

**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.
August 4, 2023**

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Bob Ditman	James City County
Vivian Seay	King & Queen County
Mike Walls	Mathews County
Ann Marie Ricardi	Middlesex County
John Anderson	City of Poquoson
Andrew Trivette	City of Williamsburg
Laurie Halperin	York County

ABSENT:

April Rounds	Essex County
Percy Ashcraft	King William County

OTHERS IN ATTENDANCE:

Ramona Wilson	Mathews County
Vernon Geddy III	Geddy, Harris, Franck & Hickman
David Magnant	VPPSA
Jennifer Wheeler	VPPSA
Andy Bittenbusch	VPPSA
Angie O'Rawe	VPPSA

John Anderson called the meeting to order. Mr. Anderson welcomed Bob Dittman, James City County Solid Waste Director, Andrew Trivette, City of Williamsburg, and Angie O'Rawe, VPPSA, to the meeting.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

Andrew Trivette moved that the minutes of the June 2, 2023, meeting be approved. The motion was seconded by Jason Mitchell and was passed unanimously. Mike Walls abstained from voting as he was not present at the June 2nd meeting.

3. PROJECT REPORTS

Compost Facility

Jennifer Wheeler reported that:

- Year-to-date incoming material: 22,567 Tons
- Material sales: \$421,630
- \$95,025 in incoming material revenue from non-account customers
- The current process to receive incoming leaves creates lots of debris. Ms. Wheeler stated that a new process is being considered.
- Core samples have been taken of the asphalt and results should be received in early August.
- Needs for the facility include new asphalt, a new customer service booth, and a new office structure for the supervisor and staff.
- Operator I staff provided by Tradesman International are working well.
- The old grinder is currently out for auction.

Transfer System

Jennifer Wheeler reported that:

- Staffing
 - Fully staffed for drivers
 - 12 WAE attendants
 - 8 Transfer attendants with 2 vacancies
 - 9 Convenience Center attendants with 3 vacancies
 - Will work with Tradesman International to fill vacancies.
 - Focus on hiring Transfer System Assistant Supervisor
- Waste quantities 29,894 tons
 - Disposal costs just under \$700,000
- Annual site assessment safety visits completed.
 - New signage to be purchased immediately.

Household Chemical Collection

Jennifer Wheeler reported that:

- WAE attendants are eligible to work at the events.
 - Provides more staffing opportunities.

Curbside Recycling

Jennifer Wheeler reported that:

- TFC contract ends on June 20, 2024. VPPSA will determine whether the renewal option will be exercised or if a new bid will be issued.

Drop Off Recycling

Jennifer Wheeler reported that:

- Mixed paper: 195 pulls for FY23 for 1,082,000 pounds
- Comingled: 351 pulls for FY23 for 981,989 pounds
- Container refurbishment for next two years and signage replacement

John Anderson asked if there were any questions. There were no questions. No action was required.

4. LANDFILL MONITORING

Background

VPPSA entered into an agreement with Joyce Engineering (LaBella Associates, as of November 1, 2018) in April 2015 to provide landfill monitoring and post-closure care services. The first five-year term of the agreement will expire on June 30, 2020. The agreement contains provisions for five one-year renewals or one five-year renewal. The FY 24 one-year extension has been executed.

Updates:

Essex County

LaBella submitted a 5-year Virginia Uniform Environmental Covenant (UECA) inspection for the Essex County Sanitary Landfill, as required. July 11, 2023 an inspection was performed. We are waiting on DEQ review and approval. All required 5-year inspections are due by August 1st.

King William County

King William received a letter from the Virginia DEQ referencing a recent request for termination of Post-Closure Care. On June 26, 2023, the Virginia DEQ determined that post-closure care monitoring and maintenance may be discontinued. Based on the demonstration of satisfactory completion of post-closure care, King William County is released from the requirements of the Solid Waste Permit No. 153.

A budget amount of \$15,500 for plugging and abandoning the landfill wells and gas probes/vents has been requested for FY 24.

David Magnant asked if there were any questions. There were no questions and no action was required.

5. TENURE BASED STEP INCREASE

Background:

June 2, 2023, the VPPSA Board unanimously approved salary increases for VPPSA staff of 5% for the FY 24 fiscal year, to become effective July 1, 2023. Additionally, the Board voted to increase the salary range by 3%. Staff requested that the Board consider an additional salary increase mechanism to provide those employees with tenure as an additional means to reduce compression-related concerns and to reward longevity.

Memorandum provided for two options. Option one offers an additional 0.50% ($\frac{1}{2}$ %) increase for each 5-year increment of service beyond the initial 5 years. Option two offers an additional 0.75% ($\frac{3}{4}$ %) increase for each 5-year increment beyond the initial 5 years of service. The Board approved an increase of 10% for health insurance for FY 24. We did not receive an increase providing us with this opportunity. Option one would use 17% of the available funds and option two would use 25% of the available funds.

Recommended Action:

Approve one of the two options and authorize salary increases above the approved 5% for eligible employees based on length of employment with the Authority and provide this increase as identified with an effective date of August 1, 2023.

Vivian Seay asked for clarification on the percentages given for each 5-year increment. David Magnant explained the percentages and explained how the Authority would like to include tenure increases for future fiscal years. Mr. Magnant also explained that the savings for health insurance was realized by the Authority as 10% was budgeted for an increase. Ms. Seay asked about a one-time bonus. Mr. Magnant stated that a permanent increase was desired versus a one-time increase. Mike Walls asked if employees contributed to the cost of health insurance. Mr. Magnant stated that the Authority is mandated by the state as to how much employer and employee must contribute.

Laurie Halperin moved that option 2 be approved. The motion was seconded by Jason Mitchell and was passed with a vote of 83% approval. There was one opposed.

6. CURBSIDE RECYCLING**Background:**

June 30, 2024 the current agreement for curbside recycling expires. The agreement has an optional five (5) year extension or five (5) one (1) year extensions. In discussions with TFC leadership it seems clear they would extend the agreements only with an increase. Our options are limited with regard to competition. VPPSA should meet with them to discuss options, up to and including a possible revenue share method.

Recommended Action:

Enter into discussions with TFC to consider extension of the agreement.

After David Magnant provided information on the current curbside recycling program, there was a lengthy discussion covering topics of current service with TFC, the possibility of going to a new contractor, and dealing with the increasing costs of processing materials. At the end of all discussions, Andrew Trivette provided a three-part motion:

- a. Initiate a meeting with Tidewater Fibre Corporation
- b. Generate a bid for curbside recycling
- c. Form a committee for the Regional Campus

Mike Walls seconded, and the motion was passed unanimously.

7. PREPOSITIONED DEBRIS CONTRACTS**Background:**

VPPSA has prepositioned contracts in place for Disaster Debris Clearance, removal, reduction & disposal services. As a result of a recent tornado the City of Virginia Beach reached out to us to see if our contracts were set up as a cooperative bid. The initial RFP was worded to be

cooperative. In the sample contract we offered, we offered a limited cooperative agreement. Our agreement can extend further with an addendum. I sent the addendum to the Legal Counsel for review. He concurred that we could extend the contracts with an addendum. There would be no cost to VPPSA or the members as the contracts are between the communities and whichever contractor they would choose. In the draft addendum, I extended it to all cities and counties on the southside of Hampton Roads. We can extend the agreements with the issuance of addendums; this would not obligate any of the contractors. They would have to agree to extend.

Recommended Action:

Approve the addendum extending the Disaster Debris Clearance, Removal, Reduction & Disposal Services agreements.

AnnMarie Ricardi moved to approve the addendum. The motion was passed unanimously.

8. OLD BUSINESS

(Discussion on a committee for a Regional Campus was covered in agenda item # 6)

9. NEW BUSINESS

David Magnant discussed the following new business:

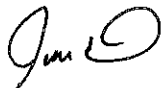
- New bid for solid waste disposal services for the Middle Peninsula.

John Anderson adjourned the meeting.

10. NEXT MEETING

October 6, 2023
Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 23185
9:00 a.m.

Respectfully Submitted,



Jason Mitchell
Secretary/Treasurer