

**BOARD MEETING MINUTES  
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**VPPSA Field Office and Maintenance Facility  
480 Clancie Road  
Shacklefords, VA 23156  
9:00 a.m.  
June 2, 2023**

**IN ATTENDANCE:**

Jason Mitchell	City of Hampton
Grace Boone	James City County
Vivian Seay	King & Queen County
Percy Ashcraft	King William County
Ramona Wilson	Mathews County
Ann Marie Ricardi	Middlesex County
Bodina Wright	City of Poquoson
Laurie Halperin	York County

**ABSENT:**

April Rounds	Essex County
Dan Clayton	City of Williamsburg

**OTHERS IN ATTENDANCE:**

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

Grace Boone called the meeting to order at 9:05 a.m.

**1. PUBLIC COMMENT**

No Public Comment

**2. MINUTES**

Laurie Halperin moved that the minutes of the April 7, 2023, meeting be approved. The motion was seconded by Jason Mitchell and was passed unanimously.

### **3. LEGAL SERVICES**

The law firm of Geddy, Harris, Franck & Hickman has provided general legal services to the Authority since origination of the organization. An increase of \$2,000 has been requested. This will increase the annual fee to \$19,000. This amount is in the FY 24 approved budget.

Recommended Action:

- Approve the increase in the annual fee from \$17,000 to \$19,000 from Geddy, Harris, Franck & Hickman.

Ann Marie Ricardi moved to approve the recommended action. The motion was seconded by Vivian Seay and was passed unanimously.

### **4. FY 24 RISK MANAGEMENT CONSULTING SERVICES**

Commercial Risk Consultants, Inc. has provided services to the Authority for years. The proposal from Risk Management Consulting Services was included with the Board package.

The proposed fee is the same fee as for FY 23.

Recommended Action:

- Approve the proposal from Commercial Risk Consultants, Inc. and authorize the Executive Director to execute the contract.

Vivian Seay moved to approve the recommended action. The motion was seconded by Laurie Halperin and was passed unanimously.

### **5. PROJECT REPORTS**

#### **Compost Facility**

Jennifer Wheeler reported that:

- Year to date quantities of 19,341 tons
- Material sales of \$332,604 (YTD)
- Four full-time employees with one WAE
  - Short four full-time operators
    - Two successful interviews; vetting candidates at this time
- Addressing bagged leaves; biodegradable bag possibly
- Two existing grinders to be sold and replaced by new horizontal grinder
- Sell old loader and replace with new excavator
- Compaction survey for asphalt

#### **Transfer System**

Jennifer Wheeler reported that:

- Waste quantities less than FY22 which should result in lower costs
- Currently short five full-time attendants
  - Increase in WAE attendants
- Assessments on convenience centers and transfer stations to determine needed upgrades or repairs for equipment, safety, and overall site improvement

- King William Transfer Station
  - All contractor equipment removed
  - Electrician and plumber to finish items so that compactors can be set into place
  - Anticipated open date in approximately two weeks

### **Household Chemical Collection**

Jennifer Wheeler reported that:

- Budget under about \$23,000 for the FY23
- Issues with staff calling out sick on day of event
  - New policy requiring documentation if call out sick
- Laurie Halperin would be willing to offer help from York County if VPPSA does not have enough staff for the

### **Curbside Recycling**

Jennifer Wheeler reported that:

- On target to complete under budget for FY23

### **Drop-Off Recycling**

Jennifer Wheeler reported that:

- Ensuring that weight per load is higher
- New signage
- Educating residents on placement of correct recyclable in correct container
- Training employees on increased weights for increased efficiency

## **6. SALARY ADJUSTMENTS**

The budget approved by the VPPSA Board at the December 2022 meeting included an allowance for a salary adjustment of up to 5% for all employees for FY24.

At the April 2023 meeting, the VPPSA Board approved health insurance premiums which included no increase. A 10% increase in the Health Insurance premium was approved in the FY 24 Budget.

The plan was proposed for salary adjustments for FY 24 that included an increase for all eligible employees of up to 7%. The plan suggested would include the previously approved budget allowance of 5% and 2% of funding using available funds approved for the health insurance premium. The proposed increase of 7% per eligible employee can be accommodated within the approved budget for FY 24.

It is recommended that all salary ranges be increased 3% to meet rising demand for higher pay across the employment spectrum. This adjustment will have no bearing on the budgeted salaries for FY 24.

Recommended Action:

- Approve a salary adjustment of 7% effective July 1, 2023 for all eligible employees and increase all salary ranges by 3%.

David Magnant asked for questions or comments. Vivian Seay stated that an increase to 7% would be difficult to vote for and Ann Marie Ricardi agreed. Both recommended a 5% increase

now with the possibility of more later depending on what Governor Youngkin approves for State of Virginia workers. Mr. Magnant suggested another option, to provide for those long-standing employees and to minimize compression-related concerns. Mr. Magnant suggested accepting the FY 24 budget approved increase of 5% effective July 1, 2023. Should the state authorize the higher increase, match it, if not, consider an optional step increase based on years of service that will be presented at the August meeting.

In addition to the proposed salary increases, Mr. Magnant proposed an increase of 3% to all salary ranges to make rates more attractive for new candidates and minimize future impact on budgets as the state moves towards their stated plan to increase the minimum wage. Mr. Magnant stated the new pay ranges would take effect July 1, 2023.

After discussion, David Magnant presented two motions:

- Effective July 1, 2023, a 5% pay increase for all employees with a review at the August Board meeting for additional increases, either as a flat rate for all employees based on state employee increase or as a years of service increase. Ann Marie Ricardi moved to approve the motion. The motion was seconded by Laurie Halperin and was passed unanimously.
- Effective July 1, 2023, all salary ranges will increase 3%. Laurie Halperin moved to approve the motion. The motion was seconded by Ramona Wilson and was passed unanimously.

## **7. REGIONAL RECYCLING RATE REPORT FOR CY22**

Each year by April 30, each community or solid waste planning unit (such as VPPSA) must report to the Virginia DEQ the solid waste and recycled volumes for the calendar year. The information must be entered into DEQ Form 50-30 that uses the provided information and calculates a final recycling rate. There is a state mandated rate based for our planning unit of 25%. The information is reviewed by the state and, should any adjustments be necessary, they will identify and provide the approved rate for the unit. In years past, the state review process would take about one month. Since COVID, the state takes longer to verify many things. Last year, this report took 9 months to review and verify. Although not yet approved, the rate submitted for CY22 was 41%. The City of Hampton was able to provide a significant number of businesses with reported recycling quantities which helped to boost the submitted rate. CY2021 was submitted in April and the approval letter was received in January and the rate was 29.1%.

No recommended action was needed.

## **8. TRUCK REFURBISHING PROJECT**

In November of 2021 the Transfer System Oversight Committee reviewed replacement costs for the roll off and front load trucks needed to operate the solid waste management system. The concept of proactively replacing certain parts of the trucks to extend the lifespan of the vehicles and to provide additional time to grow the replacement fund, was discussed and eventually approved.

The repairs were completed by TMI truck, a Mack dealer. We have the next round of trucks ready to receive similar proactive repairs. We are adding additional items (outlined to members in a memo dated May 12, 2023) that after the first round we believe would be prudent and we

will make the repairs ourselves. The cost to make these repairs would exceed our normal maintenance line item and we are again requesting the use of money from the Vehicle Replacement Fund.

**Recommended Action:**

- Authorize the use of up to \$134,000 from the Transfer System Vehicle Replacement fund to purchase parts and repair three (3) roll off trucks and one (1) front load truck.

Ann Marie Ricardi moved to approve the recommended action. The motion was seconded by Laurie Halperin and was passed unanimously.

## **9. COMPOST EQUIPMENT REPLACEMENT**

Discussions with the Compost Facility Oversight Committee referencing the replacement of two older grinders with one new grinder and securing a grinding contract in case of equipment failure to provide back up. The purchase of an excavator was recommended by staff as it would provide more versatility. It was recommended that one wheel loader be sold and replaced with an excavator along with the sale of the two older grinders and purchase of one replacement grinder.

This would reduce future equipment replacement funding; this action would reduce the current strain on the maintenance budget keeping up with a 20- and 10-year-old grinder. An excavator would provide the needed equipment required for maintenance, cleaning up sediment pond related issues and can feed the grinder.

**Recommended Action:**

- Authorize the disposition of the following through advertised sale, auction or sale as scrap with the method of disposition determined by the staff to receive highest revenue. All revenue to be deposited in Compost Facility equipment replacement fund.
  - 2003 Diamond Z 1352BL Tub Grinder
  - 2012 Diamond Z 1352BL Tub Grinder
  - 2014 John Deere 724K Wheel loader
- Authorize the use of up to \$1,300,000 from the Compost Facility Equipment Replacement Fund for the purchase of:
  - One Horizontal Grinder
  - One Excavator

Laurie Halperin moved to approve the recommended action. The motion was seconded by Percy Ashcraft and was passed unanimously.

David Magnant stated that an additional \$8,371.19 was needed from the Compost Facility Equipment Replacement fund to pay the increase in the previously approved purchase of a new trommel screen. The original cost was increased due to increases between the initial order and the final delivery. This information was not included in the Board package as the invoice was received after the package was sent.

Laurie Halperin moved to approve the use of the additional funds. The motion was seconded by Bodina Wright and was passed unanimously.

## 10. COMPOST FACILITY ASPHALT CORING PROJECT

In August of 2021, the Board approved repairs to over 11,000 square feet of asphalt at the compost facility. Henderson Construction performed the work. Within a year we started to notice cracking in the recent repairs. Henderson was brought in to inspect the work. They indicated that the damage appears to them to be a result of substructural issues. We had suspected there could be an issue after the SB Cox facility was built and their storm water flowed above our site. To verify our concerns and to determine subgrade stability for future repairs we received an estimated cost of services to perform core sampling. The committee concurred and made some recommendations for additional firms to provide coring services.

Three companies provided an estimated cost of services:

- |  |             |
|--|-------------|
| • ECS Mid-Atlantic, LLC - Williamsburg, VA | \$4,038.00  |
| • Legacy Engineering – Fredericksburg, VA  | \$5,346.75  |
| • Terracon – Williamsburg, VA              | \$14,920.00 |

Recommended Action:

- Approve the use of up to \$6,000 from the Compost Facility Site Improvement Fund to contract with ECS Mid-Atlantic, LLC to perform coring of existing pavement surfaces to report on subgrade related issues or concerns at the Compost Facility.
- Authorize the Executive Director to enter into an agreement with ECS Mid-Atlantic, LLC to perform the work as identified.

Vivian Seay moved to approve the recommended action. The motion was seconded by Laurie Halperin and was passed unanimously.

## 11. CLOSED SESSION

Read by Ramon Wilson: I move that the Board of Directors of the Virginia Peninsulas Public Service Authority enter into a closed session to consider performance, assignment and salaries of certain VPPSA employees. This closed meeting is being held in accordance with Section 2.2-3711 (A) (1) of the Virginia Code.

Laurie Halperin seconded the motion and it passed unanimously.

Read by Ramona Wilson: 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 consider performance, assignment and salaries of certain VPPSA employees.

Roll Call Vote:

Essex County	Absent
City of Hampton	Yes
James City County	Yes
King & Queen County	Yes
King William County	Yes

Mathews County	Yes
Middlesex County	Yes
City of Poquoson	Yes
City of Williamsburg	Absent
York County	Yes

Ann Marie Ricardi motioned that the salary for the Executive Director increase to \$129,150 effective July 1, 2023, and that the Executive Director will receive the same increase as proposed for VPPSA staff which is currently approved at 5%. The increase is effective July 1, 2023. Should the Board approve additional increases for staff based on either the state approved increase or based on a step plan to be presented at the August 2023 Board Meeting, the Executive Director would also receive the newly proposed additional increase. Based on the current approved increase the new salary, as currently identified, would increase to \$135,607.50. The motion was seconded by Jason Mitchel and was passed unanimously.

## 12. ELECTION OF OFFICERS

The proposed slate of officers for FY 24 is as follows:

Chair:	John Anderson City of Poquoson
Vice Chair:	Ramona Wilson Mathews County
Secretary/Treasurer:	Jason Mitchell City of Hampton

Ann Marie Ricardi moved to approve the slate of officers. The motion was seconded by Laurie Halperin and was passed unanimously.

David Magnant presented Grace Boone with a gift to recognize two years of service as the VPPSA Board Chair.

## 13. OLD BUSINESS

David Magnant stated that lists need to be submitted from each community for the recycling campus committee. Mr. Magnant stated it is imperative to begin discussions as gate rates increase and fees for mattresses and tires. Grace Boone stated that James City County would be willing to host the first meeting to start the conversation.

## 14. NEW BUSINESS

No new business

Ann Marie Ricardi moved to adjourn the meeting. The motion was seconded by Laurie Halperin and was passed unanimously. Grace Boone adjourned the meeting at 10:27 am.

**15. NEXT MEETING**

**August 4, 2023  
Williamsburg Municipal Building  
2nd Floor Conference Room  
401 Lafayette Street  
Williamsburg, VA 23185  
9:00 a.m.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Mitchell", written over a horizontal line.

Jason Mitchell  
Secretary/Treasurer