

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 23185
9:00 a.m.
October 7, 2022**

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Grace Boone	James City County
Ramona Wilson	Mathews County
AnnMarie Ricardi	Middlesex County
John Anderson	City of Poquoson
Laurie Halperin	York County

ABSENT:

Michael Lombardo (County Administrator)	Essex County
Percy Ashcraft	King & Queen County
Dan Clayton	King William County
	City of Williamsburg

OTHERS IN ATTENDANCE:

Laura Harden	Cherry Bekaert, LLP
David Magnant	VPPSA
Andrew Bittenbusch	VPPSA

Grace Boone called the meeting to order.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

Jason Mitchell moved that the minutes of the August 5, 2022 meeting be approved. The motion was seconded by Laurie Halperin and was passed unanimously.

3. FINANCIAL STATEMENTS – FY22

Laura Harden of Cherry Bekaert, LLP presented a final draft of the financial statements for FY 22. Ms. Harden stated that once approved by the Board, an unmodified audit opinion would be issued which is the best opinion that can be received. Ms. Harden also stated that there were no issues of non-compliance, no material weaknesses or significant deficiencies, no corrected misstatements, and no significant unusual transactions discovered during the audit.

Ms. Harden asked if there were any questions. There were no questions. AnnMarie Ricardi moved that the report be accepted as presented. Laurie Halperin seconded and the motion passed unanimously.

4. PROJECT REPORTS

Compost Facility

David Magnant reported that:

- Approximately 3,300 tons of incoming material year to date
- \$45,000 in sales year to date
- Still struggling with labor shortages, rising fuel costs, maintenance and related costs, and equipment replacement costs.

Transfer System

David Magnant reported that:

- Short two drivers which means supervisor is having to drive a roll off truck
 - Drivers' wages continue to escalate.
 - New drivers need to complete training prior to receiving a CDL, some have requested financial consideration
 - Laurie Halperin mentioned offering in house training for drivers. Ms. Halperin mentioned she would see if out of County people could participate in their program.
- Secured two pallets of salt for upcoming winter season and upgraded our salt spreading unit. Supply line issues drove us to moving quickly on this issue.

Household Chemical Collection

David Magnant reported that:

- Number of vehicles increased over the last two years due to COVID but has started leveling out in the last two months
- Disposal costs have not declined even though number of vehicles has

Curbside Recycling

David Magnant stated that:

- House count is currently around 38,500
- Concern in the region is that there is only one processor for recycling:
 - Mr. Magnant stated there is a need for a materials recovery facility (MRF) and that research is in process to determine how one can be developed by VPPSA and possibly its sister authorities.
 - A MRF would allow the Authority to control costs because the Authority would manage the MRF.

- Laurie Halperin stated that a recent article talked about residents in Central Virginia being able to recycle plastics through number seven. Mr. Magnant will discuss this with Central Virginia Waste Management Authority (CVWMA).
- There are a number of haulers in the region who would be able to transfer material to a MRF

5. EXERCISE THE RENEWAL TERM FOR THE MIDDLE PENINSULA SOLID WASTE OPERATING AGREEMENT BETWEEN VPPSA AND THE COUNTIES OF ESSEX, KING AND QUEEN, KING WILLIAM, MATHEWS, AND MIDDLESEX

Background:

The Authority and the Participating Communities (The Counties of Essex, King and Queen, King William, Mathews and Middlesex) are parties to an Agreement for Middle Peninsula Solid Waste System Operating Agreement dated July 1, 2013. The Agreement provided a ten-year renewal extending the term until June 30, 2033. The communities have exercised the option to renew.

Recommended Action:

Authorize the Executive Director to execute the Ten-Year Extension for the Middle Peninsula Solid Waste System Operating Agreement between VPPSA and the Counties of Essex, King and Queen, King William, Mathews, and Middlesex.

AnnMarie Ricardi moved that the Executive Director execute the extension for the agreement. Laurie Halperin seconded and the motion passed unanimously.

6. EXERCISE THE RENEWAL TERM FOR THE YARD WASTE PROCESSING AGREEMENT BETWEEN VPPSA AND HAMPTON, POQUOSON AND YORK

Background:

The Authority and the Participating Communities (City of Hampton, City of Poquoson and York County) are parties to an Agreement for Yard Waste Processing Agreement dated November 20, 2012. The Agreement provided a ten-year renewal extending the term until June 30, 2033. The communities have exercised the option to renew.

Recommended Action:

Authorize the Executive Director to execute the Ten-Year Extension for the Yard Waste Processing Agreement between VPPSA and the Cities of Hampton and Poquoson and the County of York.

John Anderson moved that the Executive Director execute the extension for the agreement. Laurie Halperin seconded and the motion passed unanimously.

7. DEED OF LEASE AGREEMENT WITH YORK COUNTY

Background:

The Authority and York County are parties to an Agreement for the Deed of Lease dated November 20, 2012. The Agreement provided a ten-year renewal extending the term until June 30, 2033. York County has exercised the option to renew.

Recommended Action:

Authorize the Executive Director to execute the extension for the lease agreement with York County to continue to operate the Compost Facility located at 145 Goodwin Neck Road in York County.

Laurie Halperin moved that the Executive Director execute the extension for the lease agreement. AnnMarie Ricardi seconded, and the motion passed unanimously.

8. FY23 BUDGET PLANNING

Staff has started preparation of the FY24 Budget.

Following is the schedule for distribution, review, and adoption of the FY24 Budget:

FY 24 Budget Schedule

Distribute Draft Project Budgets to Board Members

October 28

(Draft Budgets for Community Review)

Distribute Budgets for:

Curbside Recycling

Drop Off - Peninsula

Tire Disposal - Peninsula

Landfill Monitoring

Computer Recycling

Compost Facility

Transfer System

Convenience Centers

Landfill Disposal

Household Chemical Collection

Administrative Services

Middle Peninsula Oversight Committee Meeting

November 10

Review Budgets for:

Landfill Monitoring

Transfer System

Convenience Centers

Landfill Disposal
Household Chemical Collection - Middle Peninsula
Administrative Services

Compost Facility Oversight Committee Meeting

November 16

Review Budgets for:
Curbside Recycling
Household Chemical Collection - Peninsula
Computer Recycling
Compost Facility
Administrative Services

Distribute Draft Budget in Board Meeting Package

November 23

Budget Approval at Board Meeting

December 2

9. CLOSED SESSION

Grace Boone read the following:

I move that the Board of Directors of the Virginia Peninsulas Public Service Authority enter into closed session to consider performance, assignment and salaries of certain VPPSA employees. This closed meeting is being held in accordance with Section 2.2-3711 (A) (1) of the Virginia Code.

At the end of the closed session, Grace Boone read the following:

I move that the Board of Directors of the Virginia Peninsulas Public Service Authority certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification motion applies and (ii) only such public business matters were heard, discussed or considered in the closed meeting by the Board as were identified in the motion, Section 2.2-3711 (A) (1), to consider performance, assignment and salaries of certain VPPSA employees.

David Magnant called the roll call vote.

Essex County, Michael Lombardo – ABSENT
City of Hampton, Jason Mitchell – AYE
James City County, Grace Boone – AYE
King & Queen County – ABSENT
King William County, Percy Ashcraft – ABSENT
Mathews County, Ramona Wilson – AYE
Middlesex County, AnnMarie Ricardi – AYE
City of Poquoson, John Anderson – AYE
City of Williamsburg, Dan Clayton – ABSENT
York County, Laurie Halperin – AYE

10. EXECUTIVE DIRECTOR'S REPORT

No specific items for the Executive Director's report.

11. OLD BUSINESS

No old business

12. NEW BUSINESS

David Magnant asked if the Board felt it was prudent to move forward with a regional MRF, whether just in the Authority's region or to include sister authorities as well. Mr. Magnant mentioned that Rob Krieger of York County suggested the Authority look into addressing such things as solar panels, electric car batteries, and propane tanks. Mr. Magnant stated that the public will look to local government to address these items and that a potential community facility could be considered that could handle a number of commodities that aren't handled at this time. Laurie Halperin and Grace Boone both agreed that research into a regional MRF is prudent. Ms. Boone stated that staff from community environmental departments would be important to involve in any future discussions. Mr. Magnant will provide an overview of what we discussed for consideration of a potential MRF. He will distribute this to the member communities and request a list of potential participants from each community. At a time in the future, a committee will be developed to address this potential project.

Grace Boone dismissed the meeting.

13. NEXT MEETING

**VPPSA Field Office & Vehicle Maintenance Facility
480 Clancie Road
Shacklefords, VA 23156
December 2, 2022
9:00 a.m.**

Respectfully Submitted,



John Anderson
Secretary/Treasurer