

**MINUTES**  
**VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Virginia Peninsulas Public Service Authority**  
**Field Office and Vehicle Maintenance Facility**  
**480 Clancie Road, Shacklefords, VA 23156**  
**9:00 AM**  
**December 2, 2022**

**IN ATTENDANCE:**

Michael Lombardo	Essex County
Jason Mitchell	City of Hampton
Matthew Prince	James City County
Vivian Seay	King & Queen County
Steve Hudgins	King William County
Mike Walls	Mathews County
Ann Marie Ricardi	Middlesex County
John Anderson	City of Poquoson
Laurie Halperin	York County

**ABSENT:**

Dan Clayton	City of Williamsburg
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**OTHERS IN ATTENDANCE:**

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

Michael Lombardo called the meeting to order at 9:00 a.m. Mr. Lombardo welcomed first-time attendees: Vivian Seay of King and Queen County and Jennifer Wheeler of VPPSA.

**1. PUBLIC COMMENT**

No public comment was made.

**2. MINUTES**

Laurie Halperin moved that the minutes of the October 7, 2022 meeting be approved. Jason Mitchell seconded and the motion passed unanimously. Mike Walls and Vivian Seay abstained as neither were present at the October meeting.

### 3. FY24 PROPERTY AND CASUALTY INSURANCE

Commercial Risk Consultants, Inc. prepared a summary of property and casualty insurance coverage for FY 24. John Newby of Commercial Risk Consultants presented the summary to the Board.

Mr. Newby mentioned that the Authority will enter its third year with Virginia Risk Sharing Association (VRSA). Items that Mr. Newby highlighted are as follows:

- Worker's Compensation coverage had a modification factor of one through FY23. The modification factor for FY24 will be .84. Mr. Newby stated that a reduction in the modification factor has not happened previously for the Authority.
- Cyber Security is \$1,000,000 in coverage. The greatest issues are employees that use a laptop away from the office. Mr. Newby recommended that no data be stored on a laptop hard drive.
- Mr. Newby stated that the rate for automobile liability was excellent given the size of the Authority's fleet.
- Debris removal coverage is \$20,000,000 which is the highest coverage possible.
- Mike Walls asked about property in transit and coverage at \$5,000,000. Mr. Newby stated property in transit is included in the insurance coverage and is no additional charge.
- Social engineering, or fraudulent instruction in an email, is not offered with high coverage due to the frequency of events.

Michael Lombardo asked if there were any questions. There were no questions.

### 4. PROJECT REPORTS

- **COMPOST FACILITY**
  - 640 tons greater than same time last year
  - Working on equipment, particularly the two grinders
- **TRANSFER SYSTEM**
  - 570 tons less than same time last year with each community down
  - As economy slows, waste quantities trend down
- **HOUSEHOLD CHEMICAL COLLECTION**
  - Participation is mostly the same with weights slightly higher in York County
- **CURBSIDE RECYCLING**
  - 255 tons increase in first quarter of FY23
  - A reminder was sent to TFC to be prepared for incorrect items in carts over the Christmas holiday
    - Tracy Hofmeyer developing flyer explaining how residents should handle extra material in the carts

There were no questions.

## **5. FY 24 BUDGET**

Draft budgets were distributed to Board members for review in November.

The Transfer System Oversight Committee met on November 10, 2022 and reviewed the FY 24 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 16, 2022 and reviewed the FY 24 budget for Administration, Compost Facility, Household Chemical, and Landfill Monitoring.

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

Significant increases to the proposed FY 24 Budget were fuel related, equipment maintenance and replacement costs, health insurance, employee and employee related costs and potential reductions in revenue generated recyclable material values.

The recommended action was to approve the FY 24 budget as presented for distribution to member communities.

Michael Lombardo asked if there were any additional questions with regards to the FY24 Budget. There were no additional questions.

Laurie Halperin moved that the FY 24 budget as amended for distribution to member communities be approved. Jason Mitchell seconded and the motion was passed unanimously.

## **6. EXECUTIVE DIRECTORS REPORT**

None

## **7. OLD BUSINESS**

David Magnant mentioned information regarding available grants had been forwarded by several Board members. Mr. Magnant stated that Jennifer Wheeler will be researching several grant opportunities. Ms. Wheeler gave a brief background of previous experience, specifically addressing grant writing. Ms. Wheeler stated that the EPA has approximately \$275 million in grants available through 2026 with a minimum annual award of \$500,000 to a maximum of \$4,000,000. Ms. Wheeler will research the possibility of grants for the Authority individually and the communities collectively.

David Magnant stated another item of old business is completing the Debris Management contract.

**8. NEW BUSINESS**

None

**9. NEXT MEETING DATE**

February 3, 2023  
Williamsburg Municipal Building  
2<sup>nd</sup> Floor Conference Room  
401 Lafayette Street  
Williamsburg, Virginia

David Magnant stated meeting invites will be emailed for all CY23 meetings.

Michael Lombardo thanked the Board for the time spent serving and that December 2022 would mark the end of local government service.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "John Anderson", written in a cursive style.

John Anderson  
Secretary/Treasurer