

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

**Williamsburg Municipal Building  
2<sup>nd</sup> Floor Conference Room  
401 Lafayette Street  
Williamsburg, Virginia 23185  
9:00 a.m.  
April 4, 2025**

**IN ATTENDANCE:**

Grace Boone	James City County
Stacey Davenport	King William County
Ramona Wilson	Mathews County
Matt Walker	Middlesex County
John Anderson	City of Poquoson
Jack Reed	City of Williamsburg
Rob Krieger	York County

**ABSENT:**

April Rounds	Essex County
Jason Mitchell	City of Hampton
Vivian Seay	King & Queen County

**OTHERS IN ATTENDANCE:**

Laurie Halperin	York County
Michael Benedetto	TFC Recycling
Jeanette McKinney	TFC Recycling
Dane Miller	TFC Recycling
Vernon Geddy III	Geddy, Harris, Franck & Hickman
Karen Plumley	VPPSA
Jennifer Wheeler	VPPSA

John Anderson called the meeting to order at 9:02 a.m.

**1. PUBLIC COMMENT**

No public comment was made.

**2. MINUTES**

Grace Boone moved that the minutes of the February 7, 2025 meeting be approved.  
Ramona Wilson seconded and the motion passed unanimously.

### 3. TFC PRESENTATION

TFC submitted January 2025 billing to VPPSA on February 10, 2025, for review. Upon initial review, VPPSA found the tonnage amount of 894.14 to be extremely high as the average tonnage since the extension started and household counts drops is approximately 650 tons, with the highest seen since the extension at approximately 711 tons. VPPSA alerted TFC to this issue and they sent back a minimal correction to adjust tonnage to 881.06. VPPSA began to go through data available, and requested any and all additional documentation TFC may have on the VPPSA curbside program for January 2025 to look for errors. VPPSA found numerous entries that did not have accurate information, were missing information, had data that differed from one report to another, and some that appeared to be duplicates. Upon meeting with TFC and discussing issues found, VPPSA became aware that log sheets exist that were never shared with VPPSA prior. VPPSA requested these and found TFC not performing tare weights on vehicles every six months, editing and correcting original information on log sheets that are tracked in pencil, and not having fully completed log sheets that match route dates. TFC has made some alterations to the January invoice and issued a formal letter to VPPSA and the communities on 3/4/2024 asking for payment with a revised tonnage amount of 809.28 tons. A full revised billing invoice for January reflecting this new tonnage was submitted to VPPSA on 3/19/2025. VPPSA is still disputing the January 2025 invoice from TFC as they have admitted they commingled material between the communities and commercial loads and are not able to reconcile the tonnages. No route sheets or cart counts to validate their splitting method were provided to VPPSA when requested. In addition, the household counts for Poquoson are not correct.

TFC submitted February 2025 billing to VPPSA on March 10, 2025, for review, and upon review VPPSA staff noticed some of the same errors with mismatching tare weights, missing data, wrong service charges, and wrong household counts. VPPSA has requested TFC to fix all errors in invoicing and resubmit a new invoice package for February 2025 with all supporting documentation requested before payment can be made.

VPPSA Board members requested TFC come to the April 4, 2025, VPPSA Board meeting to discuss the issues in the two invoices, as well as other customer service issues and contract problems. TFC presented their letter to the VPPSA Board requesting a payment outside of contract terms for January since tonnages could not be reconciled with appropriate documentation. After discussion, it was determined that since an automated scale does not exist at TFC's facility, that the best temporary course of action to fix recordkeeping issues was to create log sheet process that VPPSA approves to accurately track weights.

### 4. CLOSED SESSION

John Anderson read the following:

I move that the Board of Directors of the Virginia Peninsulas Public Service Authority enter into a closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. This closed meeting is being held in accordance with Section 2.2-3711 (A) (8) of the Virginia Code.

After closed session, 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) (8), for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Roll call vote was taken by Karen Plumley as follows:

<u>Community</u>	<u>Present</u>	<u>Absent</u>
Essex County		X
City of Hampton		X
James City County	X	
King and Queen County		X
King William County	X	
Mathews County	X	
Middlesex County	X	
City of Poquoson	X	
City of Williamsburg	X	
York County	X	

Laurie Halperin moved that VPPSA pay the house count totals for the TFC January billing with further discussion in a follow up meeting regarding payment of January tonnage rates and that the TFC February invoice be paid in full when all errors are corrected by TFC with supporting documentation provided, and an agreement is met on the daily log sheet process between TFC and VPPSA. Grace Boone seconded and the motion passed unanimously.

Laurie Halperin moved that Jennifer Wheeler enter into discussions with TFC to amend the current curbside recycling contract to reflect a blended weight and not a tonnage rate. Stacey Davenport seconded and the motion passed unanimously.

## **5. PROJECT REPORTS**

### **Compost Facility**

- FY 25 incoming quantities are 11,115 tons. Hampton delivered 2,796 tons, York delivered 5,239 tons, Poquoson delivered 334 tons and commercial delivered 1,948 tons.
- Current compost sales for FY 25 are 1,944 cubic yards, generating \$43,228 in sales. Soil Blend sales are at 1,578 cubic yards yielding \$40,701 in revenue. Mulch sales are at 24,813 cubic yards with sales of \$135,539. Total material sales to date are \$219,468. In addition, the compost facility has current revenue of \$93,625 from incoming non-account customers, bringing the revenue total from all sales to \$313,093.
- Current vacancies – VPPSA has vacancies of one (1) Operator 1, one (1) Operator 2, and one (1) Operator 3.
- VPPSA is progressing on installing both the modular building and the barrier fencing at the compost facility.
- York County engineers have recommended asphalt patching and repairs as opposed to the full depth reclamation, so VPPSA will not be getting to secure estimates for this change in project.

- Oversight committee members discussed potential updates and changes to the rates, account procedures, and discount policies at the compost facility.
- Jennifer has completed the required annual SWIA report for the compost facility and it has been accepted by DEQ.

#### **Transfer System**

- FY 25 current systemwide waste quantity totals are at 19,116 tons. Essex County delivered 5,072 tons, King and Queen County delivered 1,584 tons, King William County delivered 5,629 tons, Mathews County delivered 3,055 tons, and Middlesex County delivered 3,776 tons.
- FY 25 total costs for disposal and fees are currently at \$472,430.48. King & Queen County is on target with their budget as they only pay administrative fees, and all other communities are on track to fall slightly under budget for the year.
- Members discussed the King & Queen Vehicle Maintenance Agreement and determined no changes were currently necessary and will allow the annual renewal to continue forward.
- The Amendment to the Middle Peninsula Solid Waste System Operating Agreement was distributed for review by all members present for any potential changes before being presented to the board for approval in April.
- VPPSA has identified one highest priority CIP repair for each community in the middle peninsula to focus on funding in FY 26 and 27 and has started to provide some initial cost estimates on the projects.

#### **Household Chemical Collection**

- FY 25 current HHC costs total \$173,323 for the Peninsula communities and \$10,489 for the Middle Peninsula communities, for an overall cost of \$183,812.
- The first events in the Peninsula in 2025 were held on February 8 in JCC/Williamsburg and March 15 in Hampton. The first event in the Middle Peninsula in 2025 will be on April 19 in King William County.
- MXI staff are now unloading vehicles in the Peninsula communities as the new contract became effective on 2/15/2025. Cylinders are now also being accepted at events and tracked by each community.

#### **Curbside Recycling**

- There are current disputes with billing submitted by TFC to VPPSA for the months of January and February in 2025. VPPSA will continue to work with community members and TFC on a solution to correct household counts and tonnages.
- The reported misses sheet has been updated by VPPSA for January and February of 2025, but all other reports will be released once billing has been reconciled with new figures. There were extremely high misses reported from October of 2024 through March of 2025. In January of 2025 there were 276 reported misses, in February of 2025 there were 177 reported misses, and in March of 2025 there were 156 reported misses. VPPSA has notified TFC of the deficiencies and is waiting on their proposed plans to rectify the customer service issues.
- The next quarterly curbside customer service meeting with community members and TFC has been set for Thursday, May 8, at 10 AM in Poquoson. Location details and an agenda will be sent out closer to the meeting date.

#### **Drop-Off Recycling**

- Drop-Off recycling pulls are still tracking similar to FY 24 figures for each community. System wide there have been a total of 164 paper pulls and 222 mixed container pulls from July through the end of February.
- Currently for FY25 722,640 pounds of paper and 619,349 pounds of mixed containers have been hauled from the participating communities.

No Board action was required.

## **6. COMPOST FACILITY ACCOUNT POLICY / DISCOUNTS / RATES**

VPPSA is proposing a revised procedure for handling accounts at the VPPSA Compost Facility due to issues with account holders not paying invoices in a timely fashion. VPPSA is proposing stricter time limits to put accounts on a hold status and to terminate accounts that do not reconcile invoices in a timely manner. VPPSA also wants to continue discussions around discount policies and a potential rate increase.

Laurie Halperin moved to accept the Compost Facility Account Policy as presented by the Executive Director with the exception that any account customer placed on hold will not be able to reapply for an account until one year has passed and with approval from the Compost Oversight committee. Ramona Wilson seconded and the motion passed unanimously.

## **7. AMENDMENT TO THE MIDDLE PENINSULA SOLID WASTE SYSTEM OPERATING AGREEMENTS**

At the December 6, 2024 board meeting it was determined that funding within VPPSA does not currently exist to accomplish large scale CIP projects at transfer stations and convenience centers that VPPSA operates in the Middle Peninsula. The original operating agreements did not define the duties of VPPSA or the communities for CIP responsibilities. An amendment to the transfer system operating agreements is being proposed in order to establish the responsibilities for each party with CIP projects. If approved, copies will be created for each individual community for their specific operating agreement. Stacey Davenport requested that the amendment place a dollar amount of repairs over \$5,000 and repairs that are beyond the skills of the current maintenance staff at VPPSA.

Stacey Davenport moved to approve the Amendment to the Middle Peninsula Solid Waste System Operating Agreements for the Counties of Essex, King and Queen, King William, Mathews, and Middlesex. Ramona Wilson seconded and the motion passed unanimously.

## **8. RFPS FOR CONSULTING SERVICES AND AUDITING SERVICES UPDATE**

VPPSA released an RFP for Solid Waste Management Consulting Services on 3/27/2025. The RFP for Consulting Services outlines three major consulting functions including annual operating services, environmental monitoring services, and capital/special projects. The RFP will allow VPPSA to sign with multiple firms so specialties across all core functions can be retained. VPPSA anticipates awarding the contracts in June of 2025.

VPPSA issued an RFP on February 11, 2025 for Independent Audit Services as the current contract expires on June 30, 2025. The RFP closed at 4 p.m. on March 11, 2025 with VPPSA receiving four proposal submissions. Interviews of all four submitting independent auditor firms were conducted on March 21, 2025 and later reviewed by the interview committee. Jennifer Wheeler discussed the findings by the interview committee.

Stacey Davenport moved to approve the Executive Director, along with legal counsel, to initiate and sign a contract for independent audit services with the firm ranked highest by the interview committee. Laurie Halperin seconded and the motion passed unanimously.

## **9. COMPENSATION STUDY UPDATE**

At the December 6, 2024 board meeting it was proposed to complete a compensation study and pay plan analysis for adjustments to positions in FY 26. The study would look at comparable waste authorities in Virginia as well as localities in the region. Jennifer has completed gathering and analyzing job descriptions and has created a draft new pay grade structure for VPPSA for review. The compensation study will be presented, in its entirety, at the June 2025 Board meeting. Jennifer stated that a three-step approach would be the most suitable for the authority, with the first step being a 3% pay increase effective July 1, 2025 for FY26.

Grace Boone moved to approve the 3% pay increase effective July 1, 2025. Ramona Wilson seconded and the motion passed unanimously.

## **10. OLD BUSINESS**

No old business

## **11. NEW BUSINESS**

No new business

Matt Walker moved to close the meeting. Laurie Halperin seconded, the motion passed unanimously, and John Anderson closed the meeting.

## **12. NEXT MEETING DATE**

VPPSA Field Office  
480 Clancie Road  
Shacklefords, VA 23156  
9:00 a.m.  
June 6, 2025

Respectfully Submitted,



Jason Mitchell  
Secretary/Treasurer