

**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 2, 2024**

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Bob Ditman	James City County
Vivian Seay	King & Queen County
Steve Hudgins	King William County
Mike Walls	Mathews County
Ramona Wilson	Mathews County
Bodina Wright	City of Poquoson
Laurie Halperin	York County

ABSENT:

April Rounds	Essex County
Ann Marie Ricardi	Middlesex County
Jack Reed	City of Williamsburg

OTHERS IN ATTENDANCE:

Vernon Geddy III	Geddy, Harris, Franck & Hickman
Jennifer Wheeler	VPPSA
Karen Plumley	VPPSA
Jenny Johnson	LaBella
Crystal Stapley	LaBella

Ramona Wilson called the meeting to order 9:04 am.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

Mike Walls motioned that the minutes of the June 7, 2024, meeting be approved. The motion was seconded by Jason Mitchell and was passed unanimously.

3. PROJECT REPORTS

Compost Facility

Jennifer Wheeler reported that:

- Year-end incoming material: 16,816 Tons
 - Hampton – 4,509 Tons
 - York – 8,637 Tons
 - Poquoson – 563 Tons
- Material sales: \$422,609; Incoming, non-account customers revenue: \$137,302; Total year-to-date revenue: \$559,911
- Staff vacancies include Operator I, II, and III positions
- Front-end loader sold on auction for \$51,000; funds will go to replenish equipment replacement fund
- First round of drainage maintenance completed; DEQ inspection found no deficiencies
- Site plan and foundations design for new office building expected to be completed by fall
- Staff working to secure estimates for new equipment for debagging process; current equipment age prohibits repair
- New pricing structure to take effect August 1, 2024

Transfer System

Jennifer Wheeler reported that:

- Waste quantities: 29,708 Tons systemwide
 - Essex: 8,065 Tons
 - King & Queen: 2,405 Tons
 - King William: 8,159 Tons
 - Mathews: 4,926 Tons
 - Middlesex: 6,153 Tons
 - Disposal costs and fees: \$732,536 which is below budget for FY24
- Staff to secure site estimates for CIP planning
- RFPs:
 - Pump and haul readvertised on eVA on August 1, 2024 as there were no bids when first solicited in June 2024
 - Used motor oil, antifreeze, and cooking oil collection RFP has been created and awaiting legal review
 - HHC collection RFP anticipated for release in late August 2024 with bids secured prior to FY26 budget formation

Household Chemical Collection

Jennifer Wheeler reported that:

- FY24 year-end costs totaled \$294,703: \$270,649 for Peninsula communities and \$24,054 for Middle Peninsula communities
- 4,990 vehicles serviced in FY24: 4,823 for Peninsula communities and 167 for Middle Peninsula communities

Curbside Recycling

Jennifer Wheeler reported that:

- FY24 year-end costs totaled \$2,903,468
 - Each community under budget
- FY24 household counts fairly steady; slight decreases for start of FY25 for James City County and York County due to rate increases

- FY24 year-end totals: 8,101 Tons
 - James City: 3,426 Tons
 - Poquoson: 856 Tons
 - Williamsburg: 383 Tons
 - York: 3,436 Tons

Drop Off Recycling

Jennifer Wheeler reported that:

- New training program implemented for attendants to focus on equipment and compactor proper use and maintenance
- Applied for grant for new safety cones, ballards, and speed bumps to place at high traffic areas
- Ms. Wheeler working with local metal recyclers to hopefully establish recycling avenue for used propane cylinders

There were no questions. No action was required.

4. RISK MANAGEMENT CONSULTING SERVICES CONTRACT

VPPSA has retained risk management consulting services from Commercial Risk Consultants, Inc. for numerous years. Each renewal term lasts for one year, beginning on July 1 and ending on June 30. The renewal for FY 25, which spans from July 1, 2024 to June 30, 2025 is due.

The contract with Commercial Risk Consultants, Inc. includes the following services:

- Risk Assessment and Mitigation
- Insurance Procurement Assistance
- Insurance Program Audits
- Self Insurance Program Structuring
- Retrospective Insurance Program Reconciliation
- Claims Resolution and Claims Handling Audits
- General Risk Management Consulting
- Program Reviews
- Benefits Procurement Assistance
- Program Funding Evaluations

Action:

Board discussion and decision on the renewal of the contract for Risk Management Consulting Services between VPPSA and Commercial Risk Consultants, Inc for FY 25.

Laurie Halperin motioned to renew the contract with Commercial Risk Consultants, Inc. for FY25. The motion was seconded by Mike Walls and was passed unanimously.

5. IT TRANSITION / SECURITY SYSTEM UPDATES / FLEXIBLE WORK ARRANGEMENT

VPPSA released an RFP for IT maintenance and services in April of 2024, due to current provider DataFast wanting to retire from their services. Bids were reviewed by an internal VPPSA panel, and at the June 6, 2024, board meeting there was an approval to enter a contract with LiveWire Business Solutions. Over the past month there has been a small overlap between both providers to fulfill a transition period to ensure no gaps in services and to properly transfer all security information. VPSSA is completing updates with LiveWire through a series of phases over the next few months. In addition, a replacement schedule for computers and equipment was established.

Alongside securing a new IT maintenance and service provider, VPPSA has been working on proposals for security cameras that will link with our information technology services. VPPSA has received estimates for several different systems from two different providers that are on cooperative contracts. Once the IT upgrade phases have been completed, VPPSA will begin installation of a pilot project for security cameras.

Lastly, with the improvement in IT hardware and software, a Flexible Work Arrangement was presented to the Board to allow VPPSA employees flexibility in scheduling their work hours and work location. Eligible VPPSA employees would be able to participate in alternative work schedules, compressed work weeks, telework, or a combination of options, to the maximum extent possible without diminished employee performance or service.

With regards to the Flexible Work Arrangement, Bob Dittman motioned to approve the arrangement. The motion was seconded by Laurie Halperin and was passed unanimously.

6. ELECTRONIC PARTICIPATION IN MEETINGS POLICY

Jennifer Wheeler presented to the Board the Electronic Participation In Meetings Policy. The policy will allow a member of the Board or a member of a committee of the Authority Board to participate off-site by electronic means in any regular or special meeting of the Authority Board, or a committee of the Authority Board, under certain instances and subject to certain requirements and limitations as outlined in the policy.

One requirement specifically addressed was if a member is unable to attend a meeting due to an emergency or personal matter and identify with specificity the nature of the emergency or personal matter, electronic participation by the member shall be limited to not more than 2 meetings or 25% of the meetings per calendar year rounded up to the next whole number, whichever is greater. Vernon Geddy and Vivian Seay both commented that the percentage can be 50% per Code of Virginia.

Mike Walls motioned that the policy be approved, with the change to 50% from 25% for an emergency or personal matter. The motion was seconded by Laurie Halperin and was passed unanimously.

7. LABELLA SUSTAINABILITY CAMPUS PRESENTATION

At the April 5, 2024 VPPSA Board Meeting approval was provided for the scope of services proposed by LaBella Associates to provide professional consulting services for the further development of a proposed regional sustainability campus as well as a hub and spoke system. Included with the scope of services was a presentation on the hub and spoke system to the Transfer System Oversight Committee, which occurred on July 18, 2024 and a presentation on the sustainability campus at the August 2, 2024 VPPSA Board Meeting. Both presentations outlined the needs for each project, financial details, timelines, facility recommendations, and next planning steps.

8. OLD BUSINESS

No old business

9. NEW BUSINESS

No new business

10. CLOSED SESSION

Ramona Wilson read the following:

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

Laurie Halperin motioned to enter into a closed session. The motion was seconded by Bob Dittman and was passed unanimously.

After the closed session, Ramona Wilson 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 discuss the open position of Executive Director.

Karen Plumley called roll to come out of closed session:

	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		

Jason Mitchell motioned to offer Jennifer Wheeler the role of Interim Executive Director with a 15% pay increase and that the Board will perform quarterly evaluations on the role, provide for any requested training, certifications, and mentoring opportunities for six months to one year for progression to full time status. The motion was seconded by Laurie Halperin and was passed unanimously.

Laurie Halperin motioned to adjourn the meeting. The motion was seconded by Mike Walls and was passed unanimously.

Ramona Wilson adjourned the meeting at 11:14 am.

11. NEXT MEETING

October 4, 2024
Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 23185
9:00 a.m.

Respectfully Submitted,



Jason Mitchell
Secretary/Treasurer