

MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY

Cooks Corner County Complex
2911 General Puller Highway
Saluda, Virginia
December 1, 2017
10:00 a.m.

IN ATTENDANCE:

Brian Woodward	York County
Tom Jones	City of Poquoson
Matthew L. Walker	Middlesex County
Jason Mitchell	City of Hampton
Dan Clayton	City of Williamsburg
Tom Swartzwelder	King & Queen County
Mark K. Reeter	King William County

ABSENT:

Mindy Conner	Mathews County
Grace Boone	James City County
Timothy L. Wilson	Essex County

OTHERS IN ATTENDANCE:

Vernon Geddy III	Geddy, Harris, Franck & Hickman
Stephen Geissler	VPPSA
David Magnant	VPPSA
Lisa Polidori	VPPSA
John Newby	Commercial Risk Consultants, Inc

1. PUBLIC COMMENT

No public comment was made.

2. ELECTION OF CHAIR

Steve Geissler informed the Board that Marcia Jones had officially retired from her employment with Middlesex County and had offered her resignation from the position as Chair of the VPPSA Board of Directors. Matthew L. Walker, the Middlesex County Administrator, and alternate Board member for Middlesex County has agreed to serve as Board Chair and complete the vacated term of Marcia Jones.

Tom Swartzwelder moved that the election of Matthew L. Walker as Chair of the VPPSA Board of Directors for the remainder of FY18 be approved. Jason Mitchell seconded and the motion was passed unanimously.

3. EMPLOYEE SERVICE RECOGNITION

Matthew L. Walker and Steve Geissler congratulated the following employees who reached a service anniversary:

Pamela Braxton Attendant	10 Years Convenience Center
Brenda Fletcher Attendant	10 Years Convenience Center
Jimmy Hence Driver	10 Years Transfer System
Homer Scott Driver	10 Years Transfer System
Theresa Mullins Attendant	15 Years Transfer System
David Magnant Director of Operations	20 Years Administration

4. MINUTES

Dan Clayton moved that the minutes of the October 6, 2017 meeting be approved. Jason Mitchell seconded and the motion passed unanimously.

5. FY18 PROPERTY AND CASUALTY INSURANCE

John Newby of Commercial Risk Consultants presented the property and casualty insurance coverage summary for FY18. Mr. Newby stated that all coverage was provided by VACORP, and reminded Members and Staff that General Liability and Public Officials Liability were increased in 2017 from \$5,000,000 to \$10,000,000. Mr. Newby feels that this is reasonable given the size of the organization, and the cost to make the changes was minimal.

Mr. Newby reviewed VPPSA's coverage and noted the following:

- General Liability includes Limited Pollution Liability per event of \$1,000,000,
- Cyber Liability coverage in the amount of \$500,000 is also included. VPPSA's main exposure would be if there was some type of release of private information, and these funds would cover the legally required notification for those potentially affected.
- Employee crime coverage is \$1,000,000 per event.
- Money and Securities covers loss of money and securities both on and off premises
- Counterfeit Paper pays for loss due to acceptance of counterfeit money or checks
- Depositor's forgery pays for any loss of money caused by forgery or alteration including payroll checks endorsed by an improper party.
- Computer fraud covers fraudulent use of a computer, but does not cover "social engineering". "Social Engineering" is when an employee responds to a seemingly legitimate email by sending money or information which then causes a loss.
- Auto liability is \$10,000,000, but this is reasonable since VPPSA has so much over the road exposure.
- Workers compensation costs remain steady at about \$60,000 per year.

Steve Geissler noted that the deductibles are very low and asked if they should be increased in order to lower premiums. John Newby said he would recommend leaving them alone, as the rates are already low and such a change would not likely reduce the premiums much, if at all.

Steve Geissler took the opportunity to explain to new Board Members that Mr. Newby is a Risk Management Consultant and as such doesn't sell insurance or receive any benefit based on the insurance company VPPSA chooses. Instead, VPPSA pays Mr. Newby a flat fee annually for his services. Mr. Newby reviews all insurance issues or questions, and provides an update for the Board each year in December.

Matthew Walker asked if VACORP provided any type of training. John Newby said that they did, but said people often don't take advantage of it. VPPSA has used their services for safety site surveys, and at one time staff used their safety training videos on a fairly regular basis; it was suggested that this be done again.

6. PROJECT REPORTS

Compost Facility

Attention was called to the minutes of the November 15, 2017 meeting of the Compost Facility Oversight Committee. David Magnant reported that:

- The new supervisor, Kim Beachum, is acclimating very well; a new Equipment Operator II has been hired and will start next week.
- Staff is planning a tour of the facility for some of the larger area landscapers and are optimistic that some good product sales will result from this effort.
- Staff would like to sell a large amount of material prior to starting the paving and site work, rather than just moving material around to accommodate the work. Staff has been looking at what it costs to produce colored mulch, and plans on reducing prices based on that number, or offering bulk discounts. York County recently purchased colored mulch at a reduced price of \$20 per yard. James River Grounds Management has said they would purchase 15,000 cubic yards, and another large landscaper said they would purchase 5,000 cubic yards, so there are a lot of possibilities.

Attention was called to the minutes of the November 9, 2017 meeting of the Middle Peninsula Transfer System Oversight Committee. David Magnant reported that:

- Steve Geissler and David Magnant recently conducted site visits and were pleased to see that the employees are doing a great job at maintaining the sites and keeping them in good order. Attendants continue to educate their customers on what is and isn't recyclable, and work to keep materials properly sorted. Material is clean and helps to ensure that we are able to get top price for each load.
- Some sites are in need of power washing, cleaning, or other maintenance. New signs are needed in some places as well. Signs at the four transfer stations were repaired and repainted and made a big improvement at the site.
- Steve Geissler and David Magnant have a meeting after the Board Meeting with Draper Aden and the architects for the Vehicle Maintenance Building.

Curbside Recycling

Volumes remain about the same. Lately there have been more misses than are allowed, and while staff has to act based on what the resident says, a problem with late put outs seems likely. In some cases, County Waste is taking time stamped photos to document what the driver sees on arrival.

Household Chemical Collection and Computer Recycling

The last event in Hampton went well, despite the move to a different location. There were a total of 4,800 vehicles at FY 17 events, which is about the same as the prior year. Weights were about 60,000 pounds, which is down a bit, because many electronics- plus other items such as vacuum cleaners and other appliances- are no longer acceptable.

Drop Off Recycling

Prices are down per ton due to policy changes in China, the National Sword, but volumes remain about the same.

7. EXTENSION OF AGREEMENT FOR HOUSEHOLD CHEMICAL COLLECTION SERVICES

Steve Geissler noted that an agreement with Clean Harbors was executed in December 2014 for a term of two years, with provision for three one year renewals. A letter has been received from Clean Harbors proposing to extend the term of the agreement to February 13, 2019, and includes a price increase of 3.0%.

The first proposal from Clean Harbors included a 5% increase in the fee schedule. After some discussion, Clean Harbors agreed to reduce the increase to 3%, which is the same amount as the previous increases.

In addition, Clean Harbors asked for a significant increase in the cost to collect and dispose of mercury. Until now, a five gallon pail was the minimum amount and the charge was \$57.00. The initial proposal was to increase the minimum amount to \$450, but after discussion Clean Harbors agreed to a minimum charge of \$350. There is some mercury dropped off at most collections in the form of thermometers and thermostats, so there is minimum charge for mercury at nearly all events. Mr. Geissler said that we can accommodate the increases with the FY 18 budget as proposed. Staff is very pleased with the service provided by Clean

Harbors, and their prices are reasonable based on prior RFPs. Mr. Geissler recommended that that the Board accept the proposed renewal for next year.

David Magnant said that he would check with Clean Harbors to see if there was a way to keep a five gallon bucket for mercury but only turn it in when it became full.

Tom Swartzwelder moved that the proposed extension of the Agreement for Household Chemical Collections Services with Clean Harbors for an additional year be approved. Mark Reeter seconded, and the motion was approved unanimously.

8. FY 19 BUDGET

Steve Geissler distributed draft budgets to Board members for review during the first week of November. Both Transfer and Compost Facility Oversight Committees met and reviewed the appropriate portions of the budget, and both committees approved all budget proposals. All comments received during the meetings and communications with Williamsburg and James City County have been incorporated into the budget proposal.

Steve Geissler reviewed the budget proposal, and noted the following:

- There are no staffing changes, nor changes to services.
- With the exception of York County, Peninsula communities have a significant project fund balance for Household Chemical Disposal.
- The Computer Recycling budget is based on VPPSA receiving and sorting materials at the events and deliver to Computer Recycling of Virginia, but this is a stressor to the collection program because it requires extra staff. Efforts will be made to secure a contractor to provide collection at the event.
- The Compost Facility will have an increase due to a reduced revenue budget for user fees. Previously the user fees budget has been consistent at about \$100,000, but for FY 19 it has been reduced to 85,000.
- On the Middle Peninsula, the big issue is the effect of the National Sword in China, as discussed at previous meetings. In FY 17, \$173,000 was received in revenue for mixed paper and cardboard, but the budget for FY 19 is only \$74,000 which is a reduction in revenue of \$99,000.
- There are no significant changes in the Administrative budget, however community fees will increase from \$10,500 to \$10,750.

Mr. Geissler called attention to the following summary which was included with the budget presentation:

General

All salary line items include an allowance for a salary adjustment for FY 19 of up to 2.75%. The actual salary adjustment will be set by the VPPSA Board at the June 2018 meeting.

An increase of 8% has been assumed for health insurance premiums. It is expected the Key Advantage and Key Advantage 500 programs will continue to be offered to all eligible employees.

Projects administered using contractors include an administrative fee of 6%. Projects administered using VPPSA personnel include an administrative fee of 12%. A flat fee of \$400 per county will be used for the Middle Peninsula Household Chemical Collection Project.

Curbside Recycling

The proposed budget for Curbside Recycling for FY 19 is based on the following:

- Estimated house counts for James City County, Poquoson, Williamsburg and York County based on actual house counts for FY 17 and 18 and anticipated growth.
- The Agreement between VPPSA and County Waste states that County Waste may petition for an annual adjustment to the unit price for curbside collection services, effective July 1, to reflect the general increase in the cost of operations, that shall not exceed 3%, based on the percentage increase of the “Garbage and Trash Collection” category, series CUUR0000SEHG02, of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. An increase of 2.16% was applied as of July 1, 2017. An increase of 2.5% has been assumed for FY 19.
- The budget includes an amount for additional services – which includes fees for requested services such as extra cart fees, multiple carts at townhomes, front load container services and long lane fees. This is a new line item for the Curbside Recycling Project
- An additional administrative fee of \$14,000 for James City County to compensate VPPSA for handling inquiries from James City County residents.

Household Chemical Collection

The total project budget for FY 19 represents a decrease of \$3,452 or 1% compared to the total project budget for FY 18.

The schedule of collection events is unchanged for FY 19. Collection events will be held in James City every other month from February to October. Collection events will be held in Hampton and York every other month from March to November. One collection event will be held in Poquoson in October for FY 19.

Operations Budget

The proposed operations budget for FY 19 represents an increase of \$1,648 or 2% compared to the operations budget for FY 18.

The Transportation Fee in the amount of \$9,000 will be paid by Household Chemical Collection project to the Transfer System project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires.

Disposal Budget

The proposed disposal budget for FY 19 - which are best estimates based on recent history - represents a decrease of \$5,100 or 2% over the disposal budget for FY 18.

Landfill Monitoring

The budget figures for landfill monitoring have been compiled by Joyce Engineering based on their understanding of the work that will be required to be completed in FY 19.

Computer Recycling

For FY 18, Computer Recycling events have been held in conjunction with the Household Chemical Collection events.

The computers and peripherals have been collected and transported to Computer Recycling of Virginia (CRVA) for recycling. CRVA has accepted the material

The budget for FY 19 includes continued collection and transport by VPPSA with an increase in the line item for transportation fees. A small allowance for processing is included.

VPPSA staff has identified a vendor who may be willing to collect, transport and process the recyclables. It is expected that a Request for Proposals will be issued for the service. Collection and transport of the recyclables has put a strain on VPPSA staff.

Compost Facility

The proposed budget for FY 19 represents an increase of \$16,616, or 1.4%, compared to the budget for FY 18.

Overall, the fees charged to the member communities represent an increase of \$31,616 or 6% compared to the fees charged for FY 18.

The revenue budget for User Fees as been reduced to \$85,000 for FY 19 from \$100,000 for FY 18. The actual revenue for User Fees for FY 17 was \$85,000.

The revenue budget for Material Sales will remain unchanged at \$480,000 for FY 19. The actual Material Sales revenue for FY 17 was \$404,000.

Staffing remains unchanged for FY 19 and includes the following:

- 1 Compost Facility Supervisor
- 2 Operator III
- 2 Operator II
- 2 Operator I
- 1 Customer Service Representative

All positions are full time.

The budget also includes 884 hours for the Middle Peninsula Maintenance Mechanics to provide assistance at the Compost Facility.

Significant reductions in expenses for the Compost Facility for FY 19 compared to the FY 18 budget are as follows:

- Equipment and Maintenance Repair – Purchase of new loaders in FY 17 expected to result in lower expenses
- Fuel – based on recent experience
- Colorant Purchase – based on recent experience

Significant increases in expenses for the Compost Facility for FY 19 compared to the FY 18 budget are as follows:

- Salaries – Full Time Hourly – additional hours for maintenance personnel and filling vacant equipment operator positions at FY 18 budgeted salaries rather than bottom of salary range.

Payment by credit card was initiated in FY 17. The budget for FY 19 includes two new line items. Credit Card Service Fees and Credit Card Transaction Fees. The convenience of payment by credit card is expected to result in greater compost and mulch sales – well above the fees for credit card acceptance.

The total monthly fee to the communities for FY 19 will be \$50,961. The total monthly fee will be allocated to the communities based on actual quantities delivered to the facility each month.

Middle Peninsula Solid Waste System

The proposed combined budgets for FY 19 for Transfer System, Convenience Centers and Landfill Disposal for Essex, King and Queen, King William, Mathews and Middlesex represent an increase of \$75,472, or 2.5%, in the fees paid by the counties compared to the combined budgets for FY 18.

As noted at the October 2017 Board meeting, the Drop Off Recycling Project has been included in the Transfer System Project for FY 19.

Expectations for revenue from mixed paper and corrugated cardboard recycling have been lowered as a result of recent announcements by China to limit or possibly ban imports of recyclables into the country.

The drop in oil prices has had a significant impact on oil recycling – changing a reliable revenue source to a consistent program cost.

Transfer System

The proposed budget for the Transfer System for FY 19 represents an overall increase of \$115,960 or 6% compared to the budget for FY 18. Inclusion of the Drop Off Recycling Project in the Transfer System Project accounts for much of the increase.

The operating schedule for the Transfer Stations will remain unchanged for FY 19. The proposed staffing for the system remains unchanged and includes the following:

Full Time

- 1 Supervisor – Solid Waste Operations Coordinator
- 10 Attendants
- 8 Drivers
- 2 Maintenance Mechanics
- 2 Dispatchers

WAE

The budget includes funding for 2,870 hours of WAE employees – Convenience Center Attendants. The attendants will provide the following:

- Staffing Transfer Stations when Transfer Station Attendants are working Household Chemical Collection Events
- Working as second attendant at Transfer Stations that require staffing by two attendants
- Staffing Transfer Stations when Transfer Station Attendants are on Annual Leave or Sick Leave
- Site maintenance activities such as grass cutting
- Mixed paper collections

Significant reductions in expenses for the Transfer System budget for FY 19 compared to the FY 18 budget are as follows:

- Tire Recycling – the charges to the Transfer System for Tire Recycling will decrease since all costs for tires collected from convenience centers are now – and in the future will be - charged to the Convenience Center Project. Previously, all costs for tire recycling have been charged to the Transfer System Project.

Significant increases in expenses for the Transfer System budget for FY 19 compared to the FY 18 budget are as follows:

- Salaries – Full Time Hourly – includes salaries for drivers, dispatchers and maintenance personnel previously included in the Drop Off Recycling Project
- Health Insurance – includes health insurance premiums for drivers, dispatchers and maintenance personnel previously included in the Drop Off Recycling Project
- Retirement – includes contributions for retirement for drivers, dispatchers and maintenance personnel previously included in the Drop Off Recycling Project
- Equipment Replacement – includes an allowance for replacement of pup trailer and containers for drop off recycling
- Oil and Antifreeze Recycling – with the drop in oil prices, vendors no longer will pay for recycled oil. The budget for FY 19 reflects actual costs incurred for FY 17.

The basis for allocation of variable costs associated with waste hauling – fuel, vehicle maintenance and tire repair and purchase - is the total number of miles expected to be traveled based on the number pulls for waste, white goods tires and drop off recyclables and the distance from the site to the disposal facility or recyclables processing location.

Anticipated revenues are as follows:

Transfer System - Line Item Number 43000 - White Goods Revenue

Actual revenue from the sale of scrap metal and white goods for FY 16 and 17 was \$72,000 and \$86,000, respectively. Current prices received for the sale of scrap metal and white goods are somewhat lower reflecting some concern over actions taken by China. The revenue budget for FY 19 has been set at \$60,000 to account for market uncertainties.

Transfer System - Line Item Number 44400 – Hauling Fees

Hauling fees will be charged to HRSD and the Town of Tappahannock for hauling sludge from the treatment plants to the landfills. VPPSA is currently providing hauling services at three campgrounds in Middlesex County. Starting in FY 19, hauling fees for drop off recycling in James City County and York County will be credited to this line item. Other miscellaneous hauling revenue, such as hauling tires for York County will also be credited to this line item. Approximately \$48,000 was received in hauling revenue for FY 17.

Transfer System - Line Item Number 44700 – Used Battery Recycling

Actual revenue for used battery recycling was \$3,000 for FY 17. The budget for FY 19 includes \$3,000 as revenue for used battery recycling.

Transfer System - Line Item Number 44750 – Paper Recyclables Revenue

All revenue received from the sale of paper recyclables collected through the front end collection system, the mixed paper recycling program and will be credited to this line item. In addition, starting in FY 19, all revenue received from the sale of paper recyclables through the drop off recycling program will be credited to this line item.

Total revenue for mixed paper and corrugated cardboard recycling through the Middle Peninsula Solid Waste System and the Drop Off Recycling Project was more than \$173,000 for FY 17.

There is significant uncertainty in the mixed paper recycling market as a result of recent announcements by China to limit or possibly ban imports of recyclables. Current rates for mixed paper recycling are less than 25% of the average rate received in FY 17. The impact on the corrugated cardboard recycling market has not been as severe.

The revenue budgets for Mixed Paper Recycling and Corrugated Cardboard Recycling for FY19 have been set at \$22,000 and \$52,000, respectively.

Transfer System - Line Item Number 44800 – Operating Fee

Payment in the amount of \$2,000 will be made from the Household Chemical Collection Project to cover additional operating costs including telephone, uniforms and safety equipment. Fee also covers cost of repair and maintenance to containers.

Transfer System - Line Item Number 49300 – Transportation Fee

Payments in the amount of \$9,000 will be made from the Household Chemical Collection Project and to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires. In addition, the Computer Recycling project will contribute \$8,000 for the use of the roll off vehicles.

Transfer System - Line Item Number 49500 – Container Rental

A total of \$12,800 was received as revenue for rental of containers for cardboard recycling and waste hauling from campgrounds in Middlesex County. For FY 19, revenue will be received from James City County and York County for rental of drop off recycling containers.

The budget for FY 19 includes \$18,000 as revenue for container rental.

Convenience Centers

The proposed budget for the Convenience Centers for FY 19 includes an increase of \$17,892, or 2.8% compared to budget for the Convenience Centers for FY 18.

There are no proposed changes to the operating hours and staffing levels for FY 19. The budget includes the following:

Full Time

- 1 Supervisor – Transfer System Supervisor
- 12 Attendants

Part Time / WAE

The budget includes funding for 8,000 hours of Part Time and WAE employees. This time will be split between one part time employees and eight WAE employees. These employees, for the most part serve as attendants at convenience centers throughout the five-county system.

Significant reductions in expenses for the Convenience Centers budget for FY 19 compared to the FY 18 budget are as follows:

- Salaries – PT / WAE – reallocation of costs between Transfer System and Convenience Centers to more accurately assess costs to appropriate project

Significant increases in expenses for the Convenience Center budget for FY 19 compared to the FY 18 budget are as follows:

- Oil and Antifreeze Recycling – with the drop in oil prices, vendors no longer will pay for recycled oil. The budget for FY 19 reflects actual costs incurred for FY 17.
- Tire Recycling – Previously, all costs for tire recycling have been charged to the Transfer System Project. All costs for tires collected from convenience centers are now – and in the future will be - charged to the Convenience Center Project. The budget for FY 19 reflects actual costs incurred for FY 17.

Landfill Disposal

Budget estimates for landfill disposal reflect anticipated waste quantities based on recent experience. The agreements for disposal at MPLRF in Gloucester County and the King and Queen Landfill expire June 2018. A Request for Proposals will be issued in November.

The weighted disposal fee for FY 17 was \$22.73 per ton. Fees are unchanged for FY 18 and the weighted tipping fees for FY 18 should be nearly the same. The budget for FY 19 assumes an increase in fees of 3% and a weighted disposal fee of \$23.41 per ton.

Household Chemical Collections – Middle Peninsula

For FY 19, as a result of the project balances, no project fee is proposed for King and Queen County and King William County. A flat administrative fee of \$400 per county is proposed for FY 19.

One event has been held in FY 18 – in Mathews County. It is expected that a second event will be held in Essex County for FY 18.

Events in FY 19 will be held in King William County and Middlesex County.

Administration

The proposed budget for FY 19 represents an increase of \$16,856 or 2.8% compared to the budget for FY 18.

The proposed staffing remains unchanged and includes the following positions:

Full Time

- Executive Director
- Director of Operations
- Recycling Coordinator / Safety Officer
- Office Manager
- Solid Waste Assistant

Part Time

- Accounting Clerk

The Community Fee will increase from \$10,500 to \$10,750 for FY 19.

Tom Jones moved that the FY19 budget as presented for distribution to member communities be approved. Brian Woodward seconded and the motion was passed unanimously.

9. EXECUTIVE DIRECTOR'S REPORT

Steve Geissler reported that Tracey Hofmeyer participated in the third annual James City Recycling Expo which was held at the site on Jolly Pond Road.

Next, Mr. Geissler shared an email that was forwarded to the Administrative office by Chip McDonough, the Solid Waste Operations Manager in Hampton, about one of the Household Chemical Events that was recently held there. Typically, there is not much positive feedback on the job that VPPSA does nor the services it provides- they are easily taken for granted. The email was from a resident who said that the process was well planned and organized, and that VPPSA employees were talking and laughing and generally enjoying themselves. The resident said that he was the first car in line, and had definitely not expected to enjoy himself, but instead had fun thanks to the friendly employees. A picture was attached of Pam Braxton, Renee Rogers and Jennifer Henderson. Matt Walker thanked the employees for representing VPPSA in such a positive light.

10. NEW BUSINESS

Jason Mitchell asked if there were any updates about the disposal or recycling of propane cylinders.

David Magnant said that Clean Harbors will take them but will charge \$15 per cylinder. Mr. Magnant went on to say that at this time there are approximately 1,700 propane tanks at the Compost Facility. Mr. Magnant has spoken to Revere Gas, Blue Rhino, Coleman, and many others in the extended area but has only found one company who is willing to take them- but the details are unknown as yet. Also, Cylinder Recyclers may be willing to commit to taking them long term and Mr. Magnant is in the process of getting more information from them. This scenario would require that drop off locations be established. There is also a call in to Rapid Recovery to see if they might be interested or willing to work on this project.

Revere Gas was initially willing to take propane and gas cylinders if VPPSA would deliver them, but Mr. Magnant does not want VPPSA drivers hauling containers that have residual gas in them, and at this time there is no way to remove that gas safely. There is a tool sold for residential use, but this method is not applicable for commercial application. Revere also said that it's too labor intensive, and there is too much liability in the process. As a good neighbor, they do accept small camping tanks on an individual basis from residents.

Hampton currently has about 500 containers waiting for disposal. Jason Mitchel said that Phillips Gas in Gloucester has a contract with someone who comes and picks up their containers, and he is expecting a return call from them.

At this time, Coleman gas does not provide any options for return or disposal of its own canisters.

Hampton said that perhaps it would be less expensive in the long run to go ahead and pay \$15.00 to Clean Harbors. David Magnant will ask Clean Harbors what they do with both the gas and tanks, and will also follow up with Big Mac in Suffolk, and the company that works with Phillips Gas.

All agreed that this subject will be up for discussion again in February under Old Business.

11. OLD BUSINESS

Steve Geissler said that he would be issuing the RFP for Debris Removal next week, the intent is to have something before the Board for Approval in February. Proposals will be due back around January 10, 2018.

Hampton, York, and James City have been part of the review team for Debris Removal in the past. Mr. Geissler will include those three communities on the review of the proposals when they come in. Anyone else who would like to be involved is welcome to participate.

Mark Reeter moved that the meeting be adjourned. Dan Clayton seconded and the motion was passed unanimously.

The meeting was adjourned.

10. NEXT MEETING DATE

February 2, 2018
Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette St
Williamsburg, Virginia

Respectfully Submitted,

Timothy Wilson
Secretary/Treasurer