



## **MEETING MINUTES**

### **PRINCE WILLIAM COUNTY SOLID WASTE ADVISORY GROUP (SWAG)**

**July 11, 2024**

#### **ATTENDANCE**

##### **SWAG Members:**

**Present:** Joel Becker, Jane Wyman

**Absent:** Sidney "ST" Billingsley, Mark Bonner, James Gestrich, Harry Glasgow, Lynn Meadows, Arshdeep Pannu, Amritpal Singh, Keisha Strand

**Solid Waste Division Staff:** Monica Gorman, Roscoe Coles, Renad Uri

**Other County Staff:** None

**Guests:** None

#### **OPENING**

Ms. Gorman called the meeting of the Solid Waste Advisory Group (SWAG) to order at 7:10 p.m. via Microsoft Teams.

#### **AGENDA TOPICS**

##### **INTRODUCTIONS**

Ms. Gorman welcomed everyone to the meeting. No guests or visitors were present.

##### **APPOINTMENTS**

Ms. Gorman stated there were two new member appointments to the SWAG: Arshdeep Pannu and Amritpal Singh, both representatives of the Cole District. The Division was informed of the appointments on Tuesday, July 9, and subsequently invited the two new members to the meeting.

##### **PUBLIC COMMENTS**

None

##### **APPROVAL OF THE MINUTES**

The draft minutes of the April 11, 2024 SWAG meeting were approved.

## **OPERATIONAL UPDATES**

### **Landfill Operations**

Mr. Coles reported on the landfill. The new construction of Phase 3 Cell B started about a month ago. Opal Fuels, the County's landfill gas contractor, is building new gas collection wells in Phase 2. Mr. Coles shared photos of Cells A and B. He noted that the high temperatures have had an impact on employees, and supervisors have been providing water, Gatorade, and breaks to help staff mitigate the effects of working in the heat.

### **Compost Facility Operations**

Ms. Gorman reported that Freestate Farms, LLC sold the compost facility operational contract to Convertus Group, LLC, a Canadian firm that specializes in organics conversion to gas. They have facilities all over Canada and Europe, but this is their first foray into the U.S. Convertus has invested in the site by bringing on additional staff and equipment, and conditions have noticeably improved.

### **Recycling/Diversion Outreach Programs**

Ms. Uri gave an update on events since the last SWAG meeting, including Dumpster Days throughout the year. The County acknowledged Waste and Recycling Workers Week with a proclamation from the Board, and staff distributed snacks, beverages, and a safety reminder about the facility's speed limit. This recognition took place over two days at the landfill and compost facility. Several media releases were issued, including the Flag Retirement program, the Special Event Recycling Bin loan program, and litter prevention. The County Executive's Office requested a new initiative to host HHW Pop-up events for County residents once per month on the west end of the County. These events will be held at PRTC Bus Maintenance Garage, 7850 Donae Drive in Manassas, on July 13, August 10, November 9, and December 7 from 9 a.m. to 1 p.m.

## **PROJECT UPDATES**

### **FY25 Recycling Program Plan**

Ms. Uri presented the FY 25 Recycling Program Work Plan (presentation attached), which included the following:

- Recycling trailers located at facilities and remote sites will get a facelift.
- Reimage the Dumpster Day offering to increase participation by residents.
- Update convenience center signage and traffic patterns.
- Consider the addition of food collection at the landfill.
- Evaluate mattress recycling versus landfill burial.
- Increase the use of social media, such as Facebook, Instagram, articles, PSAs, the County website, etc., to raise awareness of solid waste information, programs, events, and behavior change.
- Update recycling flyer and magnet.
- Increase the frequency of community presentations; SWAG members are encouraged to provide referrals.
- Increase the number of school presentations.

- Work on a hauler tool kit for distribution to customers to support recycling messages.
- Update the solid waste pages on the County's website.
- Host the fall and spring paper shred events, Dumpster Days, PW Recycles Day, America Recycles, Compost Awareness Day, and National Waste and Recycling Workers Week.

### **Solid Waste Division FY 24 Year in Review**

A slide presentation on the Division's FY24 accomplishments was shown and discussed by Ms. Gorman, Ms. Uri, and Mr. Coles. The presentation, which is attached, highlighted the following:

#### Landfill Complex

- More than 334,000 tons of material accepted in FY24 and 433,000 customer transactions.
- New cell 3B construction contract was awarded.
- There has been an increased focus on load inspections and improper disposal.

#### Compost Facility

- The compost facility address changed to 13000 Hansen Farm Road due to the realignment of Balls Ford Road.
- The compost facility is now the Prince William County Compost Facility to eliminate any confusion that may have been created by the address change.
- Freestate farms sold the operational contract to Convertus. More details on the company are available at <https://convertusgroup.com/>.

#### Administration

- Updated SWMP was submitted to the Virginia Department of Environmental Quality (VDEQ) in October 2023; review comments from VDEQ are still pending.
- Accounts payable issued over 75 purchase orders and processed almost 1000 invoices for payment. Staff transitioned from a paper-intensive process to entirely digital, increasing efficiency and decreasing vendor payment time.
- Accounts receivable updated the charge account application form, implemented a process to reduce overdue accounts, and adopted customized accounting software to eliminate paper billing.
- Filling vacancies has become easier due to County-wide salary adjustments over the last two years and more job seekers applying for positions.

#### Environment Excellence

- Landfill E4 recertification is underway, and the initial review process is complete.
- The renewable natural gas plant at the Landfill became operational on May 7, 2024
- The Landfill's constructed wetlands meet all success criteria for the 7-year monitoring milestone.
- The Landfill received no Notices of Violation as a result of the VDEQ inspection program.
- Diversion from landfilling – HHW, scrap metal, electronics, yard waste, etc. continue.

### Recycling Programs

- America Recycles Day events were conducted in November at two PWC libraries.
- A county resident won the annual MWCOG "I Recycle" pledge contest
- The Board issued a proclamation for Waste and Recycling Worker Week.
- The CY 2023 VDEQ Recycling Report was submitted to the state with a calculated County-wide recycling rate of 42.1%; the report is pending approval from VDEQ.
- County Communications has developed a few videos with a raccoon mascot named "Trashy" that were distributed through social media and can be viewed at:  
<https://www.youtube.com/watch?v=Y0wnaTNmCkM>

### Community Services

- Dumpster Day tonnage collection by event and paper shred participation numbers were shared.
- The Litter Crew has been under the management of the Solid Waste Division for an entire year. The Litter Crew now has two fully staffed teams, including a new crew supervisor, and a third crew will be added in FY 2025.

### Technology

- Several processes have been automated and moved from paper to digital systems.
- The Division has implemented new software systems to manage regulatory data and work efforts that currently use paper-based reporting methods.

## **SWAG MEMBER GENERAL QUESTIONS/COMMENTS**

Mr. Becker asked about Dumpster Day participation. Suggestions included increased outreach and collaboration with volunteer groups and schools for the cleanups to improve the amount of material collected at the events.

Ms. Wyman suggested sharing the programs offered by and accomplishments of the Division more broadly and highlighting the money saved. Advertising suggestions included County Channel 22 and PWC School Channel 18, libraries, and video signs.

Mr. Becker suggested working with schools and hosting field trips to the Landfill.

Ms. Wyman asked where the new litter videos are available. Staff responded they are available on the County's social media sites. She suggested placing the Trashy video on the PWC Schools channel 18.

## **ADJOURNMENT and NEXT MEETING**

The next SWAG meeting is the Landfill Tour and Cookout on October 10, 2024, from 6:00 to 8:00 p.m.

Ms. Gorman adjourned the meeting at 8:07 p.m.

### **Attachments:**

- Presentation – FY25 Recycling Program Work Plan
- Presentation – FY24 Solid Waste Division Year in Review

**Recycling Program  
Work Plan  
FY 2025**

Solid Waste Advisory  
Group July 11, 2024

# Operations

- Recycling Trailers:
  - Facelift and Label Updates
- Dumpster Days / Community Cleanups
  - Develop Standard Operating Procedures (SOP)
  - Coordinate Dates with Supervisors
- Convenience Center Signage and Traffic Pattern Painting
- Evaluate Food Waste Collection at Landfill
- Evaluate Mattress Recycling at Landfill



# Social Media and Outreach

- Articles/Media Releases -Community Newsletter, website, social media, and traditional media
- Special highlights: Litter, Dumpster Days, Yard Waste Requirments, HHW Popups, School Events and Cover Your Load Campaigns
- Update Recycling Flyers and Brochures
- Board Proclamations
- Community Group Presentations
  
- Develop a Hauler Toolkit
- Multifamily Toolkits
- Increased School Presenations



Prince William County Government, Virginia

July 1 at 12:02 PM · 🌐

If you're a Prince William County resident with household hazardous waste (HHW) to dispose of, don't let distance to the Landfill deter you.

Prince William County Public Works has setup four accessible Pop-up HHW events July 13, August 10, November 9 and December 7 at the Western Bus OmniRide Maintenance and Operations Facility, 7850 Doane Drive in Manassas.

Latex paints, electronics and gas cylinders will not be accepted. For a full list of disposal requirements and other ... [See more](#)

## POP-UP HOUSEHOLD HAZARDOUS WASTE DROP-OFF EVENTS

**FOR COUNTY RESIDENTS ONLY**

### DATE

Saturday, July 13

### TIME

9 a.m. to 1 p.m.

### LOCATION

7850 Doane Drive  
Manassas, VA

### PROOF OF RESIDENCY

All those who wish to dispose of HHW will be required to show ID.

**PRINCE WILLIAM**  
Public Works



More Info: [pwcva.gov/hhw](http://pwcva.gov/hhw)



9

8

Like

Comment

# HHW Special Events

The Potomac Rappahannock  
Transportation Commission  
Bus Maintenance  
Garage

7850 Doane Dr. Manassas, VA

## HAVE HOUSEHOLD HAZARDOUS WASTE?

### DROP IT OFF AT OUR POP-UP EVENTS

#### LOCATION

7850 Doane Dr. Manassas, VA

#### TIME

9 a.m. to 1 p.m.

#### SATURDAY DATES

July 13

August 10

November 9

December 7

#### SCAN ME

For Pop-up  
HHW Disposal  
Event Details



**PRINCE WILLIAM**  
Public Works



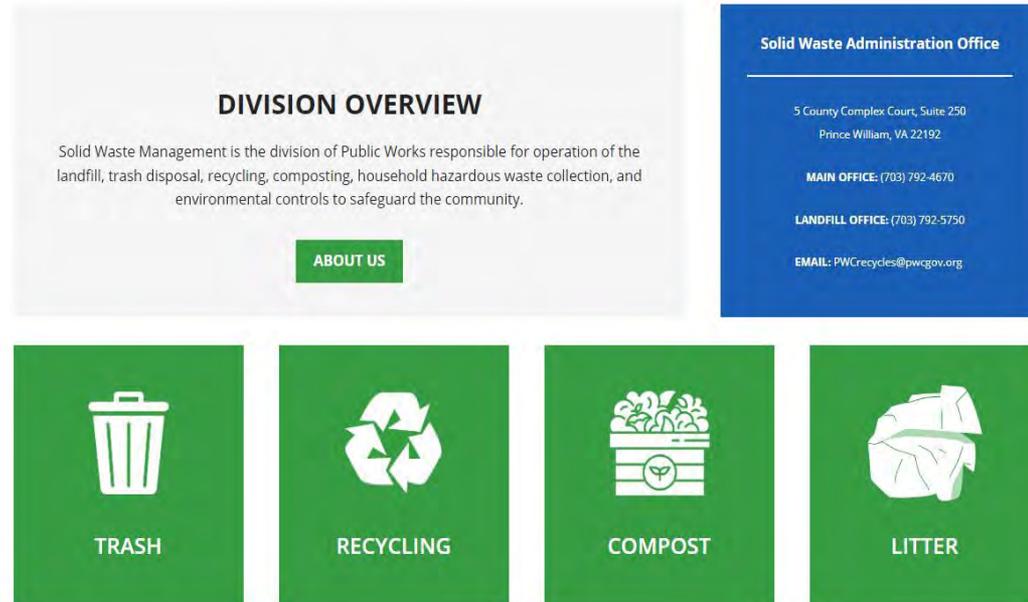
## DISPOSAL FOR COUNTY RESIDENTS ONLY

Proof of residency will be required.

# Website Updates

[www.pwcva.gov/trashandrecycling](http://www.pwcva.gov/trashandrecycling)

- Ongoing Evaluation of Website Redesign to Meet Business Needs
- General Review and Updates
  - Alerts
  - News
  - Events
- New Programs, Services, and Operational Details
- Development of Residential and Commercial FAQs
- Development of Hauler-Focused Pag



# FY25 Events

## Paper Shreds

- Fall 2024
- Spring 2025

## Dumpster Days 2024/2025

- September 28 Woodbridge District
- October 12 Neabsco District
- October 26 Gainesville District
- 2025 Schedule TBD

**Prince William Recycles Day (TBD) October 2024**

**America Recycles Day November 15**

**Compost Awareness Day May 2025**

**National Waste and Recycling Workers Week w/o June 17**



**Questions/Suggestions?**

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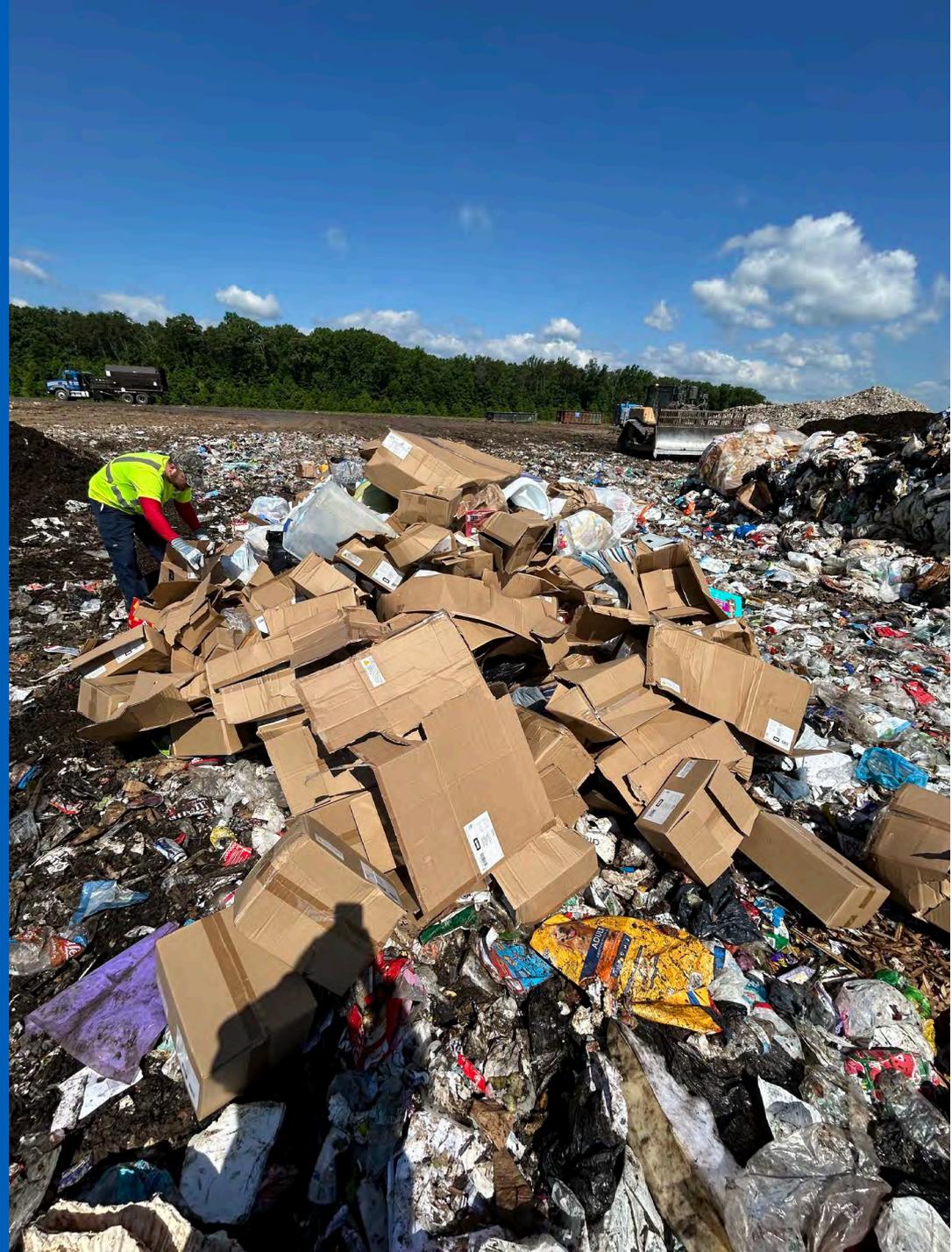
# **Solid Waste Division FY24 Year in Review**

Solid Waste Advisory Group Meeting

July 11, 2024

# FY24 - PWC Landfill Complex

- Over 334,000 tons of material accepted
- Over 433,000 customer transactions
- Disposal Area: New Cell 3B construction contract awarded
- Improper Disposal: Increased focus on load inspections



# FY24 – Compost Facility

- Name Change: Balls Ford Road Compost Facility to Prince William County Compost Facility
- Address Change: 13000 Hansen Farm Road due to realignment of Balls Ford Road
- New Contract Operator: Freestate Farms sold operation to Convertus Group, a Canadian company



<https://convertusgroup.com/>

- Submitted Updated Solid Waste Management Plan to VADEQ for approval in October 2023; agency review still pending
- Accounts Payable: Issued more than 75 Purchase Orders and paid almost 1,000 invoices; transitioned to all electronic processes to eliminate paper and decrease times for vendor payments
- Accounts Receivable: Customized accounting software to eliminate paper billing; updated account application forms and process to reduce overdue accounts
- Positions: Requested and received approval to reclassify five vacant positions to better meet operational needs
- Vacancies: Hired 19 new employees; currently have five open recruitments

# FY24 – Environmental Excellence

- VA Department of Environmental Quality Environmental Excellence Award: PWC Landfill passed initial evaluation to maintain E4 level; process ongoing
- Renewable Natural Gas Plant: Facility operational on May 7, 2024
- Landfill Wetland Site: Met all permit success criteria for 7-year monitoring
- Roadside Litter: Successfully filled all vacancies to increase collection efforts
- DEQ Inspections: Landfill received no Notices of Violation
- Diversion from Landfilling: HHW, scrap metal, electronics, yard waste, etc.



# FY24 – Recycling Programs

- America Recycles Day Outreach
- PW County Winner MWCOG  
ARD "I Recycle" Pledge Contest
- Waste and Recycling Workers  
Week Proclamation &  
Celebration
- CY23 VADEQ Recycling Report  
Submission: County-wide rate  
of 42.1% (pending approval)



# FY24 - Community Services

## *Dumpster Days:*

Dumpster Days events allow residents to manage waste within their community.

Involves collecting unwanted household items for disposal and encouraging participation in local litter cleanups.

KPI for minimum amount per event is one ton.

Event	Tons Collected
Potomac District April 6	9.18
Occoquan District April 13	11.06
Coles District 4/20	8.25
Neabsco District 5/4	0.86
Gainesville District 5/11	0.60
Woodbridge District 5/18	1.79
Brentsville District 6/8	0.62
Coles District 6/15	0.07
Brentsville District 9/14	TBD
Potomac District 9/21	TBD
Woodbridge District 9/28	TBD
Neabsco District 10/12	TBD
Coles District 10/19	TBD
Gainesville District 10/26	TBD
<b>Events Total Tonnage</b>	<b>32.43</b>

# FY24 - Community Services

## *Shred Events:*

The Solid Waste Division hosts free document shredding events for Prince William area residents twice a year:

- March 30, 2024 - served over 508 residents
- Fall Event TBD



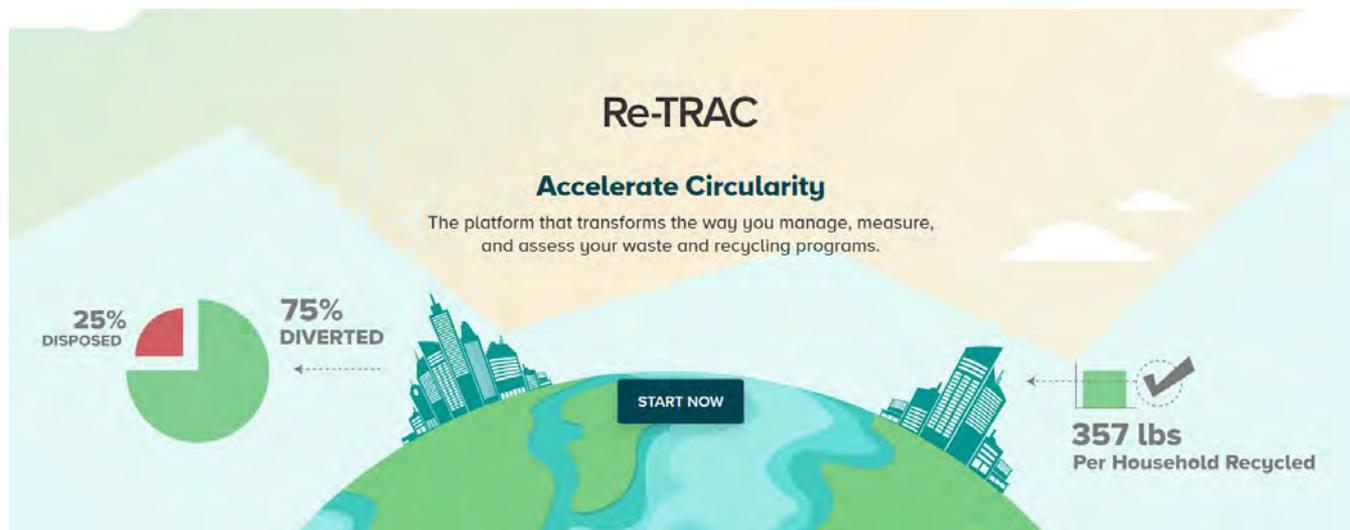
# FY24 - Litter Crew

- Public Works Litter Crews Reassigned: Neighborhood Services Division to Solid Waste Division
- Supervisor position created through job reclassification
- Supervisor hired and 4 crew member vacancies filled
- BOCS approved an additional crew for FY25
- [Litter PSAs developed by Communications](#)



# FY 24 – Technology

- Automated billing process
- Automated ID scanning to replace visual scan at facilities
- ReTrac: customizable software to streamline program data management
- Asset Essentials: customizable software to support and track litter crew work efforts



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— COUNTY —

**Questions?**