

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

Virginia Peninsulas Public Service Authority
Field Office and Vehicle Maintenance Facility
480 Clancie Road, Shacklefords, VA 23156
9:00 AM
December 6, 2024

IN ATTENDANCE:

Bud Smith	Essex County
Jason Mitchell	City of Hampton
Bob Dittman	James City County
Vivian Seay	King & Queen County
Stacey Davenport	King William County
Ramona Wilson	Mathews County
John Anderson	City of Poquoson
Jack Reed	City of Williamsburg
Laurie Halperin	York County

ABSENT:

AnnMarie Ricardi	Middlesex County
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OTHERS IN ATTENDANCE:

Mike Walls	Mathews County
Vernon Geddy	Geddy, Harris, Franck, & Hickman, LLP
Karen Plumley	VPPSA
Jennifer Wheeler	VPPSA

John Anderson called the meeting to order at 9:04 am.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

Jason Mitchell moved that the minutes of the October 4, 2024 meeting be approved. The motion was seconded by Laurie Halperin and was passed unanimously.

3. PROJECT REPORTS

The following were presented by Jennifer Wheeler:

Compost Facility

- FY 25 incoming quantities are 5,057 tons. Hampton delivered 1,245 tons, York delivered 2,524 tons, Poquoson delivered 172 tons and commercial delivered 698 tons.

- Total material sales to date are \$132,311. In addition, the compost facility has current revenue of \$48,295 from incoming non-account customers, bringing the revenue total from all sales to \$180,606.
- Current vacancies – VPPSA has hired a new Customer Service Representative and an Operator 2, that leaves vacancies of Two (2) Operator 1, one (1) Operator 2, and one (1) Operator 3. VPPSA currently may have a candidate for a WAE Operator 1 position that will help with alleviating overtime.
- Estimates for a new trommel screen to replace the Mustang have been established and will be worked into the equipment replacement schedule.
- The estimate for a full-depth reclamation asphalt project is \$3,010,524. Discussions of a funding proposal to increase contributions to the Compost Facility Site Improvement Fund showed that requirements would be too costly in annual budget contributions. VPPSA will explore funding opportunities such as bonds for the project instead.
- VPPSA will be working to install barrier fencing on the eastern perimeter of the site to control plastic litter from the leaf debagging process to ensure the facility will comply with all DEQ requirements during inspection.

Transfer System

- FY 25 current systemwide waste quantity totals are at 10,053 tons. Essex County delivered 2,697 tons, King and Queen County delivered 835 tons, King William County delivered 2,754 tons, Mathews County delivered 1,672 tons, and Middlesex County delivered 2,096 tons.
- FY 25 total costs for disposal and fees are currently at \$259,149. Each community is on track to be on target with their budget and some are on track to fall slightly under budget for the year.
- VPPSA will be switching providers for used motor oil collection at transfer stations and convenience centers in December of 2024. This switch is due to an increase in cost from the current provider with no notification.
- VPPSA discussed the potential for communities beyond the City of Hampton to allow for disposal of compressed gas cylinders and propane cylinders at household chemical collection events. Jennifer will present anticipated costs at the December 6 Board meeting.
- Several funding proposals were discussed with Middle Peninsula communities. The consensus of those who attended the meeting agreed with establishing a CIP fund for the vehicle maintenance facility and establishing internal CIP accounts for their own respective convenience centers and transfer stations. The group felt that looking at a financing option such as bonds would be more feasible to continue forward with the hub and spoke system. Jennifer is discussing a separate funding proposal for Middlesex County that presents costs involved with VPPSA taking over operations of their three convenience centers in FY 26. Currently VPPSA operates one transfer station in Middlesex, and the County operates three convenience centers.

Household Chemical Collection

- FY 25 current HHC costs total \$120,672 for the Peninsula communities and \$10,489 for the Middle Peninsula communities, for an overall cost of \$131,161.
- Due to increased tonnage witnessed at events and a contract change mid fiscal year, several communities are anticipated to go over budget for FY 25, but current project balances are sufficient to cover overages.
- Events completed in October and November include Poquoson on October 5, JCC/Williamsburg on October 12, York County on November 9, and Hampton on November 16, which was the last event of 2024.
- The first event in the Peninsula in 2025 will be on February 8 in JCC/Williamsburg, and the first event in the Middle Peninsula for 2025 will be on April 19 in King William County.

- VPPSA staff will meet in January to go over terms and conditions of the new HHC contract and to update all educational materials before events begin in 2025.

Curbside Recycling

- Current FY 25 curbside recycling costs are at \$1,117,795, and current projections with these figures show FY 25 totals coming under the projected budget for each community.
- TFC has now fully transitioned into providing household count figures based off data the communities are providing to them as opposed to their own figures.
- Household counts are continuing to stabilize from the shift of how the data is collected as well as the residents who opted out of service when rates increased in FY 25.
- VPPSA hosted a quarterly meeting with TFC and community members to discuss service issues on November 7, 2024, at 10:00am. The upcoming route audits and waste composition studies were also discussed and planned for the second week of December. The next quarterly meeting is tentatively scheduled for March 13, 2025, at 10:00am.
- VPPSA will continue to work to address service issues with TFC noted at the meeting in preparation for the next upcoming meeting.
- The first waste composition study and a condensed route audit for the community of Williamsburg will take place on December 9th and 10th. VPPSA plans to attend and take pictures and videos for potential promotional materials. TFC still needs revisions to their routing and software in order to complete a full route audit as specified in the terms of the extension.

Drop-Off Recycling

- Drop-Off recycling tonnage and weights are tracking with similarities from FY 24 for each community. System wide there have been a total of 84 paper pulls and 117 mixed container pulls from July through the end of October.
- VPPSA was awarded a \$2,000 safety grant from VRSA for the purchase of new safety cones, ballards, and speed bumps to place at high traffic sites. This equipment has been installed at several pilot sites and VPPSA may purchase additional equipment later in the year.
- Local outlets for propane cylinders are still hard to come across without stipulations of the cylinders being cut in half. It was proposed to consider HHC events as a future outlet for propane cylinders for all community members. Jennifer will present anticipated costs of cylinder collection for communities in the FY 26 budget proposal based on capped quantities of cylinders for each resident at each event.

There were no questions.

4. LABELLA FINAL PRESENTATION MATERIALS

(LaBella's presentation was postponed until the February 2025 meeting.)

5. FY 26 BUDGET

A draft FY 26 budget was distributed to all Board members on November 1, 2024, for review. The draft FY 26 budget was also discussed with members at the Compost Facility Oversight Committee and Transfer Station Oversight Committee meetings in November, and with individual meetings with VPPSA members. Adjustments have been made to the HHC operations and disposal budgets to reflect negotiations leading to a new HHC contract that will begin on February 15, 2025. In addition, York County has opted to move to three events per year as opposed to the five events per year they have been hosting. Additional HHC disposal funding will also be discussed to open the possibility of accepting propane and compressed gas cylinders in

more communities at the HHC events. Currently only the City of Hampton pays for the disposal of propane and compressed gas cylinders for their residents.

Discussion was had, primarily regarding pay increases, about being comparable to member communities and competitiveness for attracting and retaining candidates. It was recommended that a compensation study be conducted to determine what would meet the credentials discussed.

Vivian Seay moved that the budget be approved as presented and that pay increases would be administered as legally required or per the findings of the compensation study. Stacey Davenport seconded and the motion was passed unanimously.

6. FY 26 BUDGET FUNDING PROPOSALS

In addition to the budget for FY 26, six funding proposals were presented to board members for review for inclusion into the FY 26 budget. These funding proposals reflect new programs and services for VPPSA and would be in addition to the budget already presented. The proposals are as follows:

1. VPPSA Operating Middlesex Convenience Center Sites
2. Establishing a CIP Fund for the Vehicle Maintenance Facility
3. Hub and Spoke System for the Middle Peninsula
4. Sustainability Campus for the Peninsula
5. Full Depth Reclamation at the Compost Facility
6. Establishing CIP Funds for Transfer Stations and Convenience Centers in the Middle Peninsula

After discussion, Vivian Seay moved as follows:

1. Per discussions with Middlesex County, VPPSA will not operate the Convenience Center Sites.
2. VPPSA will develop a fund consisting of \$5,000 per year from each Middle Peninsula community for maintenance and repairs to the Field Office and Maintenance Facility located in Shacklefords (King & Queen County).
3. Secure bonds to construct Hub and Spoke System for the Middle Peninsula
4. VPPSA will develop a fund consisting of \$110,000 for FY 26, allocated based on population from each Peninsula community, for the Sustainability Campus.
5. Secure bonds to perform Full Depth Reclamation at the Compost Facility.
6. VPPSA will assess repair and update needs, providing costs, at Transfer Stations and Convenience Centers and will recommend these items to the appropriated Middle Peninsula for approval.

The motion was seconded by Laurie Halperin and passed unanimously.

7. HHC AGREEMENT

In September of 2024 VPPSA issued an RFP for Household Chemical Collection Services as the current contract expires on February 15, 2025, and has no further extensions to execute. VPPSA has reviewed all proposals submitted by vendors and has ranked the top two vendors who were fully responsive. VPPSA began negotiations with the vendor with the best proposal and has adjusted the sample agreement to align with the negotiated terms and pricing.

MXI Environmental Services, LLC (MXI) will provide staffing for the events to unload vehicles. VPPSA staff will be responsible for surveys, traffic flow, computer recycling.

Discussion was had regarding propane cylinders and collection at events. Each Board member will notify Jennifer Wheeler as to how many, if any, cylinders will be collected per resident for their respective community.

MXI has agreed to provide contract pricing with VPPSA to be extended to other entities in each community, such as businesses and schools.

Bob Dittman moved to accept the Agreement for Household Chemical Collection Services between MXI and VPPSA and to authorize Jennifer Wheeler to execute the contract with MXI. Laurie Halperin seconded and the motion passed unanimously.

8. RFPS FOR CONSULTING SERVICES AND AUDITING SERVICES

VPPSA is beginning to draft RFPs for general solid waste consulting services and for auditing services. The current contract being utilized for consulting services exists with LaBella, originally Joyce Engineering, and was for landfill monitoring projects. This contract also allowed for some general consulting services, but the contract will expire at the end of June in 2025. Now that there is no longer a need for the large-scale landfill monitoring consulting services in VPPSA, VPPSA would like to adjust the new services to align with broad solid waste services. These services include items such as feasibility studies, planning, design, waste audits, route assessments, landfill monitoring and inspections. Broadening the scope of the new contract will allow VPPSA to move forward on time sensitive projects more efficiently.

Cherry Bekaert, LLP, was awarded a 5-year contract in 2015 for auditing services and again in 2020. The most recent contract expired with the FY24 audit. VPPSA will issue a request for proposals that will seek to retain services with an independent certified public accounting firm to provide an audit of the annual financial statements as well as:

- Review the annual financial assurance letter and report to DEQ the accuracy of the information used in the calculations.
- Examine management of VPPSA's assertion that census data reported to VRS by VPPSA was complete and accurate.

No action was needed.

9. 2025 SCHEDULES

VPPSA has distributed the upcoming calendars for 2025 for:

- TSOC
- CFOC
- Board Meetings
- HHC Events
- Holiday Schedules / Closures

VPPSA has kept the same rotating schedule of oversight meetings and board meetings as prior years. Household chemical collection events are also following the same prior schedule, with the exception that York County has elected to only host events in May, September, and November of 2025 and has decided to suspend events in March and July of 2025.

VPPSA would once again like to host an Employee Appreciation Day for staff as the last event was widely attended and enjoyed by staff. VPPSA plans to host this on Thursday June 12, 2025 as Thursday is the day of the week that would have the smallest impact on site closures. VPPSA would also like to plan for an all-staff training day on Columbus Day, October 13, 2025. Site closures will allow VPPSA supervisors to conduct annual refreshers on job duties and to allow the opportunity for staff to be trained in new skills such as first aid, CPR, AED, and other safety topics. VPPSA has selected this day for closure as many other locations close for this holiday observance while VPPSA sites have remained open.

Laurie Halperin moved to approve all schedules, holidays, and closures as presented. Mike Walls seconded and the motion was passed unanimously.

10. OLD BUSINESS

No old business

11. NEW BUSINESS

- Discussion regarding solar farms in Mathews County and future disposal of solar panels.
- Jennifer Wheeler stated that the Solid Waste Management Plan (SWMP) is currently being reviewed by DEQ.
- Jennifer Wheeler stated that new trucks are on order (currently being built).

Laurie Halperin moved that the meeting be adjourned. Stacey Davenport seconded and the motion passed unanimously. John Anderson adjourned the meeting at 11:08 am.

12. NEXT MEETING

**Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 23185
9:00 a.m.
February 7, 2025**

Respectfully Submitted,



Jason Mitchell
Secretary/Treasurer