

**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 7, 2023**

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Grace Boone	James City County
Vivian Seay	King & Queen County
Ramona Wilson	Mathews County
Mike Walls	Mathews County
AnnMarie Ricardi	Middlesex County
John Anderson	City of Poquoson
Dan Clayton	City of Williamsburg

ABSENT:

April Rounds	Essex County
Percy Ashcraft	King William County

OTHERS IN ATTENDANCE:

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

Grace Boone called the meeting to order at 9:00 a.m.

1. PUBLIC COMMENT

No public comment was made.

2. MINUTES

Jason Mitchell moved that the minutes of the February 3, 2023 meeting be approved. AnnMarie Ricardi seconded and the motion passed unanimously.

3. CY 22 SERVICE AWARDS

Grace Boone and David Magnant congratulated the following employees on their years of service to the Authority:

Pamela Braxton Solid Waste Attendant	15 Years Transfer System
James Hence Driver	15 Years Transfer System

4. PROJECT REPORTS

- **Compost facility**
 - Monte Pulley promoted to full-time supervisor
 - Demos conducted for new grinders
 - Will sell two older grinders and replace with one new grinder
 - Replace older loader with excavator
 - Have received most of the parts for the new trommel screen; remaining parts will arrive soon
- **Transfer system**
 - Waste quantities are lower resulting in lower disposal fees than budgeted
 - Complaint at one transfer station location regarding oil and antifreeze disposal and spillage; area was addressed and cleaned; looking into solutions for all transfer station locations, possibly a covered area
 - Mike Walls asked for further explanation on the site that received the complaint. Mr. Walls mentioned the oil and antifreeze disposal area at the Mathews County transfer station. Jennifer Wheeler stated it is both a containment area issue and an issue with the residents pouring or spilling the liquids instead of the attendants. David Magnant stated that VPPSA is investigating containment area options, such as the purchase of small overseas shipping containers or possibly wooden sheds to be modified to serve as the containment area.
 - Mixed paper reimbursement continues to decline, with rates at \$95 per ton received by VPPSA in 2022 to \$95 per ton that has been paid by VPPSA, OCC pricing levels are equally lower today than this time last year.
 - King William Transfer Station construction continues to move forward
- **Household chemical collection**
 - Three events held for CY 2023 with one event to be held in April in James City County
- **Curbside recycling**
 - A meeting was held on March 23rd with Tidewater Fiber Corporation
 - Steady increase in household counts
 - 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

Jennifer Wheeler provided pictures and videos from the VPPSA drone of the compost facility and the King William Transfer Station construction.
There were no questions.

5. HEALTH INSURANCE FY 24

Proposed renewal rates have been received from The Local Choice Health Benefits Program for FY 24. The proposed rates reflect an increase of 0% for Key Advantage 500 and Key Advantage 1000 compared to the rates for FY 23.

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%

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 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 24 to be withheld starting in June 2023 for July 2023 coverage.

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

6. DISASTER DEBRIS REMOVAL, REDUCTION AND DISPOSAL SERVICES

Agreements for Debris Monitoring Services have been secured in 2013, 2018 and are due to expire in April of 2023. A bid was issued, and five (5) responses were received. We currently have agreements in place with Ashbritt, Crowder Gulf and Phillips and Jordan. Responses were received by the following companies.

Responses:

- Ashbritt – Deerfield Beach, Florida
- Crowder Gulf – Mobile Alabama
- DRC Emergency Services – Galveston, Texas
- Phillips & Jordan – Knoxville, Tennessee
- Southern Disaster Recovery, LLC. – Greenville, South Carolina

Recommended Action:

1. Upon review and approval of the offered agreements by legal counsel, authorize the Executive Director to sign agreements with the five vendors listed below.
2. Upon review and approval, provide updated service agreements to the communities to coincide with the dates of the recently signed service agreements with the five (5) vendors providing Disaster Debris Removal, Reduction and Disposal Services Following Hurricanes and Other Disasters:
 - Ashbritt – Deerfield Beach, Florida
 - Crowder Gulf – Mobile Alabama
 - DRC Emergency Services – Galveston, Texas
 - Phillips & Jordan – Knoxville, Tennessee
 - Southern Disaster Recovery, LLC. – Greenville, South Carolina

Mike Walls moved to authorize the Executive Director to sign agreements with the five vendors and, upon review and approval, provide updated service agreements to the communities. Jason Mitchell seconded and the motion passed unanimously.

7. WILLIAMSBURG OFFICE LEASE

VPPSA entered into a lease agreement for office space at 475 McLaws Circle in Busch Corporate Center in James City County in November 2004. The original lease expired on June 30, 2010. VPPSA renegotiated with the landlord prior to the 2016 lease expiration date for another 7-year lease.

The current lease is set to expire June 30, 2023. Options were discussed with a commercial realtor, in addition to an internet search. It seems that rent could be reduced with a move. Savings would be spent in the first year with relocation-related expenses.

A community facility was unable to be secured, and the current landlord offered a renewal with similar terms. Renewing at 475 McLaws Circle avoids the lost production and additional expense of moving.

Recommended Action:

Approve the offered Amendment to the lease for the VPPSA Administrative Office at 475 McLaws Circle Suite 3B Williamsburg, VA 23185 providing 2% increases each year for a seven (7) year term. Authorize the Executive Director to execute the lease with Gregg Klich Enterprises LLC.

Mike Walls asked why McLaws Circle and why VPPSA does not purchase an office. David Magnant stated that the Vehicle Maintenance Facility is the first owned property by VPPSA and that for budgeting purposes leasing has been the Board direction. Dan Clayton asked if there was any option to terminate the lease before seven years. Mr. Magnant stated that the contract did have a termination clause.

Mike Walls moved to approve the offered Amendment to the lease for the VPPSA Administrative Office and authorize the Executive Director to execute the lease. AnnMarie Ricardi seconded and the motion passed unanimously.

8. POTENTIAL MATTRESS FEES

VPPSA received a letter via email on March 20, 2023, dated March 15, 2023, stating several operation changes at landfills operated by Republic Services. One of the changes, directly impacting the solid waste system on the Middle Peninsula and agreements on the Peninsula, was a newly adopted fee of \$250 per each for mattress disposal, effective July 1, 2023. Republic Services has since revised the date to January 1, 2024.

David Magnant stated, based on the Authority's service region, the amount for disposal would be approximately \$5.2 million per year if all mattresses were taken to a Republic Services operated landfill. In the short term, Mr. Magnant stated that mattresses could be collected at the VPPSA centers and taken to Waste Management.

Vivian Seay asked how mattresses could be separated at the VPPSA centers. Mr. Magnant stated that possibly open tops could be placed at centers or an amendment to VPPSA operating rules, stating which sites will accept mattresses.

Mr. Magnant stated VPPSA will research options, such as purchasing a slow speed grinder for shredding mattresses, which could be used in a Recycling Campus for a number of materials, such as mattresses and tires.

9. OLD BUSINESS

- **Regional Recycling Campus**

- David Magnant stated that VPPSA staff, at the request of the VPPSA Board of Directors, prepared a recycling campus concept.
 - A regional recycling project would provide much needed outlets for materials to be processed correctly, recycled, or properly disposed. The project would be a multijurisdictional project that considers the issues of today and tomorrow. The goals of such a complex would be to provide outlets for regional material recycling, processing, and disposal at a reasonable expense or if possible, to provide zero fee or possible revenue source working with public and private partners.
- Mr. Magnant stated the concept had previously been presented and that now a committee needed to be formed, consisting of one to three members from each community.
- Grace Boone stated that conversations need to start now, with each member's Board of Supervisors or City Council, so that funds can be allocated for a campus within each community's capital budget.

- Mr. Magnant stated the project could start small, addressing current issues such as mattresses, tires, and propane tanks.
- A conversation on the recyclability and the potential addition of other materials to be recycled ensued, to which Ms. Boone stated that conversations should be had with manufacturers as to what materials are used in production, as a means to identify what should be considered or added to the current materials recycled.
 - Convenience center and transfer station attendants have to address, in person, upset residents when there are no disposal options.
- Vivian Seay asked if data could be provided for talking points for each community's Board of Supervisors or City Council. AnnMarie Ricardi asked what specifically should be addressed to each community's Board of Supervisors or City Council.
 - Mr. Magnant stated that, at this time the concept should be presented, with no financial commitment being needed, and that a slate of committee members be determined by each community. Mr. Magnant stated that talking point information will be provided for the first meeting.

10. OLD BUSINESS

No old business

Grace Boone closed the meeting at 10:07 a.m.

11. NEXT MEETING DATE

June 2, 2023
VPPSA Field Office & Vehicle Maintenance Facility
480 Clancie Road
Shacklefords, VA 23156
9:00 a.m.

Respectfully Submitted,



Ramona Wilson
Secretary/Treasurer