

**MINUTES  
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Williamsburg Municipal Building  
2<sup>nd</sup> Floor Conference Room  
401 Lafayette Street  
Williamsburg, Virginia  
August 6, 2021  
9:00 a.m.**

**IN ATTENDANCE:**

|                |                      |
|----------------|----------------------|
| Bud Smith      | Essex County         |
| Jason Mitchell | City of Hampton      |
| Grace Boone    | James City County    |
| Steve Hudgins  | King William County  |
| Sandy Wanner   | Mathews County       |
| Dan Clayton    | City of Williamsburg |

**ABSENT:**

|                  |                     |
|------------------|---------------------|
| Tom Swartzwelder | King & Queen County |
| Pete Mansfield   | Middlesex County    |
| Tom Jones        | City of Poquoson    |
| Brian Woodward   | York County         |

**OTHERS IN ATTENDANCE:**

|               |             |
|---------------|-------------|
| Rob Krieger   | York County |
| David Magnant | VPPSA       |
| Karen Plumley | VPPSA       |
| Ryan Prosser  | VPPSA       |

Grace Boone welcomed Sandy Wanner, interim County Administrator for Mathews County, to the Board. Ms. Boone also welcomed Ryan Prosser, new Director of Operations for VPPSA.

Grace Boone called the meeting to order at 9:18 a.m.

**1. PUBLIC COMMENT**

No public comment was made.

**2. MINUTES**

Dan Clayton moved that the minutes of the April 2, 2021 meeting be approved. The motion was seconded by Bud Smith and was passed unanimously with one abstention from Sandy Wanner.

### 3. ELECTION OF FY22 OFFICERS

David Magnant presented the proposed slate of Board officers for FY22:

|                             |  |
|-----------------------------|--|
| <b>Chair:</b>               | <b>Grace Boone</b><br><b>James City County</b>             |
| <b>Vice Chair:</b>          | <b>Thomas Swartzwelder</b><br><b>King and Queen County</b> |
| <b>Secretary/Treasurer:</b> | <b>Michael Lombardo</b><br><b>Essex County</b>             |

Jason Mitchell moved that the slate of officers for FY22 be approved. The motion was seconded by Bud Smith and was passed unanimously.

### 4. SALARY ADJUSTMENTS

A summary of salary adjustments for FY22 for all member cities and counties was provided in the Board package.

David Magnant stated that no pay increases were given in FY21 to VPPSA employees but that the Board approved a one-time \$500 bonus for all employees, which was greatly appreciated.

David Magnant stated that the FY22 budget approved by the VPPSA Board at the December 2020 meeting included an allowance for a salary adjustment of 3% for all employees. Additional revenue resulting from a significant cost savings in provided healthcare coverage would allow for up to an additional 2% for salary adjustments.

In preparation for the state required minimum wage increase to \$11.00 per hour effective January 1, 2022, VPPSA raised employee hourly rates to meet the new wage requirement effective April 2021.

David Magnant asked that the Board approve a salary adjustment of up to 5% effective July 1, 2021 for all eligible employees that did not receive a salary increase as a result of the minimum wage increase.

The increase if approved would help to ease future increases as the starting pay range for many of VPPSA hourly staff is at or slightly above the minimum wage. Grace Boone asked if the additional 2% would be for hourly employees only or for salary as well. David Magnant stated that the additional 2% would be for all eligible employees. Sandy Wanner asked to confirm if the employees had already received the budgeted 3% increase. Mr. Magnant stated that the allocation was approved the actual rate had not been established. The proposed 5% increase would be a combination of funds allocated for salary increases and available funds from healthcare related savings, with no additional costs to community members. If approved, the 5% increase would be retroactive to July 1, 2021.

Sandy Wanner moved that the 5% salary adjustment for eligible employees be approved, effective July 1, 2021. The motion was seconded by Steve Hudgins and was passed unanimously.

**5. ASPHALT REPAIR AND SITE IMPROVEMENT**

In an effort to repair the significant paving issues at the compost facility, VPPSA issued an IFB for asphalt repair. VPPSA has been uncovering numerous areas of the facility where the asphalt had deteriorated, and the subgrade had become unstable. VPPSA has over the years made multiple attempts to effect repairs using community partners.

VPPSA issued IFB 2103 requesting removal of the material in the areas identified, with a requested price per Square Foot for asphalt repair as follows: remove existing to 14” depth, place 10” stone, 2.5” base asphalt and 1.5” topping. VPPSA requested pricing based on a minimum of 11,000 sq. ft. An additional price for any removal below the design build. A lump sum price to remove existing to a depth of 6”, place 6” concrete, add one check dam, grade to meet current swale. Concrete Basin Size – 12’ x 10’ x 6”

There were two responses to the invitation. Henderson Construction and Peninsula Paving, Inc. Others received the invitation; however, due to time constraints were not able to provide a response. The pricing was similar:

|                              | Henderson<br>Construction | Cost          | Peninsula<br>Paving Inc. | Cost          |
|------------------------------|---------------------------|---------------|--------------------------|---------------|
| Price Per Sq Ft.             | \$ 21.69                  | \$ 238,590.00 | \$ 22.60                 | \$ 248,600.00 |
| Additioan CPSF               | \$ 17.00                  | \$ 42,500.00  | \$ 19.00                 | \$ 47,500.00  |
| Lump Sum Basin               | \$ 8,500.00               | \$ 8,500.00   | \$9,350.00               | \$ 9,350.00   |
|                              |                           | \$ 289,590.00 |                          | \$ 305,450.00 |
| *** estimated 11,000 sq. ft. |                           |               |                          |               |

The current Compost Facility Site Improvement fund has a balance of \$529,000.75. This amount is not enough to repave the facility, but enough to repair the identified areas.

David Magnant asked that the Board authorize the use of up to \$325,000 of funds from the Compost Facility Site Improvement fund for the Asphalt Repair and Site Improvement project.

Jason Mitchell moved to authorize the use of the funds. The motion was seconded by Grace Boone and was passed unanimously.

**6. LEGAL SERVICES**

The law firm of Geddy, Harris, Frank & Hickman has provided legal services to the Authority since origination of the organization. The proposal to provide legal services for FY 22 was included in the Board package. The proposed fee is the same fee as for FY 21.

Dan Clayton moved that the Board approve the proposal from Geddy, Harris, Frank & Hickman. The motion was seconded by Sandy Wanner and was passed unanimously.

## 7. MATERIAL PROCESSING

VPPSA received proposals for the Commingled materials from the drop off recycling collections at the VPPSA solid waste sites and material from the James City County, York County, and Middlesex County operated sites.

Received were responses from TFC, County Waste, and RDS Recycling. VPPSA, with the guidance of legal counsel, entered into negotiations with TFC as they provided an open-ended response. After multiple discussions, TFC sent a proposal with limits. TFC's disposal rate for FY 21 is \$34.00 per ton. TFC offered a rate of \$11.75 based on a calculation attached to the current market conditions.

VPPSA requested that TFC consider the rate and market conditions with a limit on the amount VPPSA would have to pay and subsequently a limit on how much VPPSA could potentially receive.

TFC's offered rate maximum that VPPSA would pay is set at the current budgeted rate of \$34.00. The maximum revenue that would be rebated to VPPSA is \$22.50 per ton.

David Magnant asked that the Board approve the Material Processing Agreement between the Authority and TFC and authorize the Executive Director to execute the agreement. Grace Boone moved to approve the agreement and authorize the Executive Director to execute the agreement. The motion was seconded by Jason Mitchell and was passed unanimously.

## 8. PROJECT REPORTS

### Compost Facility

David Magnant reported that:

- Facility continues to clean up after the BMP Retrofit project.
- Remain a bit behind in production after BMP Retrofit project.
- Production should be back to normal and ready for Spring demands.

### Transfer System

- Hauls are a bit longer as they are now taken to Chester (TFC) versus the West Point area (County Waste).
- Four replacement compactors have been ordered.
- Solid Waste weights for FY21 were slightly higher than budgeted adding to the additional transportation costs: actual was 32,978 tons versus budgeted of 32,000 tons. This increase is due to COVID-19 and residential home projects as a result of working from home.
- Sandy Wanner asked about the status of the DEQ Stormwater at the Vehicle Maintenance Facility. David Magnant stated that all requested material had been sent to DEQ and that VPPSA was waiting on a response from DEQ as they are currently short staffed.

### Household Chemical

- Participation increased in FY21 ultimately resulting in increased costs. COVID-19 likely contributed to this increase.

### Curbside Recycling

- 1,100 tons less this year than FY20.
- Material is getting lighter.
- TFC has stated the processing fee will not be reduced for FY22 and will remain at \$95 per ton.

- This rate is among one of the higher costs in the country.

## 9. EXECUTIVE DIRECTOR'S REPORT

David Magnant stated that VPPSA, Tracy Hofmeyer in her role as Safety Officer, has applied for a grant of up to \$2,000 from VRSA for chain saw safety supplies and the purchase of drones along with training to operate them.

## 10. OLD BUSINESS

No old business

## 11. NEW BUSINESS

- A committee was formed to perform the annual review of the Executive Director. Dan Clayton, Grace Boone and Sandy Wanner agreed to serve with Dan Clayton to lead the review committee.
- David Magnant stated that going forward a calendar request will be sent for all Board meetings.

## 12. NEXT MEETING

**Williamsburg Municipal Building  
2nd Floor Conference Room  
401 Lafayette Street  
Williamsburg, Virginia  
October 1, 2021  
9:00 a.m.**

Grace Boone adjourned the meeting at 10:00 am.

Respectfully Submitted,



Michael Lombardo  
Secretary/Treasurer