

**MINUTES  
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**February 3, 2017  
10:00 a.m.  
2nd Floor Conference Room  
Williamsburg Municipal Building  
Williamsburg, Virginia 23185**

**IN ATTENDANCE:**

Tom Jones	City of Poquoson
Chip McDonough	City of Hampton
Dan Clayton	City of Williamsburg
Bud Smith	Essex County
Grace Boone	James City County
Mindy Conner	Mathews County
Sandy Wanner	King William County
Marcia Jones	Middlesex County
Brian Woodward	York County

**ABSENT:**

Thomas Swartzwelder	King & Queen County
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**OTHERS IN ATTENDANCE:**

Vernon Geddy III	Geddy, Harris, Franck & Hickman
Stephen Geissler	VPPSA
Lisa Polidori	VPPSA

Steve Geissler called the meeting to order, and welcomed Grace Boone, the new General Services Director for James City County. Ms. Boone is replacing John Horne, who retired in December.

**1. PUBLIC COMMENT**

There was no public comment.

## **2. ELECTION OF OFFICERS**

Steve Geissler reviewed the officers who were elected for FY 17:

Chair- John Horne, James City County  
Vice Chair- Matthew Walker, Middlesex County  
Secretary/Treasurer- Jason Mitchell, Hampton

Board Chair John Horne retired in December of 2016. Also in December, the Middlesex County Board of Supervisors appointed Marcia Jones as the VPPSA Board member, and Matt Walker as the alternate. Therefore, both the Chair and Vice-Chair positions needed to be re-elected.

Marcia Jones agreed to serve as Chair, and Brian Woodward has agreed to serve as Vice-Chair for the remainder of FY 17. Jason Mitchell will continue his term as Secretary/Treasurer.

Bud Smith moved that Marcia Jones be approved as Chair, and Brian Woodward be approved as the Vice Chair for the remainder of FY 17. Tom Jones seconded and the motion was passed unanimously.

Marcia Jones received the gavel and proceeded to chair the remainder of the meeting.

## **3. MINUTES**

Chip McDonough moved that the minutes of the February 3, 2017 meeting be approved. Dan Clayton seconded and the motion passed unanimously.

## **4. PROJECT REPORTS**

### **Compost Facility**

Attention was called to the minutes of the January 18 meeting of the Compost Facility Oversight Committee. David Magnant reported that:

- Two more wheel loaders have been listed for sale on the Public Surplus site. Staff anticipates that the loaders will sell for around \$50,000 each.
- Sales are rather slow, but that is typical for this time of year.
- Staff continues to work on debagging leaves, which continue to come in. There are about five rows of leaves being composted so there will be plenty of product for sale.
- Sales should improve along with the weather.

### **Transfer System**

Attention was called to the minutes of the January 20 meeting of the Middle Peninsula Transfer System Oversight Committee. David Magnant reported that:

- Two roll off trucks and one front load truck will be listed for sale on the Public Surplus auction site soon.

- A new roll off truck should be received in about 2 weeks
- A bid for eight convenience center compactors is out, and bids are due to be received on February 10. There will be four new compactors in King and Queen, two in Middlesex, one in King William, and one at the Tewning Road site in James City County.
- Bids for the larger 575 compactors have been received. These compactors will also receive new, slightly lower hoppers, as the ones currently in place have been there since 1993. Work will begin in Mathews and is tentatively scheduled for the week of March 13, followed by Middlesex, King William, and finally Essex.

Steve Geissler noted that installation of the 575 compactors is a big job. Each installation will take about one week and include some disruption in service. Staff will keep communities informed as to the schedule of work. Mr. Geissler noted that the installation in Mathews County will be the most difficult because the compactor is located more in the middle of the site, and not at the end like the other transfer stations.

Marcia Jones suggested that there be signage at the sites, as well as a notice in the paper, and David Magnant said that he would do that. Mr. Magnant also said that once he receives confirmation of the start date, he will let the communities know.

### **Household Chemical Collection**

VPPSA has hired a new staff member, Monteir Pulley, as a Solid Waste Operations Assistant. Mr. Pulley will be based in the administrative office. As part of his position, he will be the supervisor at the VPPSA Household Chemical and Computer Recycling events. He will work the first event of the year on February 11 in James City County with David Magnant. Next he'll work with Patricia Jordan at the York County event on March 11, and then with Cecil Taylor at the new Hampton location at the Hampton Coliseum on March 18. At the James City event on April 8, Mr. Pulley will run the event, and David Magnant will observe.

### **Computer Recycling**

The first Computer Recycling event will be in James City on February 11. The first events in York and Hampton will be on March 11 and 18, respectively. Staff is creating a memorandum of understanding between VPPSA and Computer Recycling of Virginia. Once completed, the memo will be sent to Vernon Geddy for review and approval before sending it to CRVA. VPPSA will collect, load and deliver the computer items to Computer Recycling of Virginia, and they have agreed to accept the items at no cost.

### **Curbside Recycling**

Steve Geissler noted that six months into the fiscal year there has been about 6,000 tons of recycling collected, so it's likely that the total for the year will be close to the 12,000 tons collected during FY 16.

York County may add another section of Coventry- Smithy Glen- which has about 125 homes. James City County continues to add new neighborhoods.

County Waste has made significant progress in reducing the number of misses. They are also adding a new system which will allow VPPSA staff to monitor where the trucks are, which will be very helpful. James City County is working to be able to provide residents with the ability to determine their pickup day using the County's website. Audit information provided by County Waste will be used to make this possible. York County

and City of Williamsburg residents already have this ability using their community website.

### **Drop Off Recycling**

Prices for mixed paper and cardboard continue to improve- mixed paper is currently generating \$116 per ton at Tidewater Fibre Corp. and cardboard \$156 per ton at Bay Disposal.

## **5. Monitoring and Management Services for Debris Removal, Reduction and Disposal**

Steve Geissler noted that over the years, FEMA requirements have come to require a third party monitor in order to have a reasonable assurance of receiving reimbursement for debris removal, reduction and disposal.

In June of 2013, the VPPSA Board approved agreements for Monitoring and Management Services with three companies. The agreements had two year terms and options for renewals. For a number of reasons, it was determined that additional renewals would not be pursued and a Request for Proposals was recently issued.

Proposals were received from the following:

- **Metric Engineering**, Chipley, Florida
- **Rostan Solutions, LLC**, North Charleston, South Carolina
- **Tetra Tech**, Fairfax, Virginia
- **Witt OBrien's**, LLC, Washington DC

Brian Woodward of York County and Jason Mitchel of Hampton both volunteered to be on the review committee. The team, which will also include Steve Geissler and David Magnant) will review the proposals and select three contractors. Vernon Geddy will use a similar agreement to what was used in 2013.

Tom Jones moved that:

- A review team be appointed consisting of Steve Geissler, David Magnant, Brian Woodward of York County and Jason Mitchel of Hampton
- The review team be authorized to select contractors and negotiate Agreements for Monitoring and Management Services for Debris Removal, Reduction and Disposal with approval of VPPSA legal counsel, and the Executive Director be authorized to execute the agreements.
- The Executive Director be authorized to prepare, distribute and execute Service Agreements with approval of VPPSA legal counsel.

Brian Woodward seconded, and the motion passed unanimously.

## **6. CONSULTING SERVICES FOR DEVELOPMENT OF A VEHICLE MAINTENANCE BUILDING AND OFFICE SPACE**

Steve Geissler said that the Middle Peninsula Oversight Committee concurred with the staff recommendation to pursue development of the vehicle maintenance building and field office at a five-acre parcel owned by the King and Queen Board of Supervisors in the Bohannon business Park.

The proposed facility would have two service bays, a workshop, storage for parts and tires, a fluid management system, a truck wash bay, lockers and shower for drivers and an office for dispatchers, maintenance personnel and supervisory personnel.

At the December, 2016 meeting the Board approved an option to purchase the Bohannon Business Park property. Three proposals were received in response to a Request for Proposals issued for consulting services for development of the facility:

Riddick Fielder Stern PC, Norfolk, VA  
Draper Aden Associates, Newport News, VA  
SCS Engineers, Virginia Beach, VA

After a review of the proposals, Draper Aden Associates and SCS Engineers were selected for interviews. It was determined that Draper Aden and their project team would allow quicker progress at far less cost than SCS Engineers. Also, Draper Aden did work for VPPSA eight years ago when the maintenance building was originally proposed to be developed in Essex County. Staff was very impressed with the architect who worked on the project at that time- and he is still part of the Draper Aden team.

There was also a large difference in each company's non-binding cost for Phase I of the project. Draper Aden estimated their cost at \$40,000, while the estimate from SCS was \$127,000.

Phase I of the project will include the following tasks:

- Development of a base map for all design work
- Development of alternatives for layout of vehicle maintenance facility and office space.
- Selection of facility layouts
- Soils work to determine suitability for septic system
- Completion of drawing showing proposed facility
- Completion of construction cost estimates for proposed facilities
- Identification of permits required to develop the facilities
- Preparation of project implementation schedule
- Preparation of project report
- Presentation to VPPSA Board of Directors and others

Mr. Geissler said that staff felt very confident in Draper Aden. Mr. Geissler also asked Draper Aden to provide an estimate of future work, to include preparation of construction plans, bidding documents, and associated construction assistance. The estimate

provided was approximately \$120,000, but this would not be needed until further along in the process.

Bud Smith moved that:

- The Executive Director be authorized to negotiate and execute an agreement with Draper Aden Associates to complete Phase 1 of the development of a vehicle maintenance building and office space with approval of VPPSA legal counsel.
- Use of up to \$40,000 from the Vehicle Maintenance Building Fund be authorized for the completion of the Phase 1 work.

Sandy Wanner seconded and the motion was passed unanimously.

## **7. GENERAL ASSEMBLY- LEGISLATIVE UPDATE**

Steve Geissler said that the information being provided was prepared by the legislative committee of the Old Dominion Chapter of SWANA.

Mr. Geissler noted the following:

- HB 1600 Certain Sanitary Landfills; Gas Collection and Control System- this is the result of a Region 2000 landfill which has had longstanding odor complaints from neighbors.
- SB 925 Plastic Bag Tax in the Chesapeake Bay Watershed- This bill is introduced on an almost yearly basis but has not been successful so far.
- SB 1383 Coal Ash; Treatment by Utilities; Recycling- coal combustion residue aka CCR aka coal ash, has been a big topic in the industry lately. This material is landfilled in specially designed landfills for dry disposal, or more commonly in coal ash ponds which have received a lot of scrutiny lately. However, this is a utilities issue, not a municipal solid waste or recycling issue.

## **8. EXECUTIVE DIRECTOR'S REPORT**

- Steve Geissler told the Board that he finished his term as a past president for the Old Dominion Chapter of SWANA in December. He will serve as director for one more year.
- Monty Pulley is VPPSA's new Solid Waste Operations Assistant. He will work in the main office, and his main duty will be to manage the Household Chemical and Computer Recycling Events. However, he will also be working with all of the various projects- he has spent a day working on the Middle Peninsula, a day in a roll-off truck, and a day at the Compost Facility. Mr. Pulley will take over some routine tasks from Steve Geissler and David Magnant, which will free them up to work on other things.
- Steve Geissler reminded the Board that the Administrative office had signed a new seven year lease which began in July of 2016. The new lease provided for new paint and flooring for the entire office which is expected to begin in March. David Magnant has made a schedule, and it is estimated that the whole process will take about a month. Permission was obtained to place a POD in the parking

lot, and the intent is to keep the office up and running during the entire process. Staff has been told that so far, approximately one ton of paper has been recycled during the process of cleaning up and cleaning out offices, files, and file storage areas.

The areas to be painted will be emptied out on Friday afternoon, painted on the weekend, carpeted on Monday, and then all will be put back in place on Monday afternoon. David Magnant spent fifteen years in the moving business and has done a good job of preparing a schedule and will move all the furniture, files, computers and storage cabinets back and forth throughout the process. The landlord has also been exceptionally cooperative.

Sandy Wanner told the Board that the February meeting would be his last meeting representing King William County. A new County Administrator will start in March, and is an experienced administrator from the western part of the Virginia. Mr. Wanner said that he'd enjoyed being a part of the VPPSA Board again, and in return the Board expressed their appreciation to Mr. Wanner for his valuable contributions and support.

The meeting was adjourned.

#### **NEXT MEETING DATE**

April 7, 2017  
10:00 a.m.  
2nd Floor Conference Room  
Williamsburg Municipal Building  
Williamsburg, Virginia 23185

Respectfully Submitted,

Jason Mitchell  
Secretary / Treasurer