

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Williamsburg Municipal Building
401 Lafayette St
Williamsburg, VA 23185
10:00 a.m.
April 7, 2017**

IN ATTENDANCE:

Timothy Wilson	Essex County
Chip McDonough	City of Hampton
Mark K. Reeter	King William County
Grace Boone	James City County
Brian Woodward	York County
Tom Jones	City of Poquoson
Marcia Jones	Middlesex County

ABSENT:

Tom Swartzwelder	King & Queen County
Dan Clayton	City of Williamsburg
Mindy Conner	Mathews County

OTHERS IN ATTENDANCE:

Vernon Geddy III	Geddy, Harris, Franck & Hickman
Stephen Geissler	VPPSA
David Magnant	VPPSA
Karen Plumley	VPPSA

Marcia Jones welcomed Mark Reeter and Timothy Wilson, the new County Administrators for King William County and Essex County, respectively.

1. PUBLIC COMMENT

There was no public comment.

2. MINUTES

Tom Jones moved that the minutes of the February 3, 2017 meeting be approved with one correction- David Magnant should have been listed under "Others in Attendance". Chip McDonough seconded and the motion passed unanimously.

3. LANDFILL MONITORING

Steve Geissler said that VPPSA and Joyce Engineering had entered into an agreement in April 2015 to provide monitoring and post-closure care services. Joyce Engineering will complete the second year of the agreement in June, 2017.

Estimated costs of services for the five participating counties for FY 18 were provided by Joyce Engineering and included in the VPPSA Budget for FY 18, which was approved at the December 2016 Board Meeting. Every April, Joyce Engineering provides updated cost estimates which are included in the Board Package. This proposal includes the base activities of groundwater and gas monitoring and additional activities in response to DEQ requirements and requests. The proposal also includes an estimate of anticipated fees payable to DEQ which have not been included in the VPPSA budget. These figures will serve as budget numbers for FY18 once approved.

John Westerfield, Hillary Elder, and Jennie Johnson were present at the meeting. Mr. Westerfield thanked VPPSA for its confidence in Joyce Engineering over the years, and noted that anticipated costs for FY 18 are a bit less than in prior years. The ongoing goal for all of the communities is to shorten the remaining length of post closure care.

Brian Woodward moved that the proposal from Joyce Engineering be approved for FY 18. Grace Boone seconded and the motion was passed unanimously.

4. AMENDMENTS TO AGREEMENTS AND SERVICE AGREEMENTS FOR DEBRIS REMOVAL, REDUCTION, AND DISPOSAL SERVICES FOR HURRICANES AND OTHER DISASTERS

VPPSA entered into Agreements for Debris Removal, Reduction and Disposal for Hurricanes and Other Disasters in April 2013 with four contractors:

- AshBritt Inc., Deerfield Beach, Florida
- Ceres Environmental Services, Inc., Sarasota, Florida
- CrowderGulf, Theodore, Alabama
- Phillips and Jordan, Inc, Robbinsville, North Carolina

The Agreements in place are between VPPSA and the Contractors, while Service Agreements are between VPPSA and the individual cities and counties. Currently, the contracts are activated by VPPSA with notice to the Contractor at the community's request. Task orders are then issued by the City or County that describe the work requested.

Recently the City of Hampton requested a change to this procedure, which would allow the City to activate the Contract directly with the Contractor. A memorandum was generated with additional details and proposed amendments to accommodate the City's request. The proposed

amendments would provide the Communities with the option of activating the Agreement directly, or continue to have VPPSA activate the contract at the Community's request. Mr. Geissler will make amendments to Hampton's service agreement to provide this option, and will also do the same for any other Community as requested.

Mr. Geissler said that he will prepare an activation form to be used when a community is activating the contract which will include all of the required information, and will require copying all those who need to be informed including VPPSA's Executive Director. This will enable the Executive Director to monitor the process and help to ensure that any one contractor does not become over-extended.

Recommended Action:

Brian Woodward moved that the Executive Director be authorized to prepare, distribute and execute Amendments to the Agreements and Service Agreements for Debris Removal, Reduction and Disposal for Hurricanes and Other Disasters, to allow a change to the procedure used to activate contractors, with approval of VPPSA legal counsel. Tom Jones seconded and the motion was passed unanimously.

5. HEALTH INSURANCE

Steve Geissler reviewed the proposed renewal rates received from The Local Choice Health Benefits Program for FY 18. The proposed rates reflect an increase of 8.5% for the Key Advantage with Expanded Benefits program and 9.0% for the Key Advantage 500 program. A second program has been offered since FY 05 in addition to the Key Advantage with Expanded Benefits Program. The Key Advantage 500 offers lower premiums but has reduced benefits with higher deductibles; there are currently 8 employees who have this coverage.

In comparison with other member communities, VPPSA employees pay a higher portion of the cost for employee only coverage, but a lesser share for Employee + One and Family coverage.

Currently just over 70% of employees are enrolled in health insurance, and of those, approximately 19% are enrolled in the less expensive Key Advantage 500 plan.

The proposed employee and employer contributions for FY 18 are consistent with the policy established by the Board in 2011.

The following table presents the monthly premiums for both the Key Advantage with Expanded Benefits program and the Key Advantage 500 program for FY 17 and FY 18 with the increase applied to both the employee and employer contributions.

Mr. Geissler said that each plan continues to offer a second option which provides preventive and diagnostic dental care only, instead of the comprehensive dental care which has always been included in both plans. Proposed rates are included for both options of each plan, and as instructed by The Local Choice, the employer contribution for the reduced dental coverage is the same as that for the comprehensive coverage.

FULL TIME WITH COMPREHENSIVE DENTAL**Key Advantage with Expanded Benefits- Comprehensive Dental- 8.5% increase**

Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$149	\$679	\$828
Employee Plus One	\$506	\$1,026	\$1,532
Family	\$738	\$1,498	\$2,236

Key Advantage 500- Comprehensive Dental - 9.0% increase

Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$97	\$599	\$696
Employee Plus One	\$348	\$940	\$1,288
Family	\$507	\$1,372	\$1,879

FULL TIME WITH PREVENTIVE DENTAL**Key Advantage with Expanded Benefits- Preventive Dental Only**

Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$135	\$679	\$814
Employee Plus One	\$480	\$1,026	\$1,506
Family	\$700	\$1,498	\$2,198

Key Advantage 500- Preventive Dental Only

Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$83	\$599	\$682
Employee Plus One	\$322	\$940	\$1,262
Family	\$469	\$1,372	\$1,841

FY 17 Monthly Contributions**Key Advantage with Expanded Benefits- Comprehensive Dental**

Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$137	\$626	\$763
Employee Plus One	\$466	\$946	\$1,412
Family	\$680	\$1,380	\$2,060

Key Advantage 500- Comprehensive Dental

Type of Coverage	Employee Contribution	VPPSA Contribution	Total
Single	\$89	\$549	\$638
Employee Plus One	\$319	\$861	\$1,180
Family	\$465	\$1,258	\$1,723

In accordance with the Affordable Care Act, health insurance will be offered to all employees who meet the average of 30 hours per week for the prior 12 months. The proposed rates meet the affordability requirements of the Affordable Care Act.

The budget for FY 18 was prepared assuming an increase of 10% for health insurance premiums.

Mark Reeter asked if staff knew what the buyout would be if a decision were made to go with another company, and suggested that this was good information to obtain on a periodic basis for informational purposes. Steve Geissler said that the Authority's Risk Manager, John Newby, has said that due to the small number of employees, VPPSA was best served by a program similar to The Local Choice. Mr. Geissler said that he would obtain this information.

Mark Reeter moved that the proposal for Key Advantage with Expanded Benefits and Key Advantage 500 be accepted, and that the proposed employer and employee contribution for FY 18 to be withheld starting in June 2017 for July 2017 coverage be approved. Chip McDonough seconded and the motion was passed unanimously.

6. PROJECT REPORTS

Compost Facility

Attention was called to the minutes of the March 15 meeting of the Compost Facility Oversight Committee. David Magnant reported that:

- Sales as of the March oversight meeting were about \$174,000, but are currently just over \$250,000. Spring is a busy time of the year at the Compost Facility, and there is plenty of material available for sale.

Transfer System

Attention was called to the minutes of the March 10 meeting of the Transfer System Oversight Committee. David Magnant reported that:

- Staff has just finished replacing all four of the number one compactors at the transfer stations along with the hoppers, and have also replaced the phase converters for Middlesex and Essex since they don't have three phase power at those sites.
- Replacement of compactors at eight convenience centers began yesterday, and the work in Dahlgren in King and Queen and the King William Landfill in King William have both been completed already. This morning, replacement of the compactor at Jamaica in Middlesex was completed by 9:00AM and staff was headed to Owenton in King & Queen to begin work there. Next week replacement work will be done at Mascot and Traveler's Rest in King & Queen, Hartfield in Middlesex, and at Tewning Road in James City County. Mr. Magnant noted that the contractor, Big Stuff, from Maryland, has done a good job with the installation and it has been a pleasure to work with them.
- Most of the vehicles that were placed for auction on Public Surplus have been sold, but there are still a couple that will have to be resubmitted for a second attempt.

Household Chemical Collection

David Magnant reported that the next event will be held on April 8 in James City County, and on May 13 and May 20 in York County and Hampton, respectively.

The first event of the calendar year on the Middle Peninsula will take place on April 15 at the Regional Airport, and the second event will be in Mathews on August 19.

While vehicle counts remain about the same as usual with about 4800 total expected for the year, York County seems to have a higher disposal cost than in previous years, slightly higher than what was budgeted. Total disposal costs for all events is estimated to be around \$220,000 - \$225,000 which is also consistent with recent years.

Computer/Electronics Recycling

David Magnant reported that the next event will be held on April 8 in James City County, and on May 13 and May 20 in York County and Hampton, respectively.

The first event of the calendar year on the Middle Peninsula will take place on April 15 at the Regional Airport, and the second event will be in Mathews on August 19.

These events require additional staff, since VPPSA now handles all electronic materials themselves at each event: accepting materials from customers, loading them into the container properly and then delivering the materials to the processor. While it is extra work, the processor has had no complaints and things are going well. One advantage is that during the last few months with Versability, accepted materials became limited to computer related items only, so residents are no longer able to bring in such a wide variety of materials.

Curbside Recycling

County Waste is still working to reduce the number of misses, they have come down but are still slightly higher than what staff considers acceptable. County Waste is preparing to implement a new tracking system that is expected to help in many ways. VPPSA staff will be able to see whether residents in fact had their cart out in time, or if they were actually a late put out. County Waste is working to improve and meet their performance goals, and have shown a lot of improvement in this area.

Drop Off Recycling

Prices have been excellent, with cardboard at \$217 per ton last month, and mixed paper at \$138. It is anticipated that prices will be slightly lower this month; staff is still waiting on some bids but so far is seeing \$165 for cardboard and \$80 per ton for mixed. Even with this month's price reductions, the value of these materials is still up significantly from prior years. For example, the highest prior price per ton on cardboard was \$190.

Steve Geissler called the Board's attention to page 14 of the project reports, the FY 17 Cost Summary for drop off recycling, as a follow up to Mr. Magnant's information on price per ton for mixed paper and cardboard. Mr. Geissler pointed out the budgeted material revenue for each community, compared it to the current material revenue as of February 2017, and then again to the anticipated revenue through the end of the fiscal year. In nearly every case the material revenue for the year will exceed the budgeted amount. The only exception is York County because they handle their own cardboard and so that revenue is not included in the Cost Summary. Mr. Geissler, referring to VPPSA staff who were attending the Board Meeting to receive their service awards, said that their job was to encourage users to recycle, and to make every effort to see that as much paper and cardboard is recycled as possible. Mr. Geissler went on to say the numbers on the report show that their efforts are worthwhile and do make a difference to the communities they serve.

7. SERVICE AWARDS

Marcia Jones and Steve Geissler congratulated the following employees on their years of service to the Authority:

Derek Havunen Maintenance Mechanic	5 years Transfer System
Joyce Evans Attendant	10 Years Transfer Station
Julius Forest Attendant	10 Years Convenience Centers
Steven Helsley Attendant	10 Years Convenience Centers
John Trumble Equipment Operator	10 Years Compost Facility
Nellie Lomax Attendant	10 Years Convenience Centers
Lisa Polidori (not present) Office Manager	10 Years Administration
Tracy Hofmeyer (not present) Recycling Coordinator and Safety Officer	15 Years Administration
Philip "Stomper" Mackerney Maintenance Mechanic	15 Years Transfer System
Renee Rogers Attendant	20 Years Convenience Centers

8. NEW BUSINESS

Vernon Geddy reviewed the Financial Disclosure Statement from the Virginia Conflict of Interest and Ethics Advisory Council. These forms are to be completed annually for the prior calendar year and in future should be submitted by January 15. Mr. Geddy said that each Board member should submit a completed form to Steve Geissler; but if any Board member had already been required to complete it for another position held, then a copy would be sufficient. Mr. Geddy also pointed out that VPPSA board members are not required to complete pages 5 and 6 of the form, and suggested that he could be contacted should there be any questions.

8: NEXT MEETING DATE

June 2, 2017

10:00 am

Cooks Corner Office Complex

2893 General Puller Highway, Saluda

Respectfully Submitted,

Jason Mitchell
Secretary / Treasurer