

**BOARD MEETING MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**VPPSA Field Office and Maintenance Facility
480 Clancie Road
Shacklefords, VA 23156
9:00 a.m.
June 3, 2022**

IN ATTENDANCE:

Michael Lombardo	Essex County
Jason Mitchell	City of Hampton
Grace Boone	James City County
Percy Ashcraft	King William County
Mike Walls	Mathews County
Ann Marie Ricardi	Middlesex County
John Anderson	City of Poquoson
Dan Clayton	City of Williamsburg
Laurie Halperin	York County

ABSENT:

Thomas J. Swartzwelder	King & Queen County
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OTHERS IN ATTENDANCE:

Scott Ashworth	York County
Vernon Geddy III	Geddy, Harris, Franck & Hickman
David Magnant	VPPSA
Karen Plumley	VPPSA

Grace Boone introduced Percy Ashcraft and Scott Ashworth.

David Magnant gave the attendees a tour of the facility.

Grace Boone called the meeting to order at 9:26 a.m.

David Magnant stated that elections would be postponed, with counsel approval, until the August 2022 Board meeting.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

Michael Lombardo moved that the minutes of the April 1, 2022, meeting be approved. The motion was seconded by Laurie Halperin and was passed unanimously.

3. ELECTION OF OFFICERS

Elections were postponed until the August 2022 Board meeting.

4. 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 23 was included with the Board package.

The proposed fee is the same fee as for FY 22.

Recommended Action:

- Approve the proposal from Geddy, Harris, Frank & Hickman.

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

5. FY 23 RISK MANAGEMENT CONSULTING SERVICES

Commercial Risk Consultants, Inc. has provided services to the Authority for years. The proposal from Risk Management Consulting Services was included with the Board package.

The proposed fee is the same fee as for FY 22.

Recommended Action:

- Approve the proposal from Commercial Risk Consultants, Inc.

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

6. PROJECT REPORTS

Compost Facility

David Magnant reported that:

- New rate in effect June 1, 2022 (all Board members were provided a new brochure)
 - Letter with brochure sent to all commercial customers to notify about new rate
 - New signs for the facility have been designed with new rate information
- Continue to struggle to receive parts and hire operators
 - Trying new strategy, in job placement ads, showing equivalent annual pay with benefits

- Sales are at \$405,000 as of the end of May

Transfer System

David Magnant reported that:

- Container repairs are in progress with several currently completed
- Would appreciate suggestions on securing qualified employees
 - Scott Ashworth stated that York County has gone to in-house training and is stipulating that an employee must remain employed with York County for at least one year or pay back training costs.
- Trucks to begin proactive maintenance program

Household Chemical Collection

David Magnant reported that:

- Current count is 4,571 which is up by 250 for the same time period as last year
- James City, Williamsburg, and York material amounts are up; Hampton material is exactly the same; Poquoson material amounts are down

Curbside Recycling

David Magnant reported that:

- There have been issues with TFC having enough drivers; recently hired eight and retained two; hired a mechanic
- Current house count is approximately 38,500
- Material weights are down 700 tons versus last year

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

7. REGIONAL RECYCLING RATE REPORT FOR CY 2021

Every year, VPPSA compiles recycling and waste generation figures from all ten member cities and counties and submits the Recycling Rate Report to the Department of Environmental Quality (DEQ) on behalf of the member cities and counties. The most recent report, for calendar year 2021, was included with the Board package, and reported that 29.1% of the waste in the VPPSA region was recycled which exceeds the state mandated rate of 25%. The reported rate for CY 2020 was 27.9%.

The Solid Waste Planning and Recycling Regulations (9VAC-20-130) make the “solid waste planning unit” responsible for reporting the recycling rate for the entire unit. The first Solid Waste Management Plan for the VPPSA service area, submitted in 1991, identified all ten member cities and counties as the solid waste planning unit. One Recycling Rate Report is prepared by VPPSA and submitted to DEQ on behalf of all members. DEQ, therefore, does not acknowledge recycling rates for the individual members of VPPSA.

No recommended action was needed.

8. TRUCK REFURBISHING PROJECT

As part of the annual review of vehicles and equipment, staff reviewed the equipment replacement schedule against that of the current replacement available funds. Consideration was given to a lack of availability of new trucks, parts shortages, and overall supply line related issues.

Discussions during several Oversight Committee meetings suggested consideration of refurbishing four older trucks as a method of prolonging the current life of the oldest trucks. This would allow to proactively effect repairs and allow time for market conditions to change or, at a minimum, provide additional time to build replacement funds more consistent with current replacement costs.

Approval was provided by the Oversight Committee to proceed with the project with the understanding that to use money from the Equipment Replacement Fund would need to be approved by the Board at the June 3, 2022, meeting.

As part of the plan to move forward, funds were to be used to repair and repaint 5 open top containers, 25 front load containers and 33 roll off recycling containers in FY 23 as per the schedule.

Mike walls asked if the truck repairs would be done in house. David Magnant stated they would not be done in house as a very reasonable price was secured.

Recommended Action:

- Authorize the use of up to \$149,000 from the Transfer System Equipment Replacement Fund to refurbish the three (3) roll off trucks and one (1) front load truck in FY 22.

Mike Walls moved to approve the recommended action. The motion was seconded by Laurie Halperin and was passed unanimously.

- Authorize the use of up to \$127,750 to refurbish five (5) open top containers, 25 front load containers and 33 recycling containers in FY 23.

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

9. ADMINISTRATIVE OFFICE

In order to provide a smooth leadership transition period for the Authority - ensuring operational and financial stability, mission and objective continuity - a change to the current employee structure for the VPPSA Administrative office is proposed.

Current Positions:

- Executive Director
- Director of Operations
- Office Manager
- Recycling Coordinator/Safety Officer
- Solid Waste Operations Assistant (Project Analyst)
- Accounting Technician

David Magnant recommended that a **Deputy Director** position be added to the current position list. This would be a permanent, additional position that would be funded either as a temporary position or a choice of Deputy Director or Director of Operations position based on the needs of

the Authority at the time. The Deputy Director would receive direction from and answer to the Executive Director. The VPPSA Board would have final approval of the candidate.

David Magnant stated that with the amount of material generated, there is a need for a materials recovery facility (MRF) in the region. Mr. Magnant stated that the Deputy Director, with a good grasp of administration, could be responsible for the day-to-day operations for the Authority while Mr. Magnant focused on the MRF for the future. There are funds in the system to cover the salary for a Deputy Director. Dan Clayton asked about hiring for the open Director of Operations position. Mr. Magnant stated the goal would be to hire a Deputy Director now, then that candidate, per the Board extending the position offer, would then move to the Executive Director position, and then a Director of Operations would be hired.

Ann Marie Ricardi moved to approve the recommended action. The motion was seconded by Laurie Halperin and was passed unanimously. Grace Boone thanked David Magnant for his forward thinking.

David Magnant presented the position title change for the **Solid Waste Operations Assistant**. Currently this position is a support role to all projects and has traditionally provided supervisory direction at many of the Household Chemical events. Duties also included office support with a minor focus on data entry.

The Authority recommends changing the duties of the position. The new position will be more data driven to provide support and analytical information across all projects. The salary range will remain the same, but the new title will be **Project Analyst**. This position will centralize current data, reduce redundancies, provide a more thorough model of overall operational costs, and better identify potential savings system wide.

Ann Marie Ricardi moved to approve the recommended action. The motion was seconded by Laurie Halperin and was passed unanimously.

10. EXECUTIVE DIRECTORS REPORT

No additional items

11. OLD BUSINESS

No old business

12. NEW BUSINESS

Grace Boone stated that a committee needed to convene to conduct the Executive Director's annual review. Ms. Boone requested volunteers to which Laurie Halperin and Jason Mitchell responded. Ms. Boone stated she will head the committee.

Mike Walls asked that Karen Plumley remove Julie Kaylor from all distribution lists.

Grace Boone adjourned the meeting at 10:25 am.

13. NEXT MEETING

**August 5, 2022
Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 23185
9:00 a.m.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michael Lombardo". The signature is written in a cursive style with a large initial "M".

Michael Lombardo
Secretary/Treasurer