment:** The meeting was adjourned at 1:34 p.m.

**Future Session:** A regular meeting will be held on Wednesday, February 26, 2025, at 1:00 p.m., in the Board Chambers.

R-Board Meeting Minutes

December 4, 2024

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Phillip Hathcock, Director

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Pamela L. Timmons, Clerk