

MEETING MINUTES

PRINCE WILLIAM COUNTY SOLID WASTE ADVISORY GROUP (SWAG)

January 9, 2025

ATTENDANCE

SWAG Members:

Present: Sidney "ST" Billingsley, Lynn Meadows, Keisha Strand, Jane Wyman

Absent: Joel Becker, Mark Bonner, James Gestrich, Harry Glasgow, Arshdeep Pannu, Amritpal Singh

Solid Waste Division Staff: Monica Gorman, Renad Uri

Other County Staff: None

Guests: Tom Smith (currently pending appointment by Supervisor Bailey)

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 via Microsoft Teams.

APPOINTMENTS

A slide listing SWAG members' names, districts, appointment dates, and end dates was shown. Tom Smith noted that his appointment by Potomac District versus Occoquan District as listed is pending an official notice from the Clerk of the Board, probably after a January Board of Supervisors meeting.

The three members listed on the slide—Keisha Strand, Jane Wyman, and Harry Glasgow — had appointment end dates of December 31, 2023. Ms. Gorman recommended that each member reach out to their board member and ask to be reappointed. Renad Uri can also assist if needed.

PUBLIC COMMENTS

None

REVIEW OF DRAFT CY2025 WORK PLAN

Ms. Gorman reviewed the Draft Calendar Year (CY) 2025 Solid Waste Advisory Group Annual Work Plan. The Work Plan outlined one meeting each quarter with the option to schedule extra meetings if needed. Meetings are scheduled for January 9, April 10, and July 10 via Microsoft Teams from 7:00 to 8:30 p.m. The last meeting of the year is scheduled for October 9 and will be the annual in-person

SWAG appreciation dinner and Landfill tour. Ms. Gorman noted that the draft Work Plan would not be finalized for a week or so, and SWAG members can email her with any requests or updates.

Keisha Strand stated that she would like a tour of the Compost Facility. Ms. Gorman indicated that facility tours are available to the public during the annual Compost Awareness Day, which is typically held in May, or Ms. Strand could contact staff directly to request a tour.

OPERATIONAL UPDATES

Landfill Operations

Ms. Gorman reported on the landfill. The new construction of Phase 3 Cell B started in the fall of 2024, and the project is proceeding without issues. A photo of the cell was displayed. The cell construction contractor will also repair a leak detected in the leachate lagoon. The cost for that repair is about \$600,000.

A preconstruction meeting was held today to discuss the closure of landfill sequence 5, which is about seven acres. That project is anticipated to start within the next month.

Compost Facility Operations

Ms. Gorman reported that the new operational contractor is Convertus Group, LLC, a Canadian firm that took over from Free State Farms. Convertus has brought in several people and new equipment. Solid Waste staff meet with Convertus representatives monthly, and so far, they have been great partners.

Most of the organic material stored onsite when Convertus took over from Free State Farms has been processed, and site conditions have improved.

Under state regulations, the facility's stormwater ponds must be sampled. Samples show elevated levels of total nitrogen and total phosphorus above the state regulatory limits. The Division is working with the Department of Environmental Quality (DEQ) on an action plan to reduce those levels. Staff is also discussing with Convertus since the organic materials they store onsite contribute to the elevated nitrogen and phosphorus levels from surface water runoff.

Recycling/Diversion Outreach Programs

Renad Uri provided events and outreach highlights from the start of the fiscal year (July 1, 2024). The team participated in 26 events/classroom visits and 2,567 engagements and distributed 490 new recycling guide magnets with a QR code. The November shred served 236 residents. At the Board of County Supervisors' request, the Division hosted remote Household Hazardous Waste (HHW) events on the County's west side. Four events were held, and 120 residents participated at a cost of about \$396 per person compared to about \$29 per person served at the Landfill's HHW program, which is offered twice weekly.

Solid Waste web pages now have a hauler portal, which the haulers requested. The portal groups rules and regulations, permitting information, alternative disposal locations for construction waste, and a marketing hub with graphics they can use for customer outreach. A residential hub was also created to make it easier for residents to find permitted haulers and guidance about recycling and yard waste.

The recycling group will continue to focus on student outreach and education, sharing information about appropriate waste disposal, waste reduction, and recycling. Also, Ms. Uri noted that SWAG members who would like presentations for their HOAs should contact her directly.

Ms. Uri also shared County Communication's litter outreach PSA with Trashy the Raccoon, which will debut this year. Future plans include running the PSA in movie theaters and including it on landfill tour bus decal wrap. Trashy will also be part of an upcoming Cover Your Load campaign planned by County Communications, which will encourage people to use tarps when transporting material in pickup trucks and trailers.

PROJECT UPDATES

Division Staffing

Ms. Gorman shared that an existing position was reclassified to create a new Litter Crew Supervisor position, and the new employee has been hired. The Board of County Supervisors also authorized an additional litter crew funded by general funds, so now the Division has three crews, reflecting the Board's commitment to a cleaner County.

The Division currently has seventy-nine full-time positions, seven of which are vacant. Of those seven vacancies, one position is on hold for reclassification.

Technology and Software

Staff have been working with the County's IT Department to streamline and improve paper processes. Some of these improvements include:

- Software improvements have been made to the existing facility scale software system, CompuWeigh, to optimize invoice creation and billing. These improvements have eliminated paper billing.
- New web-based software, called Re-Trac Connect, is being used to improve several different business processes to enhance customer service and eliminate paper. One improvement is a new web-based charge account application process. The Re-Trac system also allows for two-way communication between the customer and staff.
- An upcoming enhancement to the facility scale software is to replace the visual check of a customer's driver's license to verify County residency with a software scan that will verify the address and identify the customer as either a County resident, city/town resident, or non-resident. There will be an alternative method for military members residing in the County who have out-of-County licenses. The Solid Waste Decal will no longer be used because there is no annual verification process, which presents some issues.
- New web-based software, Asset Essentials, is being used for the Litter Crew's work management system to replace daily paper reports.
- Re-Trac Connect is also being used to electronically collect recycling and refuse data from the private sector to support the County's annual recycling rate report submission to DEQ. The data is submitted online by private haulers, recycling facilities, and big box stores operating in the County. This data was historically collected on forms that required manual data entry by both the submitters and staff.
- An online load inspection and truck inspection process is in development that will eliminate the use of paper forms. Inspection staff will use tablets to complete the necessary forms online, which will populate a database for easy data retrieval.

SWAG MEMBER GENERAL QUESTIONS/COMMENTS

Mr. Billingsly shared that he hears concerns about HHW disposal and the desire to drop off items on more or different days. Ms. Gorman suggested the Division could consider more outreach. She also shared that the program costs about \$800,000 annually to operate at the landfill two days per week. Adding a third day per week to the vendor's contract is probably possible but would likely cost several hundred thousand dollars annually.

Ms. Meadows questioned the cost-effectiveness of adding another day to HHW and noted her experience using the program and the ease of use, including not having a long wait. Ms. Gorman indicated that 200 to 300 residents typically use the program on Saturdays. Ms. Gorman noted that people like solid waste services, and it is challenging to balance actual demand for the service versus the cost of service.

Mr. Smith inquired about the status and revenue of the new RNG facility, which came online in May and is going well. He also asked about the EcoPark concept and trail, which was the idea of the SWAG. Ms. Gorman stated that the trail was disrupted by an underground sewer line installation by a private party that had an easement through the middle of the landfill and has not been entirely repaired. Ms. Gorman stated that there has been no movement on the proposed education building by the water tower because solid waste funding is not available for discretionary capital improvements. Mr. Smith stated that private funding could be considered.

ADJOURNMENT and NEXT MEETING

The meeting closed at 8:07 p.m.

The next SWAG meeting is scheduled for Thursday, April 10, 2025, at 7:00 p.m.

Attachments:

- CY2025 Solid Waste Advisory Group Annual Work Plan
- Meeting Presentation Slides

**Prince William County
CY2025 Solid Waste Advisory Group Annual Work Plan**

1st Quarter

January 9, 2025	February	March
Draft Work Plan Review and Discussion; General Program Updates	No meeting unless needed	No meeting unless needed

2nd Quarter

April 10, 2025	May	June
FY26 Division Budget Review	No meeting unless needed	No meeting unless needed

3rd Quarter

July 10, 2025	August	September
Annual Recycling Program Update	No meeting unless needed	No meeting unless needed

4th Quarter

October 9, 2025	November	December
Annual Appreciation Dinner and Landfill Tour	No meeting unless needed	No meeting unless needed

Notes: Meetings in January, April, and July will be held via Microsoft Teams from 7:00 to 8:30 p.m. October meeting will be held in person at the County Landfill with time TBD.

Solid Waste Advisory Group (SWAG) Meeting

January 9, 2025

Agenda

- Introductions
 - New Appointments
- Review CY2025 Work Plan
- Operational Updates
 - New Cell Construction
 - Cell Closure/Cap
 - Compost Facility
- Recycling Program Update
 - Website Updates
 - School Programing
- Project Updates
 - Technology & Software
 - Division Staffing



Members and Appointments

Member	District	Appointment Date	End Date
Joel Becker	Brentsville District	02/20/2024	12/31/2027
Mark Bonner	Coles District	07/02/2024	12/31/2027
James Gestrich	Coles District	07/02/2024	12/31/2027
Harrison "Harry" Glasgow	Coles District	01/21/2020	12/31/2023
Lynn Meadows	Coles District	10/08/2024	12/31/2027
Arshdeep Pannu	Coles District	07/02/2024	12/31/2027
Amritpal Singh	Coles District	07/02/2024	12/31/2027
Jane Wyman	Gainesville District	01/14/2020	12/31/2023
Sidney "ST" Billingsley	Neabsco District	02/20/2024	12/31/2027
Thomas "Tom" Smith (NEW)	Occoquan District	10/17/2024	12/31/2027
Keisha Strand	At-Large	05/19/2020	12/31/2023

Draft Work Plan Review and Discussion

Prince William County CY2025 Solid Waste Advisory Group Annual Work Plan

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4th Quarter

October 9, 2025	November	December
Annual Picnic and Landfill Tour	No meeting unless needed	No meeting unless needed

Operational Updates

Landfill Update

- Cell 3B Construction: Ongoing
- Leachate Lagoon Repair
- Cell Closure: Starting within the next month





Compost Facility Update

- New Operator Convertus Group since 2024
- Processing material in a timely fashion
- Stormwater ponds on site, elevated levels of Total Nitrogen and Total Phosphorus



Recycling Program Updates

Events & Outreach

- **Since July 2024:**
 - 26 Events/Classroom Visits
 - 2567 Engagements
 - 490 Magnets Distributed
- **November Shred Event:**
 - 236 PWC Residents
- **HHW Remote Events:**
 - 4 Events on County West Side
 - 120 residents participated
 - Total ave. cost per HHW event customer – **about \$396**;
average cost per HHW facility customer (landfill) – **\$29**



Updated Website Format

• Hauler Portal

- Landfill Rules, County Code, Solid Waste Regulations
- Access to permitting info
- Alternative Disposal Locations for CDD
- Residential and Commercial Guides

• Resident Hub

- Permitted Hauler List
- Recycling Magnet
- Glass Recycling Locations
- Yard Waste Disposal, etc



Information for our Permitted Haulers

We are committed to supporting the dedicated refuse and recycling workers who play a vital role in keeping Prince William County clean, safe, and environmentally sustainable. As such we seek to provide support to our permitted haulers or those interested in receiving a permit to operate collection and disposal services within the County.

[CLICK HERE](#)



Residents' Guide to PWC Solid Waste

Learn about Solid Waste Management in Prince William County with this online resource created with residents in mind. Information includes proper recycling methods, a concise guide to yard waste regulations, a list of authorized waste haulers, and much more. Our goal is to assist residents in managing their waste and recyclables responsibly while encouraging environmental sustainability.

[CLICK HERE](#)

[Residents' Digital Information Center](#)

[Haulers and Commercial Users' Portal](#)

Partnership with School Staff

PRINCE WILLIAM
COUNTY

PRINCE WILLIAM
Public Works



A Day in the Life of a Recycling Program Manager

Explore My Career in Recycling!

Renad Uri
Ruri@PWCGOV.Org

PRINCE WILLIAM
COUNTY

Recycling and Waste Management in Prince William County

Understanding the Bigger Picture of Waste Disposal

Renad Uri Recycling Program Manager

Litter Outreach

- Raccoon mascot PSA (featuring Trashy Raccoon)
- Illegal dumping (highlighting convenience center offerings)
- Cover your load campaign
- Promoting the A-Z list on pwcva.gov



Project Updates

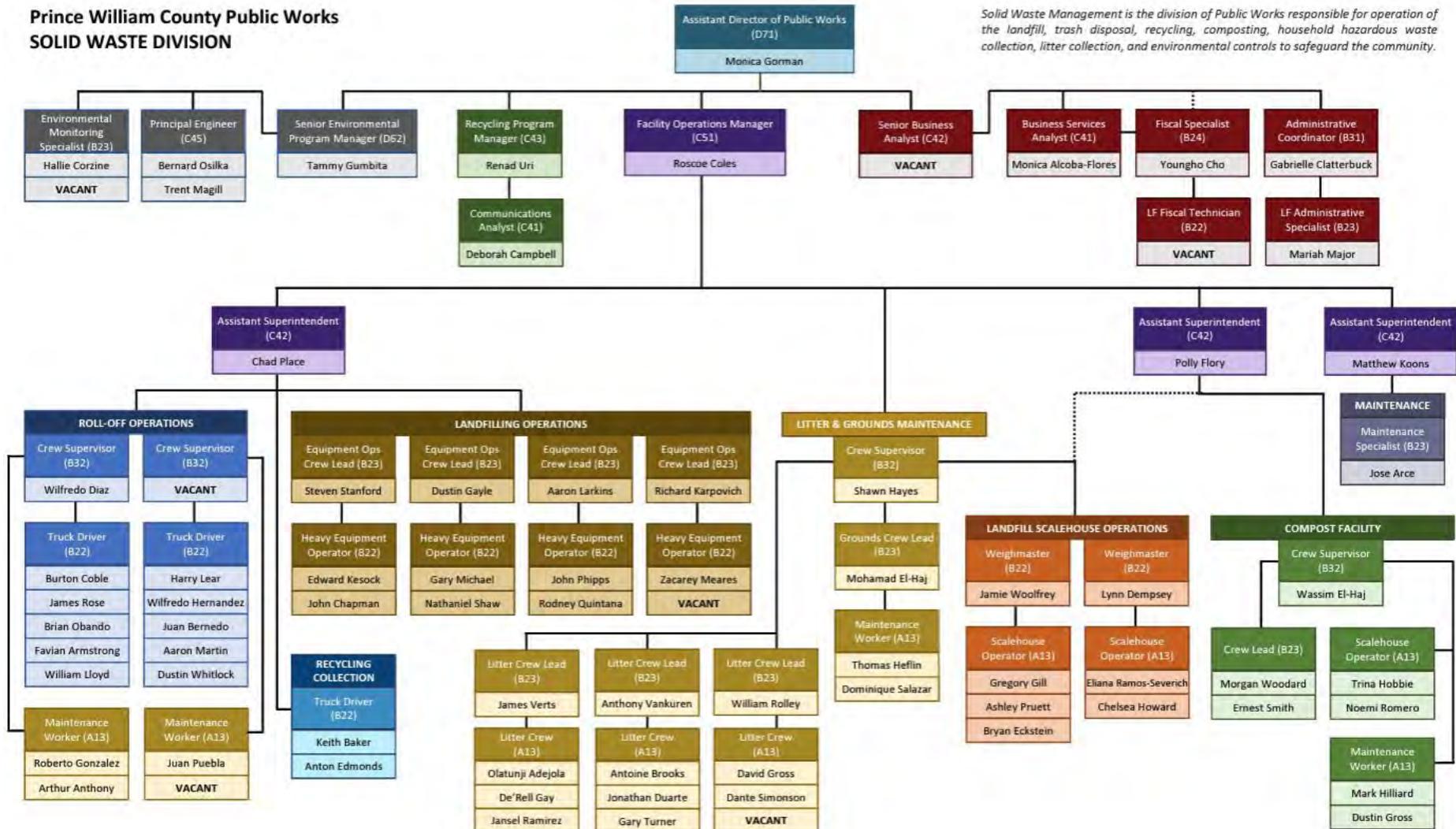
Technology and Software

- Upgraded scale software to optimize billing processes.
- New web-based charge account application via Re-Trac Connect.
- Enhancing scale software with address verification to confirm county residency – replaces visual check.
- New web-based Litter Crew work management system via Asset Essentials.
- New web-based recycling & refuse data collection from private sector via Re-Trac Connect – supports State recycling rate report.
- Developing online load inspection form to eliminate paper forms.
- Developing online truck inspection form to eliminate paper forms.

Division Staffing

Prince William County Public Works SOLID WASTE DIVISION

Solid Waste Management is the division of Public Works responsible for operation of the landfill, trash disposal, recycling, composting, household hazardous waste collection, litter collection, and environmental controls to safeguard the community.



Questions?