

DRAFT MINUTES
RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD
MAY 28, 2025
Board of Supervisors Chambers

Meeting Convened: A regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) was convened at 1:14 p.m. on May 28, 2025.

Roll Call: The following members were present: William Ashton; Timothy J. Baroody; Meg Bohmke; Jannan Holmes; and Dr. Will Mackintosh. Dr. Pamela Yeung was absent.

Also in attendance were: Brenden Hefty, R-Board Attorney; 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:

Ms. Bohmke motioned, seconded by Dr. Mackintosh to approve the agenda.

By roll call, the vote was:

Yea:	(5)	Ashton, Baroody, Bohmke, Holmes, Mackintosh
Nay:	(0)	
Absent:	(1)	Yeung

Approval of the minutes of prior meeting: Dr. Mackintosh motioned, seconded by Mr. Ashton, to approve the minutes from the February 26, 2025 meeting.

By roll call, the vote was:

Yea:	(5)	Ashton, Baroody, Bohmke, Holmes, Mackintosh
Nay:	(0)	
Absent:	(1)	Yeung

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

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

Recognition of Retirement of Mary Ann Coulombe Mr. Hathcock spoke of Ms. Coulombe's upcoming retirement, and that she is currently training her successor.

Report of the Landfill Superintendent: In Mr. Markwardt's absence, Mr. Hathcock reported on the following:

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CELL G1/G3 OPERATION All filling in the Landfill is now taking place in Cell G1/G3. The filling of Cell G1/G3 continues without any issues. The next flyover for the Landfill should be scheduled around September 2025. At that time staff will receive the first capacity report for Cell G1/G3.

Ms. Bohmke asked when the next flyover in September arrives, what will the capacity of the new cell be. Mr. Hathcock responded that 5-10% will be used, and staff is already planning for the future cell. Engineering process starts this coming year.

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

Staffing

The R-Board is currently authorized for 43 positions, 38 full-time and 5 part-time. We currently have one opening for the Maintenance Worker position. We have hired the following staff: Jonathan Mireles filled the Maintenance Worker I position; he was hired as a Maintenance Worker II because of his experience driving CDL Class A vehicles. Jonathan will be a great asset to the landfill. William Kinsella filled one of our Maintenance Worker positions. William has a wide range of skills that the landfill can utilize. Walter Sanderson has been promoted to Maintenance Worker III, and Michael Jones to Maintenance Worker II.

Training and Development

Phil Hathcock, Tim Pickett, Mike Wolfrey, Mike Cross, Dennis Kenworthy, Rick Markwardt, Mike Whitt, Tyler Schmidt, and I attended the 2025 Virginia Solid Waste Seminar. This seminar, provided by SCS Engineer, earned us 4 CPE credits toward our landfill licenses. Walter Sanderson received his Sediment and Erosion Control Program Administrator certification.

Safety

Safety meetings are an important part of our workplace. They provide a platform for the staff to discuss safety topics and ensure that everyone is aware of the safety protocols in place. The following are some of the safety topics:

Fall Protection – Fall Arrest System: A personal fall arrest system, also known as PFAS, is a system used to safely stop a worker who is falling from a working level. It consists of an anchor point, a connector, and a body harness.

Office Safety – Bloodborne Pathogens: Bloodborne pathogens are infectious, disease-causing microorganisms in blood and bodily fluids. Any worker administering first aid has the opportunity to be exposed to bloodborne pathogens.

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Driving Safety – Texting While Driving: Driving is a task that is done almost every day. Daily commutes, personal errands, overnight road trips, operating heavy equipment, driving between work sites, or even driving as a requirement of your job, all add up to a lot of time on the road. Drivers should always be fully aware of their surroundings and avoid all distractions, including cell phones. Texting while driving or doing any task on a cell phone that takes your eyes off the road has the potential to be deadly.

Ms. Holmes asked about the promotion of recent hire, Mike Jones. Ms. Carpenter explained that promotions within the department can happen very quickly when there is an opportunity. Ms. Holmes was pleased to hear this.

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

VA DEQ Quarterly Solid Waste Inspection: On March 13, 2025, VA DEQ conducted its quarterly solid waste review of the R-Board landfill. The result of the inspection led to a deficiency letter regarding compaction and cover requirements. Corrective actions were immediately implemented, and VA DEQ was formally notified on March 28th.

Environmental Monitoring & Reporting: Provided below is a table of reports and plans submitted following last quarter's board report.

Reports & Plans

Submission Date

July- December 2024 Semi-Annual Monitoring Report	February 27, 2025
2024 Title V Annual Compliance Certifications	February 27, 2025
1 st Quarter GWM Active Landfill (2025)	March 27, 2025
2024 Emission Statement	April 8, 2025
Gas Annual Update Report	April 8, 2025
Gas Management Plan	April 10, 2025
Leachate Management Plan	April 10, 2025
Underdrain Monitoring Plan	April 10, 2025
1 st Semi-Annual GWM Closed Landfill (2025)	May 16, 2025

Upcoming: 2nd QTR GWM Active Landfill (2025), 2nd QTR VA DEQ Solid Waste Inspection, and 2024 GHG Report.

Ms. Bohmke asked about the deficiency. Mr. Schmidt explained that staff has 21 days to respond and it was due to exposed waste and compaction. Ms. Bohmke asked if there was a course of action for future prevention. Mr. Schmidt responded that it is very hard to grow any vegetation to help due to the sulfate soils.

Mr. Mackintosh asked if this was on a closed or open cell and was told that it is active.

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Recycling Report: Ms. Johnson reported on the following:

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 the R-Board's report on April 28th. The report estimated that we achieved a 31.1% recycling rate, but we are still waiting for approval from DEQ. This was a slight decrease from last year's approved rate which was 32.6%. Meeting the mandatory recycling rate relies on the commercial recycling information we receive from businesses in our locality.

Household Hazardous Waste Day The R-Board's annual Household Hazardous Waste Disposal Day is scheduled for September 13, 2025, from 9 AM to 3 PM at the Stafford Regional Airport, located at 95 Aviation Way, Fredericksburg, VA. This event is only for residents of the City of Fredericksburg and Stafford County. This event is offered at no charge to residents to encourage proper disposal.

Request for Proposal: Regional Landfill Scrap Metal A Request for Proposal (RFP) was sent out in March to purchase and recycle scrap metal from the Regional Landfill. Sims Metal was awarded the contract. This is a revenue-generating contract for the R-Board.

Request for Proposal: Waste Grinding The R-Board released a Request for Proposal (RFP) to provide mobile on-site yard waste grinding services as needed to produce mulch. This will allow the R-Board to manage yard waste and debris and will aid in operational efficiency.

Single Stream Recycling Update The single-stream recycling invoices from TFC Recycling continue to remain stable.

Month	Number of Trailer Pickups	Trailer Haul Charge	Total Transportation Cost
January 2025	12	\$640	\$7,680
February 2025	8	\$640	\$5,120
March 2025	9	\$640	\$5,760
April 2025	9	\$640	\$5,760

Month	Quantity in Tons	Processing Cost	Total Recycling Processing Cost
January 2025	158.18	\$29.82	\$4,716.96
February 2025	114.50	\$27.93	\$3,197.66

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March 2025	122.10	\$27.93	\$3,409.91
April 2025	133.79	\$27.93	\$3,736.38

Dr. Mackintosh asked about the 11% decline in recycling. Ms. Johnson and Mr. Hathcock explained that the different weights of recycling materials are the cause.

Ms. Holmes asked about the grinding and would it be for mulch. Ms. Johnson replied that it was.

Community Outreach Supervisor Ms. Mikelson reported on the following:

Non-trailer Activities:

Backyard Composting 101 - Central Rappahannock Regional Library

- o Downtown Branch – March 19, 2025 - 12 attendees
- o Porter Branch– April 16, 2025– 13 attendees
- o Howell Branch – May 14, 2025 – 15 interested attendees

Trailer Events:

- Recycle Presentation at Hampton Oaks Elementary April 4th – 225 students
- Get Rid of Litter 3-D Art Contest, April 12-13, at Stafford County's Fine Arts Festival at Colonial Forge High School - 9200 attendees
- Stafford High School Earth Week 2 Day Event – 230 students
- Hugh Mercer Elementary Earth Day April 22nd - 850 students
- Dixon-Smith Middle Earth Days April 24th & 25th - 400 students
- Rappahannock Earth Day – April 26, 2025, Old Mill Park – 3700 attendees

Upcoming Events:

- Stafford D.A.R.E Day May 22, 2025 Pratt Park
- Mini Compost -A- Thon Weekends - May 24th & 25th June 14th & 15th.
- Backyard Composting 101 -Central Rappahannock Regional Library
 - o June 18 – Downtown Branch
 - o July 16 – Porter Branch
 - o August 20 -Howell Branch

Award:

- The R-Board Composting Outreach Program won a 2025 Governor's Environmental Excellence Award on April 8, 2025.

GET RID OF LITTER 3-D RECYCLED ART CONTEST:

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HIGH SCHOOL:

1ST-ALEIGHA BROWN- COLONIAL FORGE HIGH SCHOOL
2ND-MYRIANA RODRIGUEZ BONILLA – BROOKE POINT HIGH SCHOOL
3RD-ALEC COSTA – STAFFORD HIGH SCHOOL
COMMUNITY CHOICE-ALEIGHA BROWN -COLONIAL FORGE HIGH SCHOOL

MIDDLE SCHOOL (6-8):

1ST-Esperanza Hinojos -GAYLE MIDDLE
2ND-CHAROLETTE BUTRUM -GAYLE MIDDLE
3RD-MOLLY LEASURE-EARNHARDT -GAYLE MIDDLE
COMMUNITY CHOICE-KAT NELSON -A. G WRIGHT

ELEMENTARY (3-5):

1ST-PRESTON TURNER -HAMPTON OAKS
2ND-MAKYNLEIGH HRABAL-KATE WALLER BARRETT
3RD-ANNA CHOI- FALMOUTH ELEMENTARY
COMMUNITY CHOICE-LEON HO -WINDING CREEK ELEMENTARY

(K-2):

1ST-JOSEPH BOGOZI -HAMPTON OAKS
2ND-RIAN AMEY -STAFFORD ELEMENTARY
3RD & COMMUNITY CHOICE WINNER- SAWYER PASSMORE -FERRY FARM

Ms. Mikelson also said that staff hopes to expand the art contest to the City schools; and that the R-Board won a Governor's Environmental Achievement Award for composting.

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 February 1, 2025 through April 30, 2025, there have been:

- 16 active adult probationers currently in the program. Out of these 16 probationers, only 11 have actual hours this reporting period. There are 9 probationers due to come onboard.
 - o 271.50 non-paid hours
 - o 372 bags of roadside litter collected

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- o 51 miles of roads cleaned
- 22 adult probationers completed the program
 - o 525 non-paid hours (185.75 of these hours were working at the Stafford Landfill)
 - o 451 bags of roadside litter collected
 - o 65.75 miles of roads cleaned

Staff also works with the Rappahannock Regional Adult & Juvenile Recovery 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 February 1, 2025 through April 30, 2025:

- 2 active assignees
- 9 assignees completed the program
 - o 224.25 non-paid hours
 - o 364 bags of roadside litter collected
 - o 55.25 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 February 1, 2025 through April 30, 2025 the following areas have been cleaned:

- v 2/18/25: Route 3 East collected 41 bags of litter
- v 2/19/25: Route 3 East collected 11 bags of litter (started snowing)
- v 2/23/25: Route 3 East collected 38 bags of litter
- v 2/24/25: Route 3 East collected 42 bags of litter
- v 3/06/25: Eskimo Hill Road collected 53 bags of litter
- v 3/28/25: Brooke Road collected 30 bags of litter
- v 4/28/25: Richmond Highway North collected 28 bags of litter

The following roads/streets have been cleaned from February 1, 2025 through April 30, 2025:

Stafford County Andrew Chapel Road, Austin Ridge Road, Berea Church Road, Blue and Gray Parkway, Brooke Road, Butler Road, Centreport Parkway, Coals Lading Road, Courthouse Road, Deacon Road, Decatur Road, Dixon Street, Emancipation Highway, Enon Road, Eskimo Hill Road, Fall Hill Avenue, Garrisonville Road, Harrell Road, Hope Road, Hospital Center Boulevard, Kellogg Mill Road, Kings Highway, Lafayette Boulevard, Layhill Road, Leeland Road, Midway Road, Mine Road, Mount Olive Road, Mountain View Road, Olde Concord Road, Olde Forge Drive, Onville Road, Plantation Drive, Poplar Road, Potomac Run Road, Richmond Highway, Ringgold Road, Shackelford Well Road, South Gateway Drive, State Shop Road, Tacketts Mill Road, Telegraph Road, Truslow Road, Warrenton Road, Widewater Road.

Fredericksburg Area: Airport Avenue, Amelia Street, Augustine Street, Barton Street, Briscoe Lane, Carl D. Silver Parkway, Caroline Street, Charles Street, Charlotte Street, Cowan Boulevard, Dixon Street, Duke

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Street, Emancipation Highway, Fall Hill Avenue, George Street, Hanover Street, Harris Street, Hospitality Boulevard, Jackson Street, Kenmore Avenue, Lafayette Boulevard, Little Page Street, Mary Washington Boulevard, Parcel Street, Plank Road, Prince Edward Street, Princess Anne Street, Princess Elizabeth Street, Roffman Road, Shepherd Street, Sophia Street, South Street, Spottswood Street, Wicklow Drive, William Street, Wolfe Street, Willis Street, Young Street

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

Financial Status- July through April, FY 2025

R-Board finances through April as outlined below:

- FY2025 revenue through April reflects a total of \$9,648,847, which is 97% 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 \$19,436,126 in cash and short-term investments.
- FY2025 expenses through April reflect \$11,558,002 expended (74%) of an approved adjusted budget of \$15,678,338. These expenditures include cell construction and engineering as the majority of the project expenses have been incurred in FY2025.

FY2024 Financial Audit (information only): Mr. Hathcock reminded the R-Board members that the audit report was in their meeting packet and that the audit was clean.

FY2026 Budget Approval:

Ms. Holmes asked for an explanation as to the 60-47 and 82-11 budget lines because they appear to be the same thing. Mr. Hathcock responded that the 60-47 budget line was for “every day” needs and the 82-11 budget line was for capital improvements.

Mr. Hathcock requested the R-Board members consider granting the 3% employee raise for R-Board/Landfill staff, with the exception of the Director, to begin on July 1, 2025, and not January 1, 2026 that was adopted by the Stafford County Board of Supervisors, for county employees. R-Board members approved that request as part of the FY2026 budget.

Ms. Bohmke motioned, seconded by Dr. Mackintosh to approve proposed Resolution RB25-01.

By roll call, the vote was:

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Yea: (5) Ashton, Baroody, Bohmke, Holmes, Mackintosh
Nay: (0)
Absent: (1) Yeung

Resolution RB25-01 reads as follows:

A RESOLUTION TO ADOPT THE FISCAL YEAR 2026 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 28th day of May, 2025, that the proposed Fiscal Year 2026 Budget presented herein and in the amount of Ten Million, Six Hundred Thousand Dollars (\$10,600,000) be and it hereby is approved.

R-Board Rate Study – Raftelis Mr. Hathcock introduced Mr. Mark Tuma, who gave a presentation.

After the presentation, discussion ensued. Dr. Mackintosh asked for clarification regarding the reserve funding that is set aside each fiscal year towards future cell closure and post-closure costs. With the growth of the funds, can the R-Board can afford to pull \$3M from that funding and use it for debt service because that funding will continue to grow. Mr. Hathcock said that he was correct and that if done, it would be an R-Board decision. With the documents submitted to the state each year, for financial assurance it is not based on funds in reserve, but the City and County's ability to provide the funds to close the landfill. Raftelis' recommendations are based on what is nationally recognized. Most landfills do not hold the amount of money in reserves that the R-Board currently has. There is also the option to "Bond" the money.

Ms. Bohmke asked about the operating landfill fees and the possibility of increasing them. Mr. Mackintosh noted that the last fees were enacted in 2015. Was there a lot of illegal dumping? Staff responded that there was not. Dr. Mackintosh felt that it would not be fair to the commercial side to

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absorb the rising cost of the residential side.

Ms. Bohmke offered the suggestion of a \$1.00 increase to begin on January 1, 2026 as an option. Staff responded that the FY2026 budgets were already adopted.

Mr. Baroody felt that there was a consensus to work hard to avoid additional debt and supports the “pay as you go” approach.

Dr. Mackintosh was curious about a timeline. FY2027? He supports the issue to be brought back to the R-Board at its August meeting and a rate increase will need approval before work begins on the FY2027 budgets.

Mr. Baroody stressed that there needs to be a public awareness of what is being considered so residents are not hit with a large increase that they were unaware of.

It was unanimously recommended to revisit this at the August meeting.

FY2026 Contract Resolutions:

Ms. Bohmke motioned, seconded by Dr. Mackintosh to approve proposed Resolution RB25-02.

By roll call, the vote was:

Yea:	(5)	Ashton, Baroody, Bohmke, Holmes, Mackintosh
Nay:	(0)	
Absent:	(1)	Yeung

Resolution RB25-02 reads as follows:

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.

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to provide repair service and parts for Caterpillar brand landfill equipment during FY2026 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 FY2026 budget for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Rappahannock Solid Waste Management Board on this the 28th day of May, 2025, that Carter Machinery Company, Inc. is authorized to provide parts and services on landfill equipment in FY2026 in the amount of Seven Hundred and Eight Thousand Dollars (\$708,000).

Dr. Mackintosh motioned, seconded by Mr. Ashton to approve proposed Resolution RB25-03.

By roll call, the vote was:

Yea:	(5)	Ashton, Baroody, Bohmke, Holmes, Mackintosh
Nay:	(0)	
Absent:	(1)	Yeung

Resolution RB25-03 reads as follows:

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 FY2026 budget, beginning July 1, 2024, for this purpose;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 28th day of May, 2025 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, 2025 to June 30, 2026, in an amount not to exceed Four Hundred Fifty Thousand Dollars (\$450,000), unless modified by a duly-executed contract amendment.

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Dr. Mackintosh motioned, seconded by Ms. Bohmke to approve proposed Resolution RB25-04.

By roll call, the vote was:

Yea:	(5)	Ashton, Baroody, Bohmke, Holmes, Mackintosh
Nay:	(0)	
Absent:	(1)	Yeung

Resolution RB25-04 reads as follows:

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 28th day of May, 2025, that the R-Board director is authorized to purchase fuel in the total amount of Six Hundred Five Thousand Dollars (\$605,000) for FY2025.

Adjournment: The meeting was adjourned at 2:30 p.m.

Future Session: A regular meeting will be held on Wednesday, August 27, 2025, at 1:00 p.m., in the Board Chambers.

Phillip Hathcock, Director

Pamela L. Timmons, Clerk