

**MINUTES  
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Cooks Corner County Complex  
2911 General Puller Highway  
Saluda, Virginia  
9:00 AM  
December 3, 2021**

**IN ATTENDANCE:**

Jason Mitchell	City of Hampton
Grace Boone	James City County
Tom Swartzwelder	King & Queen County
Steve Hudgins	King William County
Sanford "Sandy" Wanner	Mathews County
Ann Marie Ricardi	Middlesex County
Bodina Wright	City of Poquoson
Laurie Halperin	York County

**ABSENT:**

Michael Lombardo	Essex County
Dan Clayton	City of Williamsburg

**OTHERS IN ATTENDANCE:**

Vernon Geddy III	Geddy, Harris, Franck & Hickman
David Magnant	VPPSA
Karen Plumley	VPPSA
Ryan Prosser	VPPSA
John Newby	Commercial Risk Consultants, Inc.

Grace Boone called the meeting to order at 9:11 a.m.

**1. PUBLIC COMMENT**

No public comment was made.

**2. MINUTES**

Laurie Halperin moved that the minutes of the October 1, 2021 meeting be approved. Jason Mitchell seconded and the motion passed unanimously.

### 3. FY22 PROPERTY AND CASUALTY INSURANCE

Commercial Risk Consultants, Inc. prepared a summary of property and casualty insurance coverage for FY 22. John Newby of Commercial Risk Consultants presented the summary to the Board.

Mr. Newby stated that even though the insurance market for Property and Casualty coverage does not provide a lot of flexibility, the costs for the Authority were flat even with a new carrier. The greatest change for Property coverage for the Authority was the addition of the Middle Peninsula vehicle maintenance facility. With the increase in ransomware attacks, Mr. Newby stated that the \$1,000 deductible for Cyber coverage was good for the industry. Mr. Newby stated that, even though the Environmental deductible increased to \$250,000, the coverage does include clean up and third-party liability. Worker's Compensation coverage has a modification factor of one through FY23. Mr. Newby stated that social engineering attacks are covered under Cyber coverage as fraudulent instructions.

Grace Boone asked if there were any questions. There were no questions.

### 4. PROJECT REPORTS

- **COMPOST FACILITY**
  - All products are currently available.
  - Currently experiencing seasonal surge of leaf drop off.
  - Current focus is grinding brush and keeping up with the steady stream of leaves that are received during this time of year.
  
- **TRANSFER SYSTEM**
  - Waste quantities total 10,517 tons year-to-date for the Middle Peninsula.
  - New compactors have been installed at the following convenience center locations: Brays Fork in Essex County, Hartfield in Middlesex County, and VFW Road and Epworth in King William County.
  - Repair work to the King William Transfer Station compactor concrete pad was completed in late November.
  
- **HOUSEHOLD CHEMICAL COLLECTION**
  - Participation remains steady and closely correlates with previous years.
  - All events for the 2021 calendar year have been successfully completed.
  - 2022 schedule forthcoming and brochures will be distributed in January.
  - The first event for 2022 will take place on February 12<sup>th</sup> in James City County.
  
- **Curbside Recycling**
  - The current house for all participating communities is 38,483.
  - TFC has experienced staffing issues over the past couple of months due to a surge in COVID-19 cases and the current job market. This has negatively affected service in many areas.

- TFC has advised that the delays in service will be experienced until staffing levels can improve staffing. TFC is doing everything possible to mitigate the issue.

Ryan Prosser asked if there were any questions. There were no questions.

## **5. AGREEMENT FOR SOLID WASTE DISPOSAL AND RECYCLING SERVICES**

As of July 1, 2018, VPPSA entered into Agreements for Solid Waste Disposal and Recycling Services for the Middle Peninsula counties with the following:

- Waste Management Disposal Services of Virginia, Inc. (Waste Management)
- BFI Waste Systems of Virginia, LLC (BFI)
- County Waste, LLC (County Waste)

All agreements expired on June 30, 2020 but allowed for two-year extensions until June 2024. All were requested to provide proposals to extend the agreements an additional two years until June 30, 2024.

Following are the proposed rates:

### **Waste Management**

Solid waste, construction / demolition waste, sludge, land clearing debris, brush, scrap metal, and split tires:

- Delivery of less than 30,000 tons per year - \$26.00 per ton
- Delivery of more than 30,000 tons per year - \$25.75 per ton

Waste Management declined to propose on commingled containers, including plastic bottles and jugs, metal cans, and glass bottles and jars.

### **BFI/Republic Services**

Solid waste, construction / demolition waste, land clearing debris, brush, scrap metal, and split tires:

- Solid waste, construction / demolition waste, land clearing debris, brush, scrap metal and split tires:
  - Delivery of less than 30,000 tons per year - \$25.00 per ton
  - Delivery of more than 30,000 tons per year - \$24.00 per ton
- Sludge - \$65.00 per ton

BFI declined to propose on commingled containers, including plastic bottles and jugs, metal cans, and glass bottles and jars.

### **County Waste**

No bid was submitted.

David Magnant stated that rates have increase by both Waste Management and BFI/Republic Services. Mr. Magnant will reach out to County Waste to see if they would still like to submit a bid.

### **Recommended Action:**

Approve the Amendment with Waste Management Disposal Services of Virginia, Inc. and authorize the Executive Director to execute the Amendment.

Approve the Amendment with BFI Waste Systems of Virginia, LLC and authorize the Executive Director to execute the Amendment.

Laurie Halperin moved to accept the recommended actions. Sandy Wanner seconded and the motion passed unanimously.

## **6. AGREEMENT FOR HOUSEHOLD CHEMICAL COLLECTION AND DISPOSAL SERVICES**

As of February 14, 2020, VPPSA entered a 2 (two) year Agreement for Household Chemical Collection Services for the 10 (Ten) Cities and Counties with MXI Environmental Services LLC.

The agreement is set to expire on February 14, 2022. However, the agreement allows for 3 (three) one-year extensions until February 14, 2025.

VPPSA requested that MXI provide a proposal to extend the agreement an additional year until February 14, 2023.

MXI submitted proposed rates, which represented a 4 (four) percent increase in disposal and collection services.

### **Recommended Action:**

Approve the Amendment with MXI Environmental Services LLC and authorize the Executive Director to execute the Amendment.

Laurie Halperin moved to accept the recommended action. Jason Mitchell seconded and the motion passed unanimously.

## **7. SALARY RANGE ADJUSTMENT**

Per the VPPSA Personnel Policies and Procedures Manual, Section 3.1, Salary Ranges:

The VPPSA Board will establish a salary range for each position which will consist of minimum and maximum rates of pay for the position. To determine the salary range, consideration shall be given to prevailing rates for comparable work in other public employment and private business, the current cost of living, and responsibilities of the position. The salary range will be reviewed periodically to determine if salaries of employees are comparable with other area employers. The VPPSA Board may adjust the salary range of any position at any time.

The salary range was voted on and adjusted in FY 06, FY 15, FY 18 and one position was adjusted in FY 19. Current conditions require an adjustment to the current range so that VPPSA can maintain a workforce sufficient to provide services. The offered range provides consideration for long term employee retention and offers a range that will provide new employees a fair and competitive wage.

The proposed salary range is as follows:

<b>Virginia Peninsulas Public Service Authority</b>					
<b>Salary Ranges</b>					
<b>Effective January 8, 2022</b>					
<b>Position Title</b>	<b>Minimum Annual Salary</b>	<b>Maximum Annual Salary</b>		<b>Minimum Hourly Salary</b>	<b>Maximum Hourly Salary</b>
<b>Salaried Positions</b>					
Director of Operations	\$ 75,915	\$ 125,260		\$ 36.50	\$ 60.22
Transfer System Supervisor	\$ 56,698	\$ 93,552		\$ 27.26	\$ 44.98
Compost Facility Supervisor	\$ 53,999	\$ 89,098		\$ 25.96	\$ 42.84
Maintenance Supervisor	\$ 55,215	\$ 91,105		\$ 26.55	\$ 43.80
Recycling Coordinator/Safety Officer	\$ 53,999	\$ 89,098		\$ 25.96	\$ 42.84
Office Manager	\$ 48,509	\$ 80,041		\$ 23.32	\$ 38.48
Solid Waste Operations Coordinator	\$ 40,500	\$ 66,824		\$ 19.47	\$ 32.13
<b>Hourly Positions</b>					
Maintenance Mechanic II	\$ 49,461	\$ 81,610		\$ 23.78	\$ 39.24
Lead Driver	\$ 49,461	\$ 81,610		\$ 23.78	\$ 39.24
Swing Driver	\$ 46,602	\$ 76,894		\$ 22.41	\$ 36.97
Maintenance Mechanic I	\$ 45,939	\$ 75,799		\$ 22.09	\$ 36.44
Equipment Operator III	\$ 42,953	\$ 70,872		\$ 20.65	\$ 34.07
Roll Off Vehicle / Trailer Operator	\$ 41,651	\$ 68,725		\$ 20.02	\$ 33.04
Front End Vehicle Driver	\$ 41,651	\$ 68,725		\$ 20.02	\$ 33.04
Roll Off Vehicle Driver	\$ 40,835	\$ 67,377		\$ 19.63	\$ 32.39
Solid Waste Operations Assistant	\$ 37,797	\$ 62,366		\$ 18.17	\$ 29.98
Equipment Operator II	\$ 33,842	\$ 55,839		\$ 16.27	\$ 26.85
Accounting Technician	\$ 33,204	\$ 54,786		\$ 15.96	\$ 26.34
Equipment Operator I	\$ 31,902	\$ 52,638		\$ 15.34	\$ 25.31
Dispatcher	\$ 31,723	\$ 52,344		\$ 15.25	\$ 25.17
Customer Service Representative	\$ 31,264	\$ 51,586		\$ 15.03	\$ 24.80
Household Chemical Specialist	\$ 31,264	\$ 51,586		\$ 15.03	\$ 24.80
Solid Waste Attendant	\$ 28,074	\$ 46,322		\$ 13.50	\$ 22.27

The expected increase in hourly wages to implement the proposed FY 23 increase in January of 2022, with expected overtime, would be approximately \$91,000 for the Middle Peninsula Solid Waste System and \$12,000 for the Compost Facility.

Tom Swartzwelder stated 100% support for the proposed change in salary range. Grace Boone stated her only concern was for positions in James City County that are paid less than \$13.50. Mr. Swartzwelder stated that the Board must vote on what is best for the Authority.

**Recommended Action:**

Approve the proposed salary range and use of up to:

- \$46,000 from the Convenience Center Project balance
- \$45,000 from the Transfer System Project balance
- \$12,000 from the Compost Facility Project balance

to cover the additional costs to move the timetable for employee compensation increase to January 8, 2022. This date will coincide with a first full pay period in the month.

Tom Swartzwelder moved to accept the recommended action. Laurie Halperin seconded and the motion was approved unanimously.

**8. FY 23 BUDGET**

David Magnant distributed draft budgets to Board members for review in November.

The Transfer System Oversight Committee met on November 12, 2021 and reviewed the FY 23 budgets for Administration, the Transfer System, Convenience Centers, Landfill Disposal, Landfill Monitoring, and Middle Peninsula Household Chemical Collections.

The Compost Facility Oversight Committee met on November 17, 2021 and reviewed the FY 23 budget for Administration, Compost Facility, Household Chemical, and Landfill Monitoring.

All committees approved all budget proposals. All comments received during the meetings and communications with Williamsburg and James City County were incorporated into the budget proposal.

Laurie Halperin stated that York County was ready to move forward with approval of the FY 23 Budget as the Budget had been reviewed and discussed previously and there were no additional questions. David Magnant asked were there any questions from any of the Board members. No questions were posed. Therefore, the following recommended action was presented:

Approve the FY 23 budget as presented for distribution to member communities.

Laurie Halperin moved that the FY 23 budget as presented for distribution to member communities be approved. Ann Marie Ricardi seconded and the motion was passed unanimously.

Below is a summary of the approved FY 23 Budget:

**Curbside Recycling**

VPPSA and TFC Recycling entered into a five-year Agreement for Curbside Recycling Services which was effective July 1, 2019. This is the fourth year of the contract.

The budget for FY 23 is based on the following:

- Estimated house counts based on house count as of October 2021.

- The Agreement between VPPSA and TFC Recycling states that TFC Recycling may petition for an annual adjustment to the unit price for curbside collection services, effective July 1, to reflect the general increase in the cost of operations, that shall not exceed 3%, based on the percentage increase of the "Garbage and Trash Collection" category, series CUUR0000SEHG02, of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months, which was 3.91 % for which statistics are available. Based on the most recent experience, TFC has requested the maximum, 3%. The current unit price for collection is \$3.98/ cart/ month. The new rate for FY 23 will be \$4.10/ cart/ month.
- The processing fee of \$95 per ton will remain unchanged for FY 23.
- Total annual material quantities used for estimation of processing costs are as follows (adjustments from the FY 22 Budget were included to reflect recent volumes):
  - ▶ James City County - 3,600 tons
  - ▶ Poquoson - 975 tons
  - ▶ Williamsburg - 625 tons
  - ▶ York County- 3,900 tons
- The budget includes an amount for additional services - which includes fees for requested services such as extra cart fees, multiple carts at townhomes, front load container services and long lane fees.

### **Household Chemical Collection**

The total project budget for FY 23 represents an increase of \$15,673 or 4.5% over the total project budget for FY 22.

The schedule of collection events is unchanged for FY 23. Collection events will be held in James City every other month from February to October. Collection events will be held in Hampton and York every other month from March to November. One collection event will be held in Poquoson in October.

### **Operations Budget:**

The proposed operations budget for FY 23 represents an increase of \$6,909 or 8% compared to the operations budget for FY 22.

The Transportation Fee in the amount of \$12,750 will be paid by Household Chemical Collection project to the Transfer System project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires. This is an increase of \$750 from FY 22 transportation fees.

### **Disposal Budget:**

The proposed disposal budget for FY 23, are best estimates based on recent history in addition to a 4% increase from MXI. This represents an increase of \$8,764 or 3.5% over the disposal budget for FY 22.

### **Landfill Monitoring**

The budget figures for landfill monitoring have been compiled by LaBella Associates based on their understanding of the work that will be required to be completed in FY 23.

A summary of the status of all sites remaining in post closure monitoring is attached and a brief explanation is listed below.

**LaBella:** The FY23 preliminary budgets for James City, King and Queen, and King William were provided to each community. James City and King and Queen have their 5-year UECA inspection in 2022 (by August 1<sup>st</sup>). Also included was an option for the Counties to amend the UECA to get rid of the 5-year inspection. DEQ realized that the inspection is pretty much obsolete since the UECA prohibits the properties from using the uppermost aquifer, building residences, etc., within the boundaries of the UECA.

### **Computer Recycling**

Computer Recycling events have been held in conjunction with the Household Chemical Collection events since the start-up of the service.

Since FY 18, the computers and peripherals have been collected and transported by VPPSA to Computer Recycling of Virginia (CRVA) for recycling. CRVA has accepted the material at no cost.

The budget for FY 23 includes continued collection and transport by VPPSA. The Transportation Fee in the amount of \$12,750 will be paid by Computer Recycling project to the Transfer System project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires.

The FY 23 Computer Budget is \$16,050, an increase of \$805 or 5.3% increase over FY 22 Budget.

### **Compost Facility**

The proposed budget for FY 23 represents an increase of \$113,890 or 8.8%, compared to the budget for FY 22.

Overall, the fees charged to the member communities represent an increase of \$103,890 or 15.4% compared to the fees charged for FY 22.

The revenue budget for User Fees has been reduced to \$60,000 for FY 23. The actual revenue for User Fees for FY 21 was \$51,500.

The revenue budget for Material Sales will increase, the sales goal for FY 23 is \$550,000. The actual Material Sales revenue for FY 21 was \$500,700.

Full time staffing has remained unchanged.

We have included one (1) WAE position to assist with incoming material inspections and 4 hours per week for lawn cutting and general site clean-up activities. We average over 31,000 vehicles per year dropping material off. This is an area that requires no equipment operating ability, but inspections are critical to ensure we are accepting the correct material and as importantly, not accepting material that can damage the processing equipment. This would be during the busier times when the equipment operators are busy with production activities. The period is July through September and March through June. This would add an additional 360 hours. FY 23 Budget for staffing includes the following:

- 1 Compost Facility Supervisor
- 1 Maintenance Supervisor (charged at 20%)
- 2 Operator III
- 2 Operator II
- 2 Operator I
- 1 Customer Service Representative
- 1 WAE Position

The budget also includes 916 hours for the Middle Peninsula Maintenance Mechanics to provide maintenance services at the Compost Facility. Maintenance activities at the Compost



Facility have not always been completed in a timely manner. The Maintenance Supervisor will manage the schedule and unscheduled maintenance related issues. The Maintenance Supervisor position was added for the Transfer System project in FY 21. The time for the Maintenance Supervisor will be charged 80% to the Transfer System and 20% to the Compost Facility.

Significant increases in expenses for the Compost Facility for FY 23 compared to the FY 22 budget are as follows:

- Salaries - hourly- increase in maintenance hours and the addition of one (1) WAE Position. The VPPSA Board approved a salary range increase to be effective January 8, 2022. This increase in hourly staff was approved to provide a more competitive salary, allowing VPPSA to maintain a workforce. The range provided hourly staff an increase to meet the bottom of the newly approved range or a minimum of 5%. The budget provides for salaried employees to receive a 5% increase effective July 1, 2022. The approved budget also provides up to an additional 3% adjustment. Any additional adjustments would require Board action.
- Equipment Maintenance and repair - based on recent experience.
- Fuel - based on projections of \$4.00 per gallon (40,000 gallons)

The total monthly fee to the communities for FY 23 will be \$66,478. The total monthly fee will be allocated among the communities based on actual quantities delivered to the facility each month.

### **Middle Peninsula Solid Waste System**

The proposed combined budgets for FY 23 for Transfer System, Convenience Centers and Landfill Disposal for Essex, King and Queen, King William, Mathews and Middlesex represent an increase of \$489,380 or 14.3%, in the fees paid by the counties compared to the combined budgets for FY 22.

There are no changes proposed to transfer station and convenience center operating hours. VPPSA has 23 Vehicles, 6 trailers, 291 containers, 28 compactors and 16 pieces of large equipment to maintain yearly. All of these require maintenance, some more than others. We added the maintenance facility and increased our maintenance capabilities.

### **Transfer System**

The proposed budget for the Transfer System for FY 23 represents an overall increase of \$317,354 or 14.3% compared to the budget for FY 22.

The operating schedule for the Transfer Stations will remain unchanged. Increases in personnel costs resulting from state mandated minimum wage increase, the hourly adjustment required to be competitive, and health insurance contributed significantly to the increased costs. An adjustment to the salary range was approved providing increase to the newly approved range or at a minimum of 5% increase in the hourly rate. All salaried employees will wait until July 1, 2022 to receive their approved adjustment of 5%. The adjustments take into account compression related concerns and position the Authority to retain the hourly workforce and the supervisory positions. The approved budget also provides up to an additional 3% adjustment. Any additional adjustments would require Board action. The staffing proposed for the system remains unchanged and includes the following:

#### **Full Time**

- 1 Supervisor - Solid Waste Operations Coordinator

- 10 Attendants
- 7 Drivers
- 2 Maintenance Mechanics I
- 1 Maintenance Supervisor
- 2 Dispatchers

#### WAE

The budget includes funding for approximately 2,200 hours of WAE employees - Convenience Center Attendants. The attendants will provide the following:

- Staffing Transfer Stations when Transfer Station Attendants are working Household Chemical Collection Events
- Working as second attendant at Transfer Stations that require staffing by two attendants
- Staffing Transfer Stations when Transfer Station Attendants are on Annual Leave or Sick leave
- Mixed paper collections

Significant increases in expenses for the Transfer System budget for FY 23 compared to the FY 22 budget are as follows:

- Health Insurance - Assume an 8% increase
- Grass Cutting - We have contracted services out, partially a result of personnel and to reduce time spent maintaining the lawn maintenance equipment. Lastly the current lawn cutting equipment needed to be replaced.
- Equipment Replacement Fund - Increases by \$10,000 with the addition of the equipment purchased for the Vehicle Maintenance Facility.
  - o Purchased lifts, compressor, used oil heater, generator costs were \$118,500 at 12 years expected life.
- Recycling - Tires - Limited processing options are available, and the nearest processor continues to increase unit costs.
- Tires - repair and purchase - based on recent experience, increase in tire costs
- Vehicle Maintenance and repair - based on recent experience.

The basis for allocation of variable costs associated with waste hauling - fuel, vehicle maintenance and tire repair and purchase - is the total number of miles expected to be traveled based on the number of pulls for waste, white goods, tires and drop off recyclables and the distance from the site to the disposal facility or recyclables processing location.

#### **Anticipated revenues are as follows:**

##### Transfer System - Line Item Number 43000 - White Goods Revenue

Actual revenue from the sale of scrap metal and white goods for FY 20 and FY 21 was \$98,000 and \$163,000 respectively. Prices received for the sale of scrap metal and white goods have increased along with other recyclable materials. Revenue for the FY 23 Budget for white goods has been set at \$80,000.

##### Transfer System - Line Item Number 44400 - Hauling Fees

Hauling fees will be charged to the Town of Tappahannock for hauling sludge from the treatment plants to the landfills. Hauling fees for drop off recycling in James City County and York County are also credited to this line item. Other miscellaneous hauling revenue, such as hauling tires for York County, will also be credited to this line item. The Middlesex County Campgrounds were included in these numbers but we discontinued servicing them in July of 2021. Approximately \$90,000 was received in hauling revenue for FY 21. We have revenues of \$40,000 for the FY 23 Budget.

Transfer System - Line Item Number 44700 - Used Battery Recycling

Actual revenue for used battery recycling was \$4,400 for FY 21. The budget for FY 23 includes \$3,500 as revenue for used battery recycling.

Transfer System - Line Item Number 44750 - Corrugated Cardboard Revenue

All revenue received from the sale of corrugated cardboard collected through the front end collection system and drop off recycling collections will be credited to this line item.

Total revenue for corrugated cardboard recycling through the Middle Peninsula Solid Waste System and drop off collections was more than \$89,000 for FY 21. Revenue for FY 23 has been set at \$50,000.

Transfer System - Line Item Number 44800 - Operating Fee

Payment in the amount of \$3,000 will be made from the Household Chemical Collection Project to cover additional operating costs including telephone, uniforms and safety equipment. This fee also covers cost of repair and maintenance to containers.

Transfer System - Line Item Number 4481 O - Vehicle Maintenance Fees

VPPSA will provide vehicle maintenance services for King and Queen County vehicles in FY 23. Based on recent history, it is estimated total fees charged to the County for FY 23 will be \$40,000. The costs for this project are based on actual charges and invoiced monthly.

Transfer System - Line Item Number 49100 - Mixed Paper Revenue

All revenue received from the sale of mixed paper collected through the mixed paper recycling program and the drop off recycling collections will be credited to this line item.

Total revenue for mixed paper recycled through the Middle Peninsula Solid Waste System and the drop off recycling collections was more than \$23,000 for FY 21.

The revenue budget for Mixed Paper Recycling for FY 23 has been set at \$12,000.

Transfer System - Line Item Number 49300 - Transportation Fee

Payments in the amount of \$12,750 will be made from the Household Chemical Collection Project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires. In addition, the Computer Recycling project will contribute \$12,750 for the use of the roll off vehicles.

Transfer System - Line Item Number 49500 - Container Rental

A total of \$26,000 was received in FY 21 as revenue for rental of containers for cardboard recycling, Middlesex Campgrounds and hauling services from drop off recycling for James City County and York County.

The budget for FY 23 includes \$15,000 as revenue for container rental, a reduction resulting from the elimination of rental revenue from the campgrounds.

**Convenience Centers**

The proposed budget for the Convenience Centers for FY 23 includes an increase of \$144,337 or 17.88% compared to budget for the Convenience Centers for FY 22.

There are no proposed changes to the operating hours and staffing levels for FY 23. The budget includes the following staffing:

Full Time

- 1 Supervisor – Transfer System Supervisor
- 12 Attendants

#### Part Time / WAE

The budget includes funding for 7,800 hours of Part Time and WAE employees. This time will be split between one part time employee and eight WAE employees. These employees, for the most part, serve as attendants at convenience centers throughout the five-county system.

The increase in the FY 23 budget is attributed almost entirely to salary adjustments resulting from the state mandated minimum wage increase, the hourly adjustment required to be competitive, and health insurance. An adjustment to the salary range was approved providing increases to the newly approved range or at a minimum of 5% increase in the hourly rate. All salaried employees will wait until July 1, 2022 to receive their approved adjustment of 5%. The adjustments take into account compression related concerns and position the Authority to retain the hourly workforce and the supervisory positions. The approved budget also provides up to an additional 3% adjustment. Any additional adjustments would require Board action. There is a significant increase in lawn care with the addition of a service provider. Additionally, there are cost increases in the oil and antifreeze collection costs. Tire recycling costs continues to increase. We added commingled container costs in FY 22 to more accurately identify where the costs are generated.

#### **Landfill Disposal**

Budget estimates for landfill disposal reflect anticipated waste quantities based on recent experience.

Disposal rates for FY 23 have been established as a result of a procurement effort completed in February 2018. This is the last two-year extension of the agreement.

The weighted disposal fee for FY 21 and FY 22 was \$24.13 per ton. Based on discussions with regional landfill operators, we are budgeting a 6% increase in the weighted average for the FY 23 disposal fee.

An administrative fee of \$4,803 has been included for the City of Poquoson.

#### **Middle Peninsula Household Chemical Collections**

A summary of program costs and project balances for Household Chemical Collections for the Middle Peninsula was provided.

One event has been held in FY 22 in Mathews County. It is expected that a second event will be held in King and Queen County for FY 22.

Events in FY 23 will be held in Middlesex County and King William County.

Budget figures for FY 23 have been established based on current project balances and anticipated costs for the upcoming events. The goal is for all counties to finish FY 22 with a project balance of approximately \$4,000.

A flat administrative fee of \$500 per county is proposed for FY 23.

#### **Administration**

The proposed budget for FY 23 represents an increase of \$17,917 or 2.6% compared to the budget for FY 22.

The proposed staffing remains unchanged and includes the following positions:

Full Time

- Executive Director
- Director of Operations
- Recycling Coordinator/ Safety Officer
- Office Manager
- Solid Waste Operations Assistant

Part Time

- Accounting Technician

Based on state mandated minimum wage increases, there will be an increase in the full-time hourly position and related benefit costs. There are no other significant increases or reductions in the budget proposed for FY 23.

The Board approved the use of \$150,600 from the Administrative fund balance for the development of the Middle Peninsula Vehicle Maintenance Facility (VMF). The five Middle Peninsula Counties committed to replenish these funds, and others from Middle Peninsula vehicle and equipment replacement funds, over a five-year period. FY 23 will be the third year of the five agreed to.

The Community Fee will remain at \$11,000 for FY 23.

## **9. EXECUTIVE DIRECTORS REPORT**

David Magnant stated that Virginia Senate Bill 1210 was introduced, directing the Virginia Waste Management Board to adopt regulations to collect from any person operating certain facilities permitted for the disposal, storage, or treatment of nonhazardous solid waste such annual fees as are necessary to provide funding for the total direct costs of the nonhazardous solid waste management program when aggregated and combined with other existing fees. The bill also directed the State Water Control Board to adopt regulations specifying permit maintenance fees that each permitted facility shall pay to the Board for certain water quality or withdrawal permits. SB 1210 required the fee amounts to be set at an amount that is necessary to collect no less than 40 percent and no greater than 50 percent of the direct costs required for the administration, compliance, and enforcement of such permits.

Mr. Magnant stated that Compost Facility, Transfer System, and Landfill Post Closure fees will all increase.

## **10. OLD BUSINESS**

There was no old business to discuss

## **11. NEW BUSINESS**

Sandy Wanner questioned the change in new state administration starting in 2022 and whether there were any concerns. Tom Swartzwelder asked if VPPSA has a lobbyist and whether that

should be considered. David Magnant stated that VPPSA has good relations with DEQ but no lobbyist at this time. Mr. Magnant stated that research would be done into securing a lobbyist and Mr. Wanner suggested talking to other Authorities for suggestions.

Grace Boone asked if there were any additional questions. There were no questions. Sandy Wanner motioned to adjourn the meeting. Laurie Halperin seconded and the meeting adjourned at 10:35 a.m.

## 12. NEXT MEETING DATE

February 4, 2022  
Williamsburg Municipal Building  
2<sup>nd</sup> Floor Conference Room  
401 Lafayette Street  
Williamsburg, Virginia

Respectfully Submitted,  


Michael Lombardo  
Secretary/Treasurer