

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 231859:00 AM
February 7, 2020**

IN ATTENDANCE:

Michael Lombardo	Essex County
Barry Dobbins	City of Hampton
Jim Hill	James City County
Bobbie Tassinari	King William County
Mindy Conner	Mathews County
Bodina Wright	City of Poquoson
Dan Clayton	City of Williamsburg
Brian Woodward	York County

ABSENT:

Tom Swartzwelder	King & Queen County
Pete Mansfield	Middlesex County

OTHERS IN ATTENDANCE:

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

Brian Woodward called the meeting to order at 9:05 a.m.

1. Public Comment

No public comment was made.

2. Minutes

Dan Clayton moved that the minutes of the December 6, 2019 meeting be approved. Michael Lombardo seconded and the motion passed unanimously.

Brian Woodward noted that Jason Mitchell volunteered to serve on the Executive Director Search Committee in addition to the others noted in the minutes of the January 14, 2020 special

meeting. Michael Lombardo Lombardo moved that the minutes be approved as corrected. Barry Dobbins seconded and the motion passed unanimously.

3. Construction Administration Services for Compost Facility BMP Retrofit

Steve Geissler noted the construction plans and specifications have been completed by Stantec for the construction of the retrofit to the BMP for the Compost Facility. The documents have been distributed to more than 20 parties and a pre-bid meeting will be held on February 11, 2020. Bids are due March 4, 2020.

As a result of a competitive procurement process VPPSA and Stantec entered into an agreement to upgrade the stormwater management system at the Compost Facility in May 2018. Stantec has provided a proposal to provide Construction Administration services for the next phase of the project.

Mindy Conner moved that following:

- The proposal from Stantec for Construction Administration Services be approved
- Authorize the Executive Director to execute the task order
- Approve the use of \$22,800 from the Compost Facility reserve funds for the project

Dan Clayton seconded and the motion passed unanimously.

4. Upgrade of Computer System

Steve Geissler noted the VPPSA staff has a number of desktop computers still using Windows 7 as the operating system. These computers need to be upgraded since Microsoft no longer supports Windows 7. In addition, a physical server in the VPSA office has been used to back up all files for many years. An upgrade to the system is overdue.

Data Fast has provided computer and related services to VPPSA for nearly ten years and is intimately knowledgeable of the operations and services provided to the member cities and counties. Data Fast has provided a proposal to upgrade hardware, software and make the conversion to a cloud based back up.

Data Fast prepared a proposal based on their best estimate of the cost of the proposed hardware and software and the time required to complete the upgrade. Data Fast has a good history of the actual cost of services being very close to their estimates.

Dan Clayton moved the approval of the use of project reserve funds as follows for the upgrade of the computer system as presented in the proposal from Data Fast.

Administration - \$12,000
Compost Facility - \$6,000
Transfer System, \$8,000

Barry Dobbins seconded and the motion passed unanimously.

5. Executive Director Search

At the Special Meeting held on January 14, 2020, the following offered to serve on the Executive Director Search Committee

Jason Mitchell	City of Hampton
Grace Boone	James City County
Tom Swartzwelder	King & Queen County
Matt Walker	Middlesex County
Randy Wheeler	City of Poquoson

Since there was not a quorum for the meeting, Brian Woodward asked for approval of the Committee by the Board.

Mindy Conner noted that while Matt Walker is the County Administrator for Middlesex County and Randy Wheeler is the City Manager for Poquoson neither is the Board member appointed by their local governing body. Vernon Geddy noted that the Board may choose whoever they wish to serve on the Committee. All Board members were comfortable with the Committee as proposed and Michael Lombardo moved that the Executive Director Search Committee be appointed with the five noted individuals.

Barry Dobbins seconded and the motion passed unanimously.

After discussion the Board agreed to the following process:

- Resumes are being submitted to Brian Woodward and will be accepted until February 14, 2020
- Brian Woodward will forward resumes to the Committee members and the Committee will meet on February 18, 2020 to review and select candidates to interview.
- The Committee will interview selected candidates and develop a short list of candidates
- All Board members will be invited to attend interviews with the selected short list candidates

Brian Woodward asked if there were any additional questions. There were no questions and Mr. Woodward adjourned the meeting at 10:15 a.m.

11. NEXT MEETING DATE

April 3, 2020
Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette St
Williamsburg, Virginia

Respectfully Submitted,

Grace Boone
Secretary/Treasurer