

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Cooks Corner Office Complex
2893 General Puller Highway, Saluda
June 2, 2017**

IN ATTENDANCE:

Timothy L. Wilson	Essex County
Chip McDonough	City of Hampton
Mark Reeter	King William County
Dan Clayton	City of Williamsburg
Brian Woodward	York County
Marcia Jones	Middlesex County
Grace Boone	James City County

ABSENT:

Tom Jones	City of Poquoson
Tom Swartzwelder	King & Queen County
Mindy Conner	Mathews County

OTHERS IN ATTENDANCE:

Stephen Geissler	VPPSA
David Magnant	VPPSA
Lisa Polidori	VPPSA

1. PUBLIC COMMENT

There was no public comment.

2. MINUTES

Mark Reeter moved that the minutes of the April 7, 2017 meeting be approved. Dan Clayton seconded and the motion passed unanimously.

3. PROJECT REPORTS

Steve Geissler directed the Board's attention to a memo sent to Scott Earl with County Waste, the contractor for curbside recycling in reference to the new unit prices for FY 18. The current agreement says that County Waste can increase the unit prices annually based on the April CPI index for garbage and trash collection. The increase was budgeted for 2.0%, but the index shows an increase of 2.15%. Therefore, the FY 18 cost per home per month for James City County, Poquoson, and Williamsburg will be \$1.54, while York will pay \$1.47. This is very close to what was anticipated. Mr. Geissler will send this information out to each Board Member.

Steve Geissler said that the revised TMDL action plan for the Compost Facility has been approved. Stantec will now review the SWPPP to make sure that there are no inconsistencies with the TMDL action plan. The first step in implementing the action plan will be to dredge the pond. Then a dam will be constructed at the end of the forebay just before it enters the pond. The outlet structure will be repaired or more likely replaced, as the pipe is 20 years old and in poor condition. Native plantings along with a few other details to complete the plan.

It is hoped that the above action plan will correct any problems with the TMDL, and that there will be no need to purchase expensive credits. Phosphorus has been the main issue, so future results will need to be carefully monitored.

Compost Facility

The Compost Facility Oversight Committee meeting originally scheduled for May 17, 2017 was cancelled. David Magnant reported that:

- Prior to its opening, the York-Poquoson Sheriff's Office shooting range behind the compost facility had assured staff that there would be no safety issues, and constructed large berms to ensure that there would be no problems. But several spent bullets have been found at the Compost Facility, and an old pickup slated for sale on Public Auction was found with a shattered rear window. Needless to say, staff is very much concerned about safety at the site. Steve Geissler contacted Brian Woodward and the Sheriff and the Sheriff's Office has agreed to stop using the firing range until they can rectify the problem.
- May sales were about \$49,000, which brings the year to date total to approximately \$367,000. While this is lower than the usual yearly sales of \$415,000-\$420,000, expenses for the year are also down. There is lots of material for sale on site. Staff is actively seeking to hire more people, but applicants are few and not well qualified. Since most equipment operator positions pay between \$22.00 – \$25.00, and VPPSA is offering only \$18.00, low salaries may be a large part of the problem. Year end numbers will still be within budget.

Transfer System

The meeting of the Middle Peninsula Transfer System Oversight Committee scheduled for May 12, 2017 was cancelled. David Magnant reported that:

- Staff is having difficulty finding someone to do maintenance and repair work on four attendant buildings in the Transfer System. Attendant buildings at four main sites are 24 years old and badly in need of refurbishment. A contractor has agreed to do the work on one building for \$14,000. Once this work is completed, staff should be able to put together a more detailed scope of work and then put out an official bid to get the work completed on the remaining buildings.

Mathews and King William Transfer Stations will be seal coated and striped in June. This work will include digging out and repairing potholes and should take one day per site. The work will

be done on a day that the site is closed so that there is no interruption in service. Other sites requiring this work will have to be rebid.

The appropriate County Administrators will be notified what day the work is to be done.

Steve Geissler said that the repairs will be paid for with project fund balance money. Costs per site should be under \$15,000 and the work can be approved by obtaining quotes.

Curbside Recycling

In a recent meeting, County Waste provided training for the new Softpack routing software. Through the use of cameras and tablets, drivers input various information that staff can pull up on Softpack, such as time of service, and whether or not the resident had their can out for pickup. Photos can be taken of problems or unusual situations. This software has already proved to be a good tool with multiple uses.

Household Chemical Collection

This program continues to run smoothly. Numbers are consistent with last year for most communities, while the number of York residents attending has increased for this year. David Magnant noted that there are always York residents at every event, regardless of location.

Computer/Electronics Recycling

York County numbers are up for this year, while all other communities are within budget. As noted above, there are always York residents at every event, regardless of location.

Drop Off Recycling

The rates last month for cardboard were \$160 per ton, and mixed paper was at \$70.28 per ton. Sunoco consistently offers a very competitive price. International Paper has not bid at all in about six months, but recent conversations indicate that we should begin to receive bids from them again. Because VPPSA's material is so clean, vendors are paying the same prices as if the material were bailed. This is thanks to VPPSA staff who work hard to ensure good quality. Metal rates over the last few months have remained consistent at about \$80 per ton.

As per the Drop Off spreadsheet on page thirteen provided in the Board Package, quantities are about the same as last year, but increased prices have resulted in greater revenue. Every County has revenue higher than budgeted, except for York County which handles their own cardboard recycling and so those figures are not included in the figures provided.

6. REGIONAL RECYCLING RATE REPORT FOR FY 2016

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. Steve Geissler reported that the most recent report, for calendar year 2016, shows that 34.6% of the waste in the VPPSA region was recycled. This exceeds the state mandated rate of 25%.

Paper is down significantly from last year, as Walmart now reports its paper on a corporate level. Commingled quantities have increased due to increased business recycling. Many businesses now include cardboard with commingled, which is another reason that paper numbers have gone down.

York County received reports from a large number of tire dealers.

Yard waste totaled 29,000 tons, and the VPPSA Compost Facility was responsible for 24,000 tons. The Compost Facility is the single largest contributor to the recycling rate. The VPPSA Curbside Recycling program, along with the Hampton Curbside Recycling program and the VPPSA Compost Facility yard waste are responsible for about one half of the total recycling generated in the region- 112,244 tons.

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.

Mr. Geissler thanked Tracy Hofmeyer for her efforts in compiling the report and submitting it to DEQ, as the work is both tedious and time-consuming.

5. SALARY ADJUSTMENTS

Steve Geissler reviewed a summary of salary adjustments for FY18 for all member cities and counties. The budget approved by the VPPSA Board at the December 2016 meeting included an allowance for a salary adjustment of 2.75% for all employees.

At the April 2017 meeting, the VPPSA Board approved health insurance premiums which included an increase in the employee contribution of 8.5% for Key Advantage with Expanded Coverage and 9.0% for Key Advantage 500. The cost of the increase is split between VPPSA and the employee.

Based on the summary of salary adjustments which showed an average increase of 2.0%, Steve Geissler recommended a salary increase of 2.00% for all eligible employees. Dan Clayton asked what impact this would have on employee salaries when combined with the substantial increase in health insurance premiums. Mr. Geissler replied that this would unfortunately leave at least four employees with a negative net change in salary. A discussion ensued as to whether or not other communities had seen increases in health insurance premiums, and if so, what portion was being passed to the employee. After a fairly lengthy exchange among the various Board Members, Brian Woodward moved that:

- a salary adjustment of 2.00% be approved for all eligible employees effective July 1, 2017
- the remaining 0.75% which was originally budgeted for salary increases also be approved and effective July 1, 2017, but be divided equally among all eligible employees

Mark Reeter seconded and the motion was passed unanimously.

9. EXECUTIVE DIRECTORS REPORT

Steve Geissler and David Magnant attended a conference in Virginia Beach of the Old Dominion Chapter of SWANA during the last week of April, which was very well attended. Tracy Hofmeyer attended a portion of the conference to participate in OSHA Training.

David Magnant has had conversations with Bart Johnson from VaCorp to generate ideas on how to promote safety in the workplace. An in-house safety summit will be scheduled for some time in the next couple of weeks to prepare a plan, and determine how to implement it going forward.

On May 9, Steve Geissler gave a presentation to a business round table at the Williamsburg economic development authority. This included a presentation on business recycling and a lighthearted but informative slideshow entitled "Everything I Know About Management I Learned at the Racetrack".

Mr. Geissler also gave a presentation on Solid Waste Operations to a Local Government Institute class at William and Mary. Sandy Wanner and John McGlennon are involved in this class, whose purpose is to encourage students who want to work in a government setting to consider local government as well.

10. NEW BUSINESS

Steve Geissler said that LGIP had created a new investment product, called LGIP Extended Maturity. This product would have a one year, plus or minus three months, maturity. Mr. Geissler said that he is considering moving some money from other LGIP accounts into the new Extended Maturity product. Mark Reeter agreed but suggested that staff ensure that money can be withdrawn at any time in case of emergency.

11. CLOSED SESSION

Brian Woodward moved that the Board of Directors of the Virginia Peninsulas Public Service Authority enter into a closed meeting to discuss the performance evaluation of the Executive Director. This closed meeting is being held in accordance with Section 2,2-3711 (a) (1) of the Virginia Code.

Brian Woodward moved that the Board of Directors of the Virginia Peninsulas Public Service Authority certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification motion applies and (ii) only such public business matters were heard,, discussed or considered in the closed meeting by the Board as were identified in the motion, Section 2.2-3711 (A) (1), to discuss the performance evaluation of the Executive Director.

Roll Call Vote:

Timothy L. Wilson	Aye
Mark K. Reeter	Aye
Marcia Jones	Aye
Dan Clayton	Aye
Brian K. Woodward	Aye
Chip McDonough	Aye
Grace Boone	Aye

Mark Reeter said that if it was not already included in the bylaws, he would like to add an amendment to create a standing performance evaluation committee made up of 4 people, the Board Chair plus 3 others, two from the peninsula and two from the Middle Peninsula, that would serve on a rotating basis. Steve Geissler said that he would speak with legal counsel, as changing the bylaws may require ten public hearings.

It was also suggested that each Board Member have a copy of the bylaws.

Marcia Jones adjourned the meeting.

11. NEXT MEETING DATE

August 4, 2017
10:00 am
Williamsburg Municipal Building
401 Lafayette St
Williamsburg, VA 23185

Respectfully Submitted,

Jason Mitchell
Secretary / Treasurer