

**MEETING NOTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette St
Williamsburg, VA 23185
October 6, 2017

IN ATTENDANCE:

Tom Jones	City of Poquoson
Dan Clayton	City of Williamsburg
Grace Boone	James City County
Timothy Wilson	Essex County
Mindy Conner	Mathews County
Marcia Jones	Middlesex County
Chip McDonough	City of Hampton

ABSENT:

Thomas J. Swartzwelder	King & Queen County
Brian K. Woodward	York County
Mark K. Reeter	King William County

OTHERS IN ATTENDANCE:

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

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

Dan Clayton moved that the minutes of the June 2, 2017 meeting be approved. Timothy Wilson seconded and the motion passed unanimously.

3. ELECTION OF BOARD OFFICERS

The proposed slate of officers was presented as follows:

Chair: **Marcia Jones**
Middlesex County

Vice Chair: **Jason Mitchell**
City of Hampton

Secretary/Treasurer: **Timothy Wilson**
Essex County

Tom Jones moved that the slate of officers be approved as presented; Grace Boone seconded and the motion was passed unanimously.

4. AUDIT

Krista Edoff of Cherry Bekaert LLP presented a final draft of the Financial Statements for FY 17. Ms. Edoff noted that the audit was three-fold and included not only an audit of financial statements, but also an audit of VPPSA's compliance with laws and regulations, and the performance of an examination procedure of the census data reported to the Virginia Retirement System. Ms. Edoff reported an unmodified opinion on the financial statements which is the best opinion that can be given, an unmodified opinion on the Authority's compliance with laws and regulations, and no issues with the examination of the VRS census data. Ms. Edoff also stated that there were no issues of internal control or audit.

Members were encouraged to read the Management's Discussion and Analysis prepared by the VPPSA staff, which gives a good synopsis of the year's highlights and activities including Statement of Net Assets, Changes in Net Assets, and Summary of Cash Flow Activities.

Ms. Edoff noted that there were no new accounting standards; all were similar to last year except pension liability. There were no material adjustments proposed, and no disagreements with management.

Ms. Edoff said that Cherry Bekaert was completely independent with regards to the Authority, there are no familial relationships etc, no reason to be biased.

Mindy Conner moved that the report be accepted and that distribution to member communities and other interested parties be authorized. Chip McDonough seconded and the motion was passed unanimously.

5. PROJECT REPORTS

Compost Facility

Attention was called to the minutes of the September 20, 2016 meeting of the Compost Facility Oversight Committee; David Magnant reported that:

- Kim Beachum has been hired as the new Compost Facility Supervisor effective October 9, 2017. Mr. Beachum has managerial, recycling and heavy equipment experience and staff is looking forward to working with him.
- One grinder is in the process of being rebuilt, and a new and closer source for sand has been located in Gloucester- Peninsula Hardwood Mulch has just purchased a sand pit. Marcia Jones noted that there is quite a bit of sand available in Middlesex County from dredging., but Mr. Magnant said that it was not the right type of sand needed.
- Staff is working with Peninsula Hardwood Mulch to purchase large quantities of our screened and unscreened compost.

Transfer System

The meeting of the Middle Peninsula Transfer System Oversight Committee originally scheduled for September 8, 2017 was cancelled. David Magnant reported that:

- Staff continues to look for vendors to make repairs on some of the transfer station attendant buildings, which are approximately twenty five years old. It is expected that costs will be between \$12,000 and \$15,000 to make the necessary repairs on each building, and will include such items as new windows, doors, flooring, drywall repairs etc. Have found someone in Mathews who is interested and may do repairs on all of the above plus some needed repairs on the building/office at the Compost Facility, which is the same building.

Household Chemical Collection

Collection events were held on August 12 in James City, on September 9 in York County, and September 16 in Hampton. Upcoming events are on October 7 in Poquoson, October 14 in James City, November 11 in York County and November 18 in Hampton. Due to a big event at the Coliseum on November 18, the Household Chemical event will be at Cooper Elementary School instead, which is about a mile and a half from the Hampton Coliseum. This change in location will be noted in all newspaper ads, and a VPPSA employee will be at the Coliseum on November 18 to provide a handout to direct residents to Cooper Elementary School.

Computer and Electronics Recycling

Collection events were held on August 12 in James City, on September 9 in York County, and September 16 in Hampton. Upcoming events are on October 7 in Poquoson, October 14 in James City, November 11 in York County and November 18 in Hampton. Vehicles numbers are down so far in FY 18, and quantities are about the same or slightly lower. The lower quantities are a result of limiting the accepted items to computer related items only, which has been helpful since VPPSA staff has taken on the additional job of receiving, packing and delivering these items to Computer Recycling of Virginia in Tappahannock.

Curbside Recycling

This project continues to go well with no significant issues.

Drop Off Recycling

David Magnant will forward an article to Board Members concerning China, which is the largest importer of recyclable materials from the United States. Recently China has greatly reduced the

amount of recyclable materials that it is willing to accept, and this will have a definite impact on revenues from the sale of cardboard and mixed paper.

6. LEGAL SERVICES

Steve Geissler said that the law firm of Geddy, Harris, Franck & Hickman has provided general legal services to the Authority since origination of the organization. The proposal to provide legal services for FY 18 was presented, and it was noted that the proposed fee is the same fee as for FY 17.

Dan Clayton moved that the proposal be approved; Chip McDonough seconded and the proposal was passed unanimously.

7. REQUEST FOR PROPOSALS FOR DEBRIS REMOVAL, REDUCTION AND DISPOSAL FOR HURRICANES AND OTHER DISASTERS

Steve Geissler said that the Agreements for Debris Removal, Reduction and Disposal for Hurricanes and Other Disasters with four contractors which were executed in April, 2013 are due to expire in April, 2018. Staff intends to issue a Request for Proposals on or around November 1, 2017 to begin the procurement process.

Previous RFP's for these services were issued in 2002, 2007 and 2013 and were prepared jointly with the Southeastern Public Service Authority. For the upcoming procurement, VPPSA will not participate with any other agency; a third party review of the RFP by a qualified organization would be beneficial.

A request was issued to the three firms that are under contract for Debris Monitoring; only one firm, Rostan, responded to the request. The estimated cost to complete the work is \$3,000. Mr. Geissler will direct Rostan to proceed with the review of the RFP. Once the review has been completed, then the RFP will be issued.

As Mr. Geissler's suggested, the Board agreed that:

- Gloucester County will continue to be included in the RFP, and would be charged an administrative fee of \$5,000 should the contract be activated.
- VDOT will not be included in the RFP.

Mr. Geissler said that in the past, representatives of some communities-such as Hampton and James City County- were involved in the review process. Other communities interested in participating in this process should notify Mr. Geissler, and he will keep them up to date and provide copies of the RFP as it progresses.

Mr. Geissler said that the RFP would be issued around the first of November with proposals due in mid-December. Responses would be reviewed over the holidays, and agreements presented to the Board for approval at the February meeting.

8. FY 19 BUDGET PLANNING

Steve Geissler presented the following schedule for the preparation of the FY 19 Budget.

Distribute Draft Project Budgets to Board Members

November 2

(Draft Budgets for Community Review) Distribute Budgets for:
Curbside Recycling
Landfill Monitoring
Computer Recycling
Compost Facility
Transfer System
Convenience Centers
Landfill Disposal
Household Chemical Collection - Middle Peninsula
Administrative Services

Middle Peninsula Oversight Committee Meeting

November 9

Review Budgets for:
Landfill Monitoring
Transfer System
Convenience Centers
Landfill Disposal
Household Chemical Collection - Middle Peninsula
Administrative Services

Compost Facility Oversight Committee Meeting

November 15 (corrected)

Review Budgets for:
Curbside Recycling
Household Chemical Collection - Peninsula
Landfill Monitoring
Computer Recycling
Compost Facility
Administrative Services

Distribute Draft Budget in Board Meeting Package

November 17

Budget Approval at Board Meeting

December 1

Mr. Geissler noted that meetings with the City of Williamsburg and James City County would be set up individually for the purpose of reviewing the budget. No major changes in the budget are expected. The final budget will be included in the Board Package sent out November 17, for approval at the meeting December 1, 2017.

Mr. Geissler said that beginning in FY 19, the Drop Off Recycling Project will be rolled into the Transfer System. Mr. Geissler explained that:

- This will eliminate the Drop Off Recycling fees which are currently paid by each participating community
- All revenue generated by drop off recycling would go to the Transfer System, so revenues for this project would increase
- Costs for fuel, vehicle maintenance etc. will be allocated to each of the five counties based on their numbers of pulls for drop off recycling

- The arrangement with James City County and York County would stay the same. These communities are charged for container rental and for each collection, and revenue from sales of materials will go back to the county where it was generated

Mr. Geissler said that this change should result in a reduction of costs for the counties on the Middle Peninsula, which will be reflected in the budget for FY19.

9. EXECUTIVE DIRECTOR'S REPORT

Steve Geissler presented a slide show which showcased the various VPPSA services to Members, and said that he would be happy to present it to any of the communities.

During the last week of September, Steve Geissler and David Magnant attended Wastecon in Baltimore, Maryland. This conference was colocated with the International Solid Waste Association (ISWA), and had attendees from countries all over the world. A major issue with ISWA is the amount of plastic and waste in the ocean, specifically plastic. There were a number of sessions and discussions on marine litter; something must be done because the ocean cannot continue to be used as a dumping ground. Mr. Magnant said that for every three pounds of fish in the ocean, there was one pound of trash or plastic as well. Food waste was also a big issue, this is the new frontier of Solid Waste Management. All agree that food waste and organics need to come out of the waste stream, and that something productive should be done with this material. Composting and anaerobic digestion were suggested as primary options. Both Mr. Geissler and Mr. Magnant said that this was a great conference, and that listening to the international reports was not only interesting but also helped them to see global issues more globally.

10. OLD BUSINESS

A resolution establishing a Performance Evaluation Committee and procedures for annual performance review of the Executive Director was presented. At the June 2017 meeting the Board requested that this process be formalized. Timothy Wilson moved approval of the Resolution, Dan Clayton seconded, and the motion was passed unanimously.

Mindy Connor moved that the meeting be adjourned. Tom Jones seconded and the motion was passed unanimously.

10. NEXT MEETING DATE

**December 1, 2017
Middle Peninsula Planning District Commission
125 Bowden Street
Saluda, VA 23149
10:00 a.m.**