

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

**Williamsburg Municipal Building  
2<sup>nd</sup> Floor Conference Room  
401 Lafayette Street  
Williamsburg, VA 23185  
9:00 a.m.  
February 3, 2023**

**IN ATTENDANCE:**

Bud Smith	Essex County
Jason Mitchell	City of Hampton
Grace Boone	James City County
Vivian Seay	King & Queen County
Ramona Wilson	Mathews County
Mike Walls	Mathews County
John Anderson	City of Poquoson
Robert Kreiger	York County
Laurie Halperin	York County
Dan Clayton	City of Williamsburg

**ABSENT:**

Percy Ashcraft	King William County
AnnMarie Ricardi	Middlesex County

**OTHERS IN ATTENDANCE:**

Vernon Geddy III	Geddy, Harris, Franck & Hickman
David Magnant	VPPSA
Karen Plumley	VPPSA
Jennifer Wheeler	VPPSA

Grace Boone called the meeting to order at 9:01 a.m.

**1. PUBLIC COMMENT**

No public comment was made.

**2. MINUTES**

Mike Walls moved that the minutes of the December 2, 2022 meeting be approved. Jason Mitchell seconded and the motion passed unanimously.

### 3. ELECTION OF OFFICERS

#### Background:

The proposed slate of officers for the remainder of FY 23 is as follows:

<b>Chair:</b>	<b>Grace Boone James City County</b>
<b>Vice Chair:</b>	<b>John Anderson City of Poquoson</b>
<b>Secretary/Treasurer:</b>	<b>Ramona Wilson Mathews County</b>

Dan Clayton moved that the slate of officers be approved as presented. Jason Mitchell seconded and the motion passed unanimously.

### 4. PROJECT REPORTS

- **Compost facility**
  - Year to date for FY 23 incoming quantities are 12,377 tons
  - Sales for the first half reached 1,810 cubic yards or \$34,216 in sales; minor increase from first quarter sales numbers
  - Older wheel loader to be replaced with an excavator
  - Sell two older grinders and replace with one new grinder; use local contractor or debris removal contractor for back up grinding
- **Transfer system**
  - Year-to-date waste quantities are 14,920 tons which 4% less than same time last year with each community down
  - FY23 disposal costs are anticipated to be \$30,000 less than budgeted; amount under budget will be added to Landfill Disposal Project fund balance to provide funding for any natural disaster clean up, or possibly a reduced 4<sup>th</sup> quarter invoice.
  - Truck refurbishment costs were less than budgeted
- **Household chemical collection**
  - The first collection events for the calendar year will be held on February 11 in James City County, and on March 11 and March 18 in York County and Hampton, respectively.
- **Curbside recycling**
  - TFC has a new route supervisor

There were no questions.

### 5. COMPOST FACILITY MCCLOSKEY 733RE

#### Background:

In July of 2022, repairs began on the McCloskey 733RE Trommel Screener. The repairs, which David Magnant stated would be expensive, were more than anticipated.

The current budget line item for equipment maintenance and repair for the compost facility is \$106,000. The repairs for the McCloskey were \$45,995.13. The repairs have extended the life of the equipment a minimum of 3 years, possibly longer.

Due to COVID, there have been significant increases in equipment, parts, fuel and transportation related expenses. Repairs to the McCloskey used over 40% of the repairs budget. The repairs, at under 10% of the cost of a new unit, will reduce future expenses for that item over the next several years and will be an asset improvement.

The recommended action is to authorize the Executive Director to use up to \$46,000 of funds from the Compost Facility Equipment Replacement Fund to pay for the repairs made to the McCloskey 733RE Trommel Screen.

Laurie Halperin moved that recommended action be approved. Jason Mitchell seconded and the motion was passed unanimously.

## **6. WILLIAMSBURG OFFICE LEASE**

### **Background:**

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. We renegotiated with our landlord in prior to the 2016 lease expiration date for another 7-year lease.

Our current lease is set to expire June 30, 2023. David Magnant stated the authority will determine availability of municipal space, speak with current landlord about a lease rate reduction for an additional 5-to-7-year lease, or formalize options with commercial realtor.

No action was needed.

## **7. OLD BUSINESS**

- **IFB 2301 Trommel Screen**
  - Approval at the April 2, 2021 Board meeting to use funds from Compost Facility Equipment Fund replacement to purchase a trommel screen
  - Trommel screen to be purchased from Commonwealth Equipment through cooperative agreement
  - Commonwealth unable to secure approval for cooperative program
  - VPPSA initiated a bid which resulted in one submission which was Commonwealth Equipment
  - Considering options
- **RFP 2302 Disaster Debris Removal, Reduction and Disposal Services following Hurricane and Other Disasters**
  - Draft copies sent to committee members and reviewed by James City County purchasing department
  - RFP to be sent out and submissions reviewed for anticipated approval at April 2023 Board meeting
- **King William Transfer Station Expansion**
  - Working directly with an approved contractor through the public construction program for the Virginia Department of General Services

- Initial costs of \$1 million were reduced to \$500,000 through this program
- Currently waiting on soil samples and some potential cost increases to determine final projected costs in order to move forward
- **Curbside Recycling**
  - Current bid is up for either one, 5-year renewal or five, 1-year renewals
  - Jennifer Wheeler and Tracy Hofmeyer are compiling data on current pricing of like sized collections throughout the country

## 8. NEW BUSINESS

- **Regional Recycling Campus**
  - David Magnant presented a write up on a potential campus for the region
  - The premise of the campus is to service current recycling issues and to prepare for upcoming recycling concerns
    - Tires, electric car batteries, solar panels are items of issue now and in the future
  - Discussion was had and it was decided that a committee should be formed, a brief project outline would be provided so that the ideal candidates could be selected.
    - Mr. Magnant asked that Board members have a list of potential committee members ready to share at the April Board meeting
- **Employee Benefits**
  - Jennifer Wheeler shared two, new benefits offerings for VPPSA employees (neither at a cost to VPPSA):
    - Columbia Southern University
    - Legal Resources

Grace Boone closed the meeting at 9:41 a.m.

## 9. NEXT MEETING DATE

April 7, 2023  
 Williamsburg Municipal Building  
 2<sup>nd</sup> Floor Conference Room  
 401 Lafayette Street  
 Williamsburg, Virginia

Respectfully Submitted,

*Ramona Wilson*

Ramona Wilson  
 Secretary/Treasurer