

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Via Zoom Video Conference
9:00 AM
October 2, 2020**

IN ATTENDANCE:

Michael Lombardo	Essex County
Jason Mitchell	City of Hampton
Grace Boone	James City County
John Koontz	Middlesex County
Dan Clayton	City of Williamsburg
Laurie Halperin	York County

ABSENT:

Thomas J. Swartzwelder	King & Queen County
Bobbie Tassinari	King William County
Mindy Conner	Mathews County
Tom Jones	City of Poquoson

OTHERS IN ATTENDANCE:

Pete Mansfield	Middlesex County (entered meeting after item 3 approved)
Steve Hudgins	King William County, Director of Operations
Laura Harden	Cherry Bekaert, LLP
Logan Booth	Cherry Bekaert, LLP
Vernon Geddy III	Geddy, Harris, Franck & Hickman
David Magnant	VPPSA
Karen Plumley	VPPSA

Grace Boone called the meeting to order at 9:02 a.m.

Jason Mitchell read the following:

This meeting is being held virtually as the result of the state of emergency pursuant to resolution 2020-01 previously adopted by this Board.

Grace Boone recognized first time attendees to the Board meeting: Steve Hudgins, Director of Operations for King William County and John Koontz, Vice Chairman for Middlesex County Board of Supervisors.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

Michael Lombardo moved that the minutes of the August 7, 2020 meeting be approved. The motion was seconded by Dan Clayton and was passed unanimously.

3. FINANCIAL STATEMENTS – FY20

Laura Harden and Logan Booth of Cherry Bekaert, LLP presented a final draft of the financial statements for FY 20. Mr. Booth noted that the audit included not only an audit of financial statements but also an audit of the Authority's compliance with the Auditor of Public Accounts' Specifications for Audits of Authorities, Boards and Commissions and Government Auditing Standards. Ms. Harden reported an unmodified opinion on the financial statements which is the best opinion that can be given, and no material weaknesses in internal control over financial reporting was noted. Ms. Harden also stated that nothing came to their attention where management did not comply with laws or regulations. There was one matter of non-material non-compliance noted, a disbursement of \$8,860 that did not follow proper procurement to obtain three written quotes for disbursements greater than \$7,500.

Ms. Harden noted the following for the FY20 audit: there were no changes in accounting policies, there were no uncorrected misstatements or material audit adjustments during the audit, there were no difficulties in performing the audit, and the Authority had no other consultation with other accountants.

Mr. Booth addressed future accounting and reporting changes for FY22, specifically GASB-87 which addresses accounting and financial reporting for leases.

Mr. Booth concluded by asking the Board if there were any questions. David Magnant addressed the matter of non-material non-compliance noted by the auditors. The matter occurred at the Compost Facility. The supervisor had two tires that needed replacing on a loader. When the tire vendor arrived, it was noticed that there was a slash on a third tire and all four tires were replaced without seeking quotes. The supervisor has been counseled and understands the need to secure quotes for disbursements over \$7,500.

John Koontz moved that the report be accepted as presented. Michael Lombardo seconded, and the motion passed unanimously.

4. PROJECT REPORTS

Compost Facility

David Magnant reported that:

- The BMP Retrofit work has started. A berm has been established to accommodate sediment removed from the pond. This sediment has been tested and will be added to compost at the facility. Project completion time is anticipated within three months.

Transfer System

David Magnant reported that:

- Convenience Center Attendant positions need to be filled. Struggling to fill positions during pandemic. Current Transfer and Convenience Center attendants are working overtime so that sites are covered.

- FY20 solid waste was approximately 32,141 tons. Year to date through August for FY21 is approximately 5,812 tons which is consistent with the same period in FY20.
- New Vehicle Maintenance Facility construction still moving forward. Some erosion issues had been noted and DEQ recently gave the Authority approval of the plan to resolve the issue.

Household Chemical Collection

David Magnant reported that the count is up approximately 600 vehicles over the same three-month period in the prior year. The increase is more than likely due to state imposed stay-at-home orders due to COVID-19 and residents cleaning materials at their homes.

Computer and Electronics Recycling

David Magnant reported that material numbers are down. This is due largely to the material that is accepted, which previously consisted of most electronics to now consisting of computer electronics only. Also, the material accepted is much smaller in size and weighs less than in previous years.

Curbside Recycling

David Magnant stated that both VPPSA staff and communities in the program are frustrated with the number of misses and late start of routes by TFC Recycling. Mr. Magnant has spoken with CVWMA, counterpart to VPPSA in central Virginia, and stated CVWMA is experiencing the same issues with TFC Recycling. Mr. Magnant stated that there were over 200 misses for the month of September, with the maximum number being 75. Mr. Magnant stated VPPSA is working with TFC Recycling to resolve these issues and there has been some improvement in the last week.

David Magnant asked if there were any questions. There were no questions.

5. SOLID WASTE MANAGEMENT PLAN

The Solid Waste Management Plan (SWMP or Plan) was prepared for the Virginia Peninsulas Public Service Authority and its 10 local government members within the Authority's service area in accordance with the requirements and provisions of Regulations for Solid Waste Management Planning (9VAC20-130-10 et seq., Amendment 1). The original plan was approved by the VPPSA Board of Directors May 15, 1990. In June of 2004, VPPSA contracted Joyce Engineering, Inc. to revise the SWMP.

The Virginia Waste Regulations, Section 9VAC20-130-175.F, require solid waste planning units to update their solid waste management plans every 5 years with projections for the next 20-year period. VPPSA has provided minor modifications to the plan for the last three, required 5-year updates. The previous Executive Director submitted the plan and the DEQ has requested a more thorough update.

Staff has requested proposals from two firms with which current agreements are in place, Draper Aden and Labella, formerly Joyce Engineering. In discussions with the DEQ, and both firms, a combination effort with VPPSA staff and Labella will provide the required information for compliance and in a timeframe that is acceptable to all parties. Mr. Magnant stated the Authority will use of up to \$15,000 from the Administrative operating budget to cover the costs.

Mr. Magnant stated that the next five-year plan should include public participation from all communities.

Mr. Magnant asked if there were any questions. Jason Mitchell asked if Mr. Magnant had any information on the state “relaxing” the recycling requirements given the fact that the cost to recycle continues to increase. Mr. Mitchell said that the City of Hampton has reached out to DEQ for input but that there was no clear answer. Mr. Magnant said currently VPPSA has not received any further information on this matter. Mr. Magnant said he would work on the matter to see if the state will ease the recycling requirements in the next five year.

John Koontz asked to revisit the costs of glass in the drop off project. Mr. Magnant stated keeping glass in the program was previously approved by the Board. With the uncertainty of the commodity market and specifically glass recycling, the Board had approved keeping glass in the program in the short term as there were some potential sources for glass developing locally. The Board felt this was not the time to eliminate glass recycling.

6. FY 22 BUDGET PLANNING

Staff has started preparation of the FY 22 Budget.

Following is the schedule for distribution, review, and adoption of the FY 22 Budget:

FY 22 Budget Schedule

Distribute Draft Project Budgets to Board Members (Draft Budgets for Community Review)	November 5
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 (via Zoom if necessary)	November 13
Review Budgets for:	
Landfill Monitoring	
Transfer System	
Convenience Centers	
Landfill Disposal	
Household Chemical Collection - Middle Peninsula	
Administrative Services	
Compost Facility Oversight Committee Meeting (via Zoom if necessary)	November 18
Review Budgets for:	
Curbside Recycling	
Household Chemical Collection - Peninsula	
Computer Recycling	

Compost Facility
Administrative Services

Separate meetings will be scheduled with James City County and City of Williamsburg.

Distribute Draft Budget in Board Meeting Package November 27

Budget Approval at Board Meeting December 4

7. EXECUTIVE DIRECTOR'S REPORT

David Magnant stated a few resumes have been received for the Director of Operations position. Mr. Magnant stated that the desire is to have the position filled by December or January.

8. OLD BUSINESS

No old business

9. NEW BUSINESS

No new business

10. NEXT MEETING

**Via Zoom Video Conference
December 4, 2020
9:00 a.m.**

Grace Boone adjourned the meeting at 9:52 am.

Respectfully Submitted,



Thomas J. Swartzwelder
Secretary/Treasurer