

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Via Zoom Video Conference
9:00 AM
June 18, 2020**

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Grace Boone	James City County
Tom Swartzwelder	King & Queen County
Bobbie Tassinari	King William County
Bodina Wright	City of Poquoson
Dan Clayton	City of Williamsburg
Brian Woodward	York County

ABSENT:

Michael Lombardo	Essex County
Mindy Conner	Mathews County
Pete Mansfield	Middlesex County

OTHERS IN ATTENDANCE:

David Magnant	VPPSA
Karen Plumley	VPPSA
Vernon Geddy	Geddy, Harris, Franck, & Hickman, LLP

Brian Woodward called the meeting to order at 9 a.m.

Grace Boone read the following:

This meeting is being held virtually as the result of the state of emergency pursuant to resolution 2020-01 previously adopted by this Board.

1. PUBLIC COMMENT

No public comment was made.

2. MINUTES

April 16, 2020 Board Meeting:

Grace Boone moved that the minutes of the April 16, 2020 meeting be approved. The motion was seconded by Dan Clayton and was passed unanimously.

May 21, 2020 Board Meeting:

Grace Boone moved that the minutes of the May 21, 2020 meeting be approved. The motion was seconded by Dan Clayton and was passed unanimously.

3. ELECTION OF BOARD OFFICERS

Without any other nominations, the proposed slate of officers for FY 21 is as follows:

- | | |
|-----------------------------|---|
| Chair: | Brian Woodward, Director of Public Works,
York County |
| Vice Chair: | Grace Boone, Director of General Services, James City
County |
| Secretary/Treasurer: | Thomas Swartzwelder, County Administrator, King and
Queen County |

Jason Mitchell moved that the slate of officers be approved as submitted. The motion was seconded by Bodina Wright and was passed unanimously.

4. COMMERCIAL RISK CONSULTANTS RENEWAL FY21

Commercial Risk Consultants, Inc. has provided services to the Authority since 1997. The proposal from Commercial Risk Consultants, Inc. was included in the Board package.

The proposal for FY 21 represents an increase of \$2,520 over FY 20. VPPSA has not received an increase since prior to FY 07.

Recommended Action:

Approve the Executive Director to sign the proposal from Commercial Risk Consultants, Inc. for FY21.

Dan Clayton moved that the Executive Director sign the proposal from Commercial Risk Consultants, Inc. The motion was seconded by Bobbi Tassinari and was passed unanimously.

5. FY21 PROPERTY AND CASUALTY INSURANCE

In January 2020, David Magnant contacted VRSA for a quote for property and casualty insurance. As well, VaCo provided an annual renewal quote. Due to the pandemic, VRSA was unable to provide a quote until June 2020. Once the VRSA quote was received, at a significantly reduced cost to VPPSA, Mr. Magnant forwarded the VRSA quote to John Newby of Commercial Risk Consultants, Inc. to compare with the VaCo quote he had previously received. Mr. Newby prepared a comparison of services for property and casualty insurance between VaCo and VRSA. The comparison was provided in the Board package as was the recommended coverage proposal.

David Magnant stated that VaCo requires 90-days' notice to terminate coverage for the coming fiscal year. VPPSA did not meet the 90-day requirement. The implications of not giving a 90-day notice to VaCo are the loss of approximately \$5,000 in COVID dividends and \$85,000 in equity, although neither are guaranteed.

John Newby of Commercial Risk Consultants, Inc. presented a summary to the Board of the services. Mr. Newby stated that most coverages were the same between VaCo and VRSA. Mr. Newby did recommend that VPPSA purchase the optional no fault property damage coverage at an annual premium of \$1,233. Mr. Newby stated that the delivery of the VRSA quote was possibly delayed due to reinsurance verification. Mr. Newby stated disappointment in VaCo holding to the 90-day notice during the pandemic. Mr. Newby believes the Authority should select VRSA for the property and casualty insurance, not only for the significant savings of approximately \$50,000 in FY21 but for the savings over the next three fiscal years as the worker's compensation experience modification will remain at 1.0 and because the dividends and equity are not guaranteed. Mr. Newby said the Authority should have enough data to determine if the change to VRSA was the correct decision after this three-year period.

Tom Swartzwelder asked the amount of the current premiums paid to VaCo. David Magnant stated the current premiums for VaCo for FY20 were \$106,027. Mr. Magnant stated his concern in discontinuing coverage with VaCo without the 90-day notice as he does not want to damage the relationship for the future. However, the savings make it difficult not to discontinue coverage. Grace Boone asked if any other VPPSA members use VRSA. Dan Clayton stated that the City of Williamsburg uses VRSA and Bodina Wright stated that the City of Poquoson uses VRSA.

Recommended Action:

Approve the proposal from VRSA and authorize the Executive Director to sign the agreement.

Tom Swartzwelder moved to accept the recommendation of the Executive Director to switch to VRSA. The motion was seconded by Grace Boone and was passed unanimously.

6. PROJECT REPORTS

David Magnant stated bids were received for the Compost Facility BMP retrofit project. A total of six bids were received ranging in cost from \$322,000 to \$594,000. Stantec has recommended VPPSA choose the firm that made the lowest bid as Stantec has worked with this firm on other projects in the past. VPPSA is currently waiting on York County's review of the bids to make a final decision.

Maintenance costs are much higher than budgeted due to the passing of Philip Mackerney and the time it took to replace the maintenance position.

TFC Recycling has requested an increase for curbside recycling effective July 1, 2020. The requested increase is 2.9% based on the CPI for garbage and trash. Based on the current home count, the increase for the year will be approximately \$50,000. Processing costs will not increase. Long lanes will increase from \$13.46 to \$13.85 and front load service will increase from \$57.53 to \$59.40 for once a week 8-yard service and \$115.45 to \$118.80 for twice a week 8-yard service. Mr. Magnant stated that a 2.5% increase had been included in the FY21 budget.

The vehicle maintenance facility under construction in King and Queen County is progressing and is approximately 50% complete. The anticipated completion date is sometime in August or September.

Brian Woodward asked for any questions. There were no questions.

7. REGIONAL RECYCLING RATE REPORT FOR CY2019

Every year, VPPSA compiles recycling and waste generation figures from all ten member cities and counties and submits the Recycling Rate Report to the Department of Environmental Quality (DEQ) on behalf of the member cities and counties. The most recent report, for calendar year 2019, was included in the Board package and reported that 30.8% of the waste in the VPPSA region was recycled which exceeds the state mandated rate of 25%. The reported rate for CY 2018 was 29.3%. The Compost Facility continues to contribute the largest amount.

David Magnant stated that a project for FY21 for VPPSA will be to ensure that more of the available data is captured. Mr. Magnant and Tracy Hofmeyer, VPPSA Recycling Coordinator, will head up the project.

The Solid Waste Planning and Recycling Regulations (9VAC-20-130) make the “solid waste planning unit” responsible for reporting the recycling rate for the entire unit. The first Solid Waste Management Plan for the VPPSA service area, submitted in 1991, identified all ten member cities and counties as the solid waste planning unit. One Recycling Rate Report is prepared by VPPSA and submitted to DEQ on behalf of all members. DEQ, therefore, does not acknowledge recycling rates for the individual members of VPPSA.

Brian Woodward asked for any questions. There were no questions.

8. COVID-19 REIMBURSEMENTS

Upon recommendation from Cherry Bekaert, independent auditors for VPPSA, staff are keeping record of all COVID-19 related expenditures, to include but not limited to:

- Face masks
- Latex and vinyl gloves
- Hand sanitizer
- Printed material (i.e. signage, handouts)
- Site modifications
- Additional credit card equipment
- Additional household chemical staffing from MXI

Currently there is no definitive guidance on reimbursements as guidance is coming out frequently. Cherry Bekaert is to touch base as soon as there is clear guidance.

The guidance was unclear if Regional Authorities would be permitted to request reimbursement. Should that be the case, we will itemize expenditures by community, so that you may recoup the expenses along with your reimbursement submittals.

As of the date of the Board meeting, VPPSA has incurred approximately \$11,000 in expenses related to COVID-19. David Magnant stated that VPPSA would provide an itemized list of expenditures, by community, for their reimbursement submission if VPPSA is unable to submit the expenditures.

Tom Swartzwelder stated that the CARES Act allows for communities to allocate funds to sub-elements of government and therefore can provide funds to VPPSA in the event funds are needed to cover for expenditures that are ineligible for reimbursement.

9. SALARY ADJUSTMENTS

A summary of salary adjustments for FY21 for all member cities and counties was included in the Board package. David Magnant stated that VPPSA annually surveys the members to provide a regional summary.

The budget approved by the VPPSA Board at the December 2019 meeting included an allowance for a salary adjustment of 3% for all employees.

With the City of Williamsburg as the only member to provide an increase (2% for FY21), David Magnant recommended that the salary adjustment be placed on hold until the October or December Board Meeting with the intent to revisit. Mr. Magnant said that another salary survey can be distributed in October if that would be helpful. Brian Woodward, Grace Boone, and Tom Swartzwelder all recommended revisiting closer to December.

Brian Woodward said that no motion was needed and that this item can be added to the agenda at a time in the future.

10. NEW BUSINESS

1. June 19th (Juneteenth)

David Magnant stated that both the City of Williamsburg and James City County were offering June 19th as an official holiday. Mr. Magnant surveyed the Board members during the meeting as to their respective communities and observance of June 19th. All Board members present, with the exception of the City of Poquoson and York County, indicated that June 19th would be observed either as a holiday or an additional day off sometime during the fiscal year. Brian Woodward asked Mr. Magnant what recommendation there was for VPPSA. Mr. Magnant stated that all sites would remain open and that June 19th would be a holiday for FY20 that was not budgeted. The administrative office and all salaried personnel will be off for the day.

11. OLD BUSINESS

No old business

12. NEXT MEETING DATE

Brian Woodward stated that the next Board meeting would need to be in person since Virginia will enter, prior to the meeting, phase 3 of reopening during the pandemic. Mr. Woodward asked Dan Clayton if the Board would be able to use the conference room at the City of Williamsburg. Mr. Clayton said he would confirm. As of the time of the meeting, the next Board meeting will be held as follows:

**August 7, 2020
Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 23185
9:00 a.m.**

Brian Woodward adjourned the meeting at 9:40 am.

Respectfully Submitted,



Thomas J. Swartzwelder
Secretary/Treasurer