

**DRAFT MINUTES**  
**RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD**  
**AUGUST 27, 2025**  
**Board of Supervisors Chambers**

**Meeting Convened:** A regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) was convened at 1:01 p.m. on August 27, 2025.

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

Also in attendance were: Brendan 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 Mr. Ashton to approve the agenda.

By roll call, the vote was:

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

Ms. Bohmke asked for a moment of silence in regard to the recent Minnesota Catholic School shooting.

**Approval of the minutes of prior meeting:** Mr. Ashton motioned, seconded by Ms. Bohmke, to approve the minutes from the May 28, 2025 meeting.

By roll call, the vote was:

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

**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. Schmidt (for Mr. Markwardt) reported on the following:

**CELL G1/G3 OPERATION** The filling of Cell G1/G3 continues without any issues. The first flyover for the new cell took place on July 8, 2025. With the information provided from the flyover, the estimated net airspace remaining is 1,555,000 CY for cells G1/G3, F1, F2, F3, and part of cell E. The constructed capacity was determined to be approximately 3.1 years of remaining airspace.

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

**Staffing** The R-Board is currently authorized for 43 positions, of which 38 are full-time and 5 are part-time. We are currently hiring for the following position: Maintenance Worker I. We hired Thomas Hinderliter in July to fill the Maintenance Worker I position. Thomas brings extensive experience and knowledge in grounds maintenance. We also hired Rhonda Clukey to fill the Landfill Scale Technician position. Rhonda has 20 years of customer service experience and will be a valuable addition to the landfill team.

**Training and Development** Staff members have completed the 2025 Unauthorized Waste Training, as required by the DEQ. Several staff members were recertified in First Aid/CPR/AED procedures.

**Safety** Safety meetings are crucial for fostering a safety culture and ensuring the well-being of all employees in the workplace. Safety meetings allow employees to relay safety concerns and add improvement ideas. DEQ requires the landfill staff to hold a monthly safety meeting.

The following are some of our safety topics:

Carbon Monoxide - Carbon Monoxide is a poisonous, colorless, odorless, and tasteless gas. We learned how to recognize and prevent situations where a dangerous buildup of carbon monoxide could be harmful or even deadly.

Incidents - Head Injuries We discussed some incidents of head injuries and ways to prevent them. For example, confirm that all equipment is properly installed and functioning according to the manufacturer's recommendations. Conduct regular inspections, wear required PPE, and avoid altering or retrofitting equipment. Follow standard operating procedures and avoid taking shortcuts.

Heat Stress - We talked about heat stress, its effects on the body, and how to treat heat-related illnesses. The hotter our workplace gets, the more heat our bodies have to handle, and the harder it becomes to stay cool. This strain on our ability to keep cool is called heat stress.

Mary Ann Coulombe officially retired, effective August 1st. She has been with the R-Board for four years and was a valuable member of the team. Staff applauds the determination and effort she demonstrated during her time with us. Mary Ann's warmth and wisdom will be deeply missed.

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

**VA DEQ Quarterly Solid Waste Inspection:** On June 5, 2025, VA DEQ conducted its quarterly solid waste review of the R-Board landfill. The result of the inspection led to a no deficiency letter received on June 27th, 2025.

**Environmental Monitoring & Reporting:** Provided below is a table of reports & plans submitted for compliance purposes following last quarter's board report:

**Reports & Plans**

2024 Greenhouse Gas Report

Chesapeake Bay TMDL

Benchmark Discharge Monitoring Report

Effluent Discharge Monitoring Report

2nd QTR GWM Active Landfill (2025)

Solid Waste Management Plan Revisions

**Submission Date**

May 22, 2025

July 9, 2025

July 9, 2025

July 9, 2025

July 10, 2025

July 21, 2025

Upcoming: 1st Semi-Annual Gas Monitoring Report, 1st Semi-Annual Gas Compliance Report, 1st Semi-Annual Title V MACT Report, 3rd QTR GWM Active Landfill (2025), and 3rd QTR VA DEQ Solid Waste Inspection.

Ms. Bohmke offered congratulations on a job well done.

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

**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. The event will take place at Stafford Regional Airport, located at 95 Aviation Way, Fredericksburg, VA. It is only open to residents of the City of Fredericksburg and Stafford County. There is no charge for residents to participate, which encourages the proper disposal of hazardous materials. We are promoting and advertising this event to ensure that residents are informed.

**Belman Road Convenience Center Scrap Metal** The contract with Summit Recycling was renewed in July 2025 for the recycling and purchasing of scrap metal at the Belman Road Convenience Center. This contract generates revenue for the R-Board.

**Waste Grinding** In April 2025, the R-Board issued a Request for Proposal (RFP) for mobile, on-site yard waste grinding services to produce mulch. The contract was awarded to Green Valley Mulch in June 2025. This contract will enable the R-Board to manage yard waste and debris effectively.

**Single Stream Recycling Update** The TFC Recycling Contract was renewed in July 2025. The monthly rental rate for the compactor will remain \$800. However, the haul charge for each trailer haul has increased from \$640 to \$679.04, reflecting rising transportation costs. The new haul rate will take effect in September 2025.

Ms. Holmes asked why June numbers were lower. Ms. Johnson responded that it was due to the compactor repair.

Ms. Bohmke asked about proof of residence. Ms. Johnson explained that a form of ID is required to ensure that only City and Stafford County residents are participating.

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

**Non-trailer Activities:**

- Mini Compost -A-Thon Weekend June 14th & 15th – 275 residents spoke with, and 170 kitchen countertop starter kits given out.
- Green Aquia held its 12th Annual Stream Cleanup July 19th – 20 residents
- Howell Library Fun Fest: July 31st - 250 residents

**Trailer Events:**

- D.A.R.E. Day at Pratt Park: May 22<sup>nd</sup> - Cancelled
- Porter Library Fun Fest: August 1<sup>st</sup> – 325 residents

**Upcoming Events:**

**Backyard Composting 101 Classes:**

- August 20th at Howell branch
- September 17th at Fredericksburg Branch, 6:00-7:00, room 1
- October 15th at Porter Branch, 6:00-7:00, room 1
- November 5th at Howell Branch, 6:00-7:00, room 1

**Mini Compost -A- Thon Weekends:**

- September 27th & 28th
- October 11th & 12th
- October 25th & 26th
- November 8th & 9th

**Stafford's National Night Out:** October 7, 2025

**Introduction:** • Professor Olivia the Owl: Wise Recycler and Litter Lifters Leader the R-Board Mascot

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

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 May 1, 2025 through July 31, 2025, there have been:

- 12 active adult probationers currently in the program. Out of these 12 probationers, only 7 have actual hours this reporting period. There are 7 probationers due to come onboard.
  - o 224 non-paid hours

- o 233 bags of roadside litter collected
  - o 41 miles of roads cleaned
- 13 adult probationers completed the program
  - o 265.50 non-paid hours (15 of these hours were working at the Stafford Landfill)
  - o 282 bags of roadside litter collected o 47.25 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 May 1, 2025 through July 31, 2025:

- 2 active assignees
- 7 assignees completed the program
  - o 92.50 non-paid hours (12 of these hours were working at the Stafford Landfill)
  - o 153 bags of roadside litter collected
  - o 20 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). This reporting period, RRJ only went out on 7/21/25, cleaning a portion of Route 610 and collecting 30 bags of litter.

The following roads/streets have been cleaned from May 1, 2025 through July 31, 2025: Allatoona Lane, Austin Ridge Road, Bethel Church Road, Blue and Gray Parkway, Brooke Road, Centreport Parkway, Chatham Heights, Coals Lading Road, Courthouse Road, Deacon Road, Dixon Street, Emancipation Highway, Eskimo Hill Road, Express Drive, Fall Hill Avenue, Forbes Street, Forest Lane Road, Garrisonville Road, Harrell Road, Hollywood Farm Road, Hartwood Road, Kings Highway, Lafayette Boulevard, Layhill Road, Lichfield Boulevard, Manning Drive, Mine Road, Olde Forge Drive, Onville Road, Plantation Drive, Potomac Run Road, Richmond Highway, South Gateway Drive, Stafford Wayside, Staffordboro Boulevard, Telegraph Road, Warrenton Road, Amelia Street, Barton Street, Caroline Street, Charles Street, Charlotte Street, Dixon Street, Emancipation Highway, Fall Hill Avenue, Frederick Street, George Street, Hanover Street, Jackson Street, Kenmore Avenue, Lafayette Boulevard, Liberty Street, Little Page Street, Lewis Street, Plank Road, Prince Edward Street, Princess Anne Street, Princess Elizabeth Street, Sophia Street, Weedon Street, William Street, Winchester Street, Wolfe Street, and Willis Street.

Dr. Yeung confirmed that the cleaning was May-July and if there was more to come. Ms. Brent said that it was the entire list of roads cleaned during that time period. Dr. Yeung asked if Shelton Shop or Eustace would be cleaned. Ms. Brent said that both roads will be cleaned.

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

**Financial Status- Unaudited FY 2025**

R-Board unaudited finances FY 2025 as outlined below:

- FY2025 revenue reflects a total of \$11,933,520.99, which is 120% 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 \$21,673,311.54 in cash and short-term investments.

- FY2025 expenses reflect \$12,466,804.12 expended (76%) 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.

Dr. Mackintosh congratulated staff on a great fiscal year, and asked about the Weights increase. Mr. Hathcock explained that it is a combination of population and construction growth.

Ms. Bohmke asked to confirm that the cost of the cell is less than anticipated. Mr. Hathcock responded it was correct and that the reserve funds did not need to be used.

**Raftelis Rate Study Report:** Mr. Hathcock reminded the R-Board members that the conclusion could be found on page 9, and that an implementation is recommended for July, 2027.

Dr. Yeung asked about a scale instead of increasing by \$1.00. Mr. Hathcock said that rates to use the Landfill have not been increased in five years.

Dr. Mackintosh confirmed that the \$10.00 book was eliminated, and Mr. Hathcock said that it was. He also reminded the R-Board that Belman does not handle cash. Was Apple Pay considered? Mr. Hathcock said that it was not because a change in software would be required. Dr. Mackintosh expressed the desire to revisit coupon books.

Mr. Baroody commented on maybe trying to fix something that is not broken. It may cause some chaos if too many changes are made all at once.

Ms. Bohmke believes that the coupon vs annual passes is not necessarily equitable and Dr. Mackintosh agreed.

Dr. Yeung asked how rates are determined. Mr. Hathcock said that it is a 4% increase for commercial and residential rates is a flat increase.

Ms. Bohmke motioned, seconded by Dr. Mackintosh to increase all fees (except the 10-pack coupon book to \$50.00) on January 1, 2026, and not implement the MSW fees until July 1, 2026.

By roll call, the vote was:

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

Mr. Baroody stated that the public must be notified of these changes as soon as possible.

**R-Board Member Remote Participation:**

Dr. Yeung motioned, seconded by Dr. Mackintosh to adopt proposed Resolution RB25-05.

By roll call, the vote was:

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

**Resolution RB25-05 reads as follows:**

A RESOLUTION TO ADOPT A POLICY GOVERNING ELECTRONIC PARTICIPATION IN MEETINGS  
BY MEMBERS OF THE R-BOARD

WHEREAS, under the Virginia Freedom of Information Act, Section 2.2-3708.3, Board members may participate electronically in meetings from a remote location that is not open to the public upon adoption of a policy allowing such participation, so long as the policy is in conformance with Virginia Code; and

WHEREAS, Board members desire to attend meetings in person and will continue to do so in the future whenever possible, however, unexpected emergencies, personal matters, and illnesses arise from time-to-time which may prevent members' physical attendance; and

WHEREAS, the Board desires for its members to still participate in meetings via electronic means when emergencies, personal matters, and illnesses prevent the member's physical attendance; and

WHEREAS, the Board desires to adopt such a policy to allow its members to participate in meetings electronically;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 27th day of August, 2025, that it be and hereby does adopt a policy to allow members of the Board to participate in meetings electronically as provided in the "R-Board Policy Governing Remote Participation in Meetings by Electronic Communication" policy which is as attached and incorporated into this resolution.

**FY2026 Contract Resolutions:**

Ms. Bohmke motioned, seconded by Dr. Mackintosh to adopt proposed Resolution RB25-06.

By roll call, the vote was:

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

**Resolution RB25-06 reads as follows:**

A RESOLUTION TO AUTHORIZE A CONTRACT FOR WASTE GRINDING SERVICES (MULCHING)

WHEREAS, the R-Board, in conjunction with Stafford County Procurement, issued a Request for Proposals and received responses until May 23, 2025; and

WHEREAS, the R-Board reviewed the responses and determined Green Valley Mulch, LLC to be the most responsive; and

WHEREAS, staff recommends the R-Board authorize the use of Green Valley Mulch, LLC to provide waste grinding services in the amount of \$120,000 for Fiscal Year 2026; and

WHEREAS, funding in the amount of \$200,000 is available in the R-Board FY2026 approved budget;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this the 27th day of August, 2025, that the County Administrator, or his designee, is authorized to execute a contract with Green Valley Mulch, LLC to provide waste grinding services in an amount not to exceed One Hundred Twenty Thousand dollars (\$120,000) for FY2026, unless modified by a duly-executed Contract Amendment.

Dr. Mackintosh motioned, seconded by Dr. Yeung to adopt proposed Resolution RB25-07.

By roll call, the vote was:

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

Resolution RB25-07 reads as follows:

A RESOLUTION TO AUTHORIZE EXPENSES FOR VULCAN MATERIALS CORPORATION

WHEREAS, the Rappahannock Regional Solid Waste Management Board (R-Board) must maintain internal roads as part of daily operations at the Landfill; and

WHEREAS, the Rappahannock Regional Solid Waste Management Board (R-Board) utilizes several different sizes of gravel to maintain the internal roads of the Landfill; and

WHEREAS, funding in the amount of \$65,000 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 27th day of August, 2025, that the R-Board director is authorized to purchase gravel from Vulcan Materials Corporation in the total amount of Sixty Five Thousand Dollars (\$65,000) for FY2026.



**Next Meeting Time and Date:** Due to the upcoming meeting conflicting with the Thanksgiving holiday, it was determined that the R-Board will next meeting on December 10, 2025 at 1:00 pm in Conference Room ABC.

**Adjournment:** The meeting was adjourned at 2:16 p.m.

**Future Session:** A regular meeting will be held on Wednesday, December 10, 2025, at 1:00 p.m., in Conference Room ABC.

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Phillip Hathcock, Director

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Pamela L. Timmons, Clerk