

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Via Zoom Video Conference
9:00 AM
April 2, 2021**

IN ATTENDANCE:

Michael Lombardo	Essex County
Jason Mitchell	City of Hampton
Grace Boone	James City County
Thomas J. Swartzwelder	King & Queen County
Steve Hudgins	King William County
Mindy Conner	Mathews County
Bodina Wright	City of Poquoson
Dan Clayton	City of Williamsburg
Laurie Halperin	York County

ABSENT:

John Koontz	Middlesex County
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OTHERS IN ATTENDANCE:

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.

Tom Swartzwelder stated the following:

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

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

Bodina Wright moved that the minutes of the December 4, 2020 meeting be approved. The motion was passed unanimously.

3. LANDFILL MONITORING AND POST-CLOSURE CARE

LaBella provided the estimated costs of services for the participating counties for FY 22 which were included in the VPPSA Budget for FY 22 approved at the December 2020 Board meeting.

March 19, 2021, James City County sent a letter to the Virginia Department of Environmental Quality requesting voluntary revocation of permit No. 351, originally issued May 10, 1982, for operation of a solid waste facility in James City County. The request for "Termination of Post-Closure Care, James City County Closed Sanitary Landfill was approved in a letter dated March 29, 2021 as a result of the County having met the requirements for landfill closure as identified by the Virginia Department of Environmental Quality.

An amended budget was provided that included funds for LaBella to plug and abandon gas probes and vents at the James City County facility. The amended budget also had an estimated reduction in the costs for James City County, reducing the initial estimated costs by \$5,500 for FY 22. There were no changes to the proposed costs or scope of service for King William County.

No action was required.

4. PROJECT REPORTS

Compost Facility

David Magnant reported that:

- The facility had some equipment issues, due in part to supply line issues. These issues have been resolved and all equipment is up and running.
- Incoming material quantities are up from this same period for FY 21.
- The BMP retrofit project is complete with the exception of the vegetative filtration system, which needs more favorable weather for plantings. The plantings are expected to be installed in May.

Transfer System

David Magnant reported that:

- Waste quantities are up as is expected at this time of year.
- Currently waiting on DEQ to sign off on the storm water portion of the new vehicle maintenance facility.
- VPPSA Equipment is now being repaired at new facility.
- Brief discussion during Oversight Committee Meeting about recycling included contamination, transportation and commodity values. Appears that value of the commodities is on the rise. Staff is working on transportation ideas.
- Oversight Committee unanimously approved to move the time schedule forward for the state mandated increase to \$11 per hour for attendants, starting in April of 2021, for those employees not currently at that rate. The move is an attempt to ease the hiring issue, funding will be derived using revenue from the current FY 21 budget.

Household Chemical Collection

David Magnant reported that:

- Participation numbers for the year appear that they will be the highest they have been since 2011.

- Upcoming events will be held on April 10 in James City County and April 17 in Essex County.

Curbside Recycling

David Magnant reported that:

- Current house count for the program is 38,280.
- The weights are down for the year and will probably end the year down approximately 750 tons (versus FY 20, James City County is down 482 tons, Williamsburg is down 78 tons, York County is down 280 tons, and Poquoson is up 100 tons).

Jason Mitchell stated that City of Hampton has seen increases in non-recyclable items. Laurie Halperin asked if Tidewater Fiber Corporation (TFC) had provided a breakdown of the type of recycling weights. David Magnant stated he was working with TFC to update the that information.

David Magnant stated that the current curbside recycling contract with TFC allows for a one-time request for a rate reduction. Mr. Magnant plans to make this request.

Mr. Magnant is currently working on a bid for drop-off recycling which will be published in April. Vernon Geddy is currently reviewing the document.

David Magnant asked if there were any questions. There were no questions. No action was required.

5. VEHICLE AND EQUIPMENT REPLACEMENT – TRANSFER SYSTEM

At the March 12, 2021 Transfer System Oversight Committee Meeting, a Vehicle and Equipment Replacement Plan was discussed, identifying 4 compactors and 1 variable frequency drive in need of immediate replacement.

The Oversight Committee agreed unanimously to replace the 4 compactors and 1 variable frequency drive and directed staff to complete the thorough review, currently in process, of the vehicles and equipment and provide an updated schedule.

Recommended actions:

- Authorize the disposition of the following through advertised sale, auction, or sale as scrap with the method of disposition determined by the staff to receive highest revenue. All revenue to be deposited in corresponding equipment replacement fund.
- Authorize the use of up to \$106,000 from the Convenience Center Equipment Replacement Fund for the purchase of:
 - 2-RJ 325 compactors from Essex-Brays Fork and King William-Epworth Convenience centers
 - 2-RJ 325 compactors from Middlesex-Hartfield and King William-VFW Road convenience centers
 - 1-variable frequency drive from VFW Road convenience center

Laurie Halperin moved to approve the recommended actions. The motion was seconded by Jason Mitchell and was passed unanimously.

6. EQUIPMENT REPLACEMENT – COMPOST FACILITY

At the March 17, 2021 Compost Facility Oversight Committee Meeting and Equipment Replacement Plan was discussed identifying the need to replace two aging trommel screens with one larger capacity unit and replacing a skid steer. Funds would be used from the Compost Facility equipment replacement fund.

The Oversight Committee agreed unanimously to replace the two older trommel screens with 1 larger unit and 1 skid steer. Staff will revise the existing equipment replacement schedule after a comprehensive equipment evaluation has been completed.

Recommended actions:

- Authorize the disposition of the following through advertised sale, auction, or sale as scrap with the method of disposition determined by the staff to receive highest revenue. All revenue to be deposited in corresponding equipment replacement fund.
- Authorize the use of up to \$430,000 from the Compost Facility Equipment Replacement Fund for the purchase of:
 - Trommel Screen – replaces Komptech Mustang purchased March of 2002 and replaces Komptech Maxx purchased September of 2003 with one larger, more versatile, unit
 - Skid Steer – replaces Bobcat S300 purchased September 2009

Laurie Halperin moved to approve the recommended actions. The motion was seconded by Jason Mitchell and was passed unanimously.

7. VEHICLE REPLACEMENT – ADMINISTRATION

The Administrative project does not have a vehicle replacement plan. VPPSA is asking that the Board approve the purchase of a vehicle for use by the Executive Director using operating funds in the FY 21 budget. Additionally, the authority needs to replace the current 2011 Ford Fusion with a 2021 Ford F150 for use by the Administrative staff.

Recommended actions:

- Authorize the disposition of the following through advertised sale, auction, or sale as scrap with the method of disposition determined by the staff to receive highest revenue. All revenue to be deposited in corresponding equipment replacement fund.
- Approve the purchase of a 2021 or currently available model year Ford Explorer for use by the Executive Director
- Authorize the use of up to \$27,000 from the Administrative fund balance to replace the 2011 Ford Fusion sedan for use by the administrative staff

Laurie Halperin moved to approve the recommended actions. The motion was seconded by Jason Mitchell and was passed unanimously.

8. HEALTH INSURANCE FY 22

Proposed renewal rates have been received for The Local Choice Health Benefits Program for FY 22. The proposed rates reflect an increase of 1.6% for Key Advantage 500 and Key Advantage 1000 compared to the rates for FY 21.

Rate increases from previous years are as follows:

FY 07	6.3%
FY 08	4.6%
FY 09	0.0%
FY 10	4.2%
FY 11	10.0%
FY 12	3.1%
FY 13	2.8%
FY 14	7.2%
FY 15	5.6%
FY 16	11.25% Key Advantage with Expanded Benefits
FY 16	8.75% Key Advantage 500
FY 17	4.0%
FY 18	8.5% Key Advantage with Expanded Benefits
FY 18	9.0% Key Advantage 500
FY 19	16.1%
FY 20	4.0%
FY 21	7.5% Key Advantage 250/500
FY 22	1.6% Key Advantage 500/1000

The Key Advantage with Expanded Benefits program, which had been offered for more than twenty years, was replaced in FY 19 with the Key Advantage 250 plan. In FY21, the Key Advantage 250 and the Key Advantage 500 plans were offered.

COVID-19's impact on projected revenues and the uncertainty associated with the pandemic, and in conjunction with the continued cost increases associated with healthcare, the offered health care plans were amended. For FY22, the Key Advantage 250 and 500 plans will be replaced with the Key Advantage 500 and 1000 plans.

Allocations of both the employee share and the employer share for all levels of coverage were leveled to a consistent percentage.

VPPSA is currently working with Employee Benefits of Virginia, LLC, recommended by VRSA, to investigate possible insurance alternative to our current provider.

Recommended Action:

- Accept the proposal from the Local Choice for Key Advantage 500 and Key Advantage 1000 and approve the proposed employer and employee contribution for FY 22 to be withheld starting in June 2021 for July 2021 coverage.

Michael Lombardo moved to approve the recommended action. The motion was seconded by Dan Clayton and was passed unanimously.

9. PERSONNEL POLICIES AND PROCEDURES MANUAL

The current VPPSA Personnel Policies and Procedures Manual, dated June of 1998 with some minor revisions in June of 2005, needed review and revision as some of the current practices and policies were outdated.

Staff revised the manual and upon completion requested review by our current insurance provider, VRSA. We received and incorporated their recommendations and provided the final draft to Legal Counsel for review.

Recommended Action:

- Authorize the Executive Director to adopt the updated Personnel Policies and Procedures Manual.

Tom Swartzwelder moved to approve the recommended action given that counsel had reviewed the manual for legal correctness. The motion was seconded by Laurie Halperin and was passed unanimously.

10. OLD BUSINESS

- David Magnant stated that VPPSA is currently waiting on final reviews from James City County and York County for the Solid Waste Management Plan for submission to DEQ.
- David Magnant stated that VPPSA is currently in second rounds of interviews for the Director of Operations position.

11. NEW BUSINESS

Grace Boone stated that Friday meetings seem more difficult to secure a quorum. Ms. Boone asked would it be possible to investigate having meetings any other weekday than Friday. David Magnant stated that an email would be sent to poll the members and determine if another day would be more suitable.

Tom Swartzwelder moved to adjourn the meeting. The motion was seconded by Michael Lombardo and was passed unanimously. The meeting adjourned at 9:34 am.

12. NEXT MEETING

Via Zoom Video Conference
June 4, 2021
9:00 a.m.

Respectfully Submitted,



Thomas J. Swartzwelder
Secretary/Treasurer