

**Board Meeting Minutes
Virginia Peninsulas Public Service Authority**

**Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 23185
9:00 a.m.
April 5, 2024**

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Grace Boone	James City County
Ramona Wilson	Mathews County
John Anderson	City of Poquoson
Jack Reed	City of Williamsburg
Andrew Trivette	City of Williamsburg
Laurie Halperin	York County

ABSENT:

April Rounds	Essex County
Vivan Seay	King & Queen County
Percy Ashcraft	King William County
AnnMarie Ricardi	Middlesex County

OTHERS IN ATTENDANCE:

Carolyn Billups	King & Queen County
Vernon Geddy III	Geddy, Harris, Franck & Hickman
David Magnant	VPPSA
Karen Plumley	VPPSA
Jennifer Wheeler	VPPSA

John Anderson called the meeting to order at 9:00 a.m.

1. PUBLIC COMMENT

No public comment was made.

2. MINUTES

Laurie Halperin moved that the minutes of the February 2, 2024 meeting be approved. Grace Boone seconded and the motion passed unanimously.

Laurie Halperin moved that the minutes of the March 25, 2024 Special Board meeting be approved. Grace Boone seconded and the motion passed unanimously.

3. CLOSED SESSION

David Magnant asked that the Board move into closed session ahead of further agenda items. Vernon Geddy read the following:

I move that the Board of Directors of the Virginia Peninsulas Public Service Authority enter into a closed session to consider a personnel related issue. This closed meeting is being held in accordance with Section 2.2-3711 (A) (1) of the Virginia Code.

Andrew Trivette motioned that the Board move into closed session. Jason Mitchell seconded and the motion passed unanimously.

John Anderson 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 a personnel related issue.

Andrew Trivette motioned that the Board move out of closed session. Grace Boone seconded and the motion passed unanimously.

Karen Plumley called the roll call vote to confirm the move out of closed session:

**April 5, 2024
Closed Session
Roll Call Vote**

	Yes	No	Absent
Essex County			X
City of Hampton	X		
James City County	X		
King & Queen County			X
King William County			X
Mathews County	X		
Middlesex County			X
City of Poquoson	X		
City of Williamsburg	X		
York County	X		

4. PROJECT REPORTS

Jennifer Wheeler provided the following information:

- **Compost Facility**
 - Year to date incoming tons – 11,716
 - Year to date drop off sales - \$202,585 for account customers and \$89,689 for non-account customers
 - Year to date material sales - \$292,274
 - New Diamond Z is helping staff to stay current with grinding incoming material
 - Sufficient material on-site for Spring sales season
 - York County has assisted staff with mowing and clearing overgrown vegetation by back pond access roads
 - At appropriate time, York County will return to assist with pond drainage maintenance, including clearing debris, checking swales, and replacing wattles
 - Continue to work towards placement of trailer for new offices and training facilities
 - Problem with footer requirements that York County has offered to assist with resolving
 - Permission granted by Oversight Committee to discontinue STA Certification
 - Issues with overnight shipping guarantee for samples to remain certified
 - Received a Verizon router to be placed for security system pilot
- **Transfer System**
 - Year to date waste quantities at 17,054 tons which is slightly lower than prior years
 - Year to date disposal costs are \$417,385 which is within budget
 - Kamco working to be part of cooperative contract
 - Have provided a demo on camera security that can be used with Verizon equipment currently on trial at the Compost Facility
 - Truck refurbishment is near completion
 - Truck 903 has additional repairs outside of scope of refurbishment project
 - Comparison will be conducted on internal vs. external services for refurbishment
 - Assistant Transfer System Supervisor position is still vacant
 - One interview has been conducted but candidate was not a good fit
 - There are three Convenience Center Attendant positions open and three Transfer System Attendant positions open
 - Bid to be issued for used cooking oil disposal even though service is at no charge
 - May possibly include additional materials
 - Would like to open bid up to James City County, York County, and other communities who may be interested
 - Vernon Geddy stated that a contract is needed even when service is at no charge
- **Household Chemical Collection**
 - First events of CY2024 were held:
 - James City County/Williamsburg held on February 10, 2024 with 328 vehicles
 - York County held on March 9, 2024 with 333 vehicles
 - City of Hampton held on March 16, 2024 with 287 vehicles
 - Next event will be held in James City County/Williamsburg on April 13, 2024

- First Middle Peninsula even will be held on April 20th in Essex County at the Closed Tappahannock Airport
- Newly refurbished unit is keeping materials organized for easier set-up and breakdown
- **Curbside Recycling**
 - Household counts remain relatively consistent
 - Costs are currently within budget
 - With current trends, it is anticipated that costs will fall under budget for FY24
 - Signed 5-year contract extensions need to be returned to VPPSA by June 30, 2024 at the latest
 - As new extension starts, VPPSA will ensure that new terms of agreement regarding roll over fees and waste audits will be enforced
 - Current contract ends June 2024 with 5 one-year or one 5-year extension available
 - Jennifer Wheeler and Tracy Hofmeyer are looking at current RFPs across the nation to compare pricing and services
 - VPPSA is closely monitoring other communities in the region to see what may be implemented as other curbside contracts are set to terminate in June 2024.
- **Drop-Off Recycling**
 - Average tons per pull is lower than in prior years. However, number of pulls is higher than in previous years.
 - Continue to look at compaction options with Recycling Partnership

There were no questions.

5. HEALTH INSURANCE FY 25

Proposed renewal rates have been received from The Local Choice Health Benefits Program for FY 25. The proposed rates reflect an increase of 5.4% for Key Advantage 500 and Key Advantage 1000 compared to the rates for FY 24.

Rate increases from previous years are as follows:

FY 07	6.3%
FY 08	4.6%
FY 09	0.0%
FY 10	4.2%
FY 11	10.0%
FY 12	3.1%
FY 13	2.8%
FY 14	7.2%
FY 15	5.6%
FY 16	11.25% Key Advantage with Expanded Benefits
FY 16	8.75% Key Advantage 500
FY 17	4.0%
FY 18	8.5% Key Advantage with Expanded Benefits
FY 18	9.0% Key Advantage 500
FY 19	16.1%
FY 20	4.0%
FY 21	7.5% Key Advantage 250/500

FY 22	1.6% Key Advantage 500/1000
FY 23	8.5%
FY 24	0.0%
FY 25	5.4%

The Key Advantage with Expanded Benefits program, which had been offered for more than twenty years, was replaced in FY 19 with the Key Advantage 250 plan. The Key Advantage 250 and 500 plans were replaced in FY 22 with Key Advantage 500 and 1000 plans in our continuing effort to keep costs in line and still maintain a benefit package that will continue to attract employees.

In FY 22 Employee Benefits of Virginia, LLC. provided a mid-market analysis of our existing health insurance against similar plans. It was determined that no significant savings would be realized and that the approved FY 22 changes in coverage options provided the most significant cost reduction.

In FY 22 allocations of both employee share and employer share for all levels of coverage were adjusted to a consistent percentage.

Recommended action:

Accept the proposal from the Local Choice for Key Advantage 500 and Key Advantage 1000 and approve the proposed employer and employee contribution as presented for FY 25 to be withheld starting in June 2024 for July 2024 coverage.

Laurie Halperin moved to accept the proposal from The Local Choice. Ramona Wilson seconded and the motion passed unanimously.

6. LABELLA CONCEPTUAL TIMELINE SUSTAINABILITY CAMPUS

VPPSA has presented the need to consider the development of a sustainability campus. The concept has been discussed at multiple VPPSA Board meetings and Oversight Committee meetings. VPPSA staff met with LaBella Associates, with whom VPPSA currently has a Master Agreement, to discuss the possibility of enlisting LaBella’s assistance to move the project forward.

LaBella presented a project scope, with a budget of \$10,000 for time and materials, to assist VPPSA and the Advisory Committee with the property acquisition process. The project scope presented by LaBella has been discussed at Oversight Committee meetings and in separate email correspondence and met with a favorable response.

Recommended action:

Approve the expenditure of up to \$10,000, using existing Administrative Funds, to move forward with the Scope of Services proposed by LaBella to assist with site selection and any potential property acquisition for the development of a sustainability campus.

Grace Boone moved to approve the expenditure of up to \$10,000 for the Scope of Services presented by LaBella Associates. Laurie Halperin seconded and the motion passed unanimously.

7. OLD BUSINESS

No old business was discussed

8. NEW BUSINESS

- Southeastern Public Service Authority (SPSA) is currently working through legal paperwork to attach to the current VPPSA debris monitoring and debris removal contracts
 - SPSA representatives would like the opportunity to come and thank the VPPSA Board for allowing SPSA to attach to the VPPSA contracts
- Need to investigate an environmental manner to remove boats on a regional basis
 - John Anderson stated City of Poquoson used grant money for boat removal in 2023
- VPPSA has a bid on eVa for IT Managed Services

Laurie Halperin moved to adjourn. Ramona Wilson seconded and the motion passed unanimously.

John Anderson closed the meeting at 10:41 a.m.

9. NEXT MEETING DATE

June 7, 2024
VPPSA Field Office & Vehicle Maintenance Facility
480 Clancie Road
Shacklefords, VA 23156
9:00 a.m.

Respectfully Submitted,



Jason Mitchell
Secretary/Treasurer