

**Board Meeting Minutes
Virginia Peninsulas Public Service Authority
VPPSA Field Office & Vehicle Maintenance Facility
480 Clancie Road
Shacklefords, VA 23156
9:00 a.m.
June 7, 2024**

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Grace Boone	James City County
Vivan Seay	King & Queen County
Mike Walls	Mathews County
Ramona Wilson	Mathews County
John Anderson	City of Poquoson
Jack Reed	City of Williamsburg
Laurie Halperin	York County

ABSENT:

April Rounds	Essex County
Percy Ashcraft	King William County
AnnMarie Ricardi	Middlesex County

OTHERS IN ATTENDANCE:

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

John Anderson called the meeting to order at 9:00 a.m.

1. PUBLIC COMMENT

No public comment was made.

2. MINUTES

Grace Boone moved that the minutes of the April 5, 2024 meeting be approved. Jason Mitchell seconded and the motion passed unanimously.

Grace Boone moved that the minutes of the May 10, 2024 Special Board meeting be approved. Jason Mitchell seconded and the motion passed unanimously.

3. PROJECT REPORTS

Jennifer Wheeler provided the following information:

- **Compost Facility**
 - Year to date incoming tons – 14,300
 - Year to sales - \$343,124 for account customers and \$116,255 for non-account customers
 - Three open positions (Operator I, II, and III) – assessing need for positions given current shift in tonnage
 - All prior year bagged leaves have been processed
 - FY25 may look at other options
 - York County has assisted with pond drainage maintenance and ongoing site plans and footer designs for compost facility building
 - One loaded on auction – if bid reaches reserve will deposit funds to the equipment replacement fund for the compost facility
 - **Transfer System**
 - Year to date waste quantities at 24,451 tons
 - Year to date disposal costs are \$597,868 which is slightly under budget projections
 - Discussed at oversight establishing site CIP funds with year-end balance
 - Need to establish an agreement addressing responsibilities, expenses, and duties
 - Truck refurbishment is complete
 - The internal refurbishment allowed staff to address further issues uncovered during the project while coming in below budget and less than TMI pricing.
 - Kick-off Meeting on May 14th with LaBella and the Recycling Partnership for the hub and spoke project and the sustainability campus project. LaBella and VPPSA staff will present at the July 18th oversight committee meeting and the August 2nd Board meeting.
 - Assistant Transfer System Supervisor position is still vacant
 - There are three Convenience Center Attendant positions open and two Transfer System Attendant positions open
 - **Household Chemical Collection**
 - Year to date costs of \$250,741 for the Peninsula and \$22,179 for the Middle Peninsula
 - James City County and Williamsburg costs projected to be slightly over budget, but there are reserves to cover the overages
 - York County held on May 11, 2024 with 305 vehicles
 - City of Hampton held on May 18, 2024 with 226 vehicles
 - Next event will be held in James City County/Williamsburg on June 8, 2024
- Laurie Halperin asked what would be needed to reduce the number of collections held in a community per year and can this be done. Jennifer Wheeler will discuss with Ms. Halperin.
- **Curbside Recycling**
 - Household counts are slightly higher for all communities since July '23
 - Costs are currently on target or slightly under budget
 - Tonnages are slightly down for James City County, City of Poquoson, and City of Williamsburg with York County at a slight increase

- Meeting with Tidewater Fibre Corporation (TFC) on June 6, 2024 to discuss new routing maps, roll-over fees, and route audits
 - First route audits around September/October time frame
- Laurie Halperin and Grace Boone both requested customer list from TFC for each respective community.
- **Drop-Off Recycling**
 - Average tons per pull is lower than in prior years. However, number of pulls is higher than in previous years.
 - Emphasis on new training program for solid waste attendants

There were no questions.

4. ELECTION OF OFFICERS

The proposed slate of officers for FY 25 is as follows:

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

Laurie Halperin moved to accept the proposed slated of officers for FY25. Grace Boone seconded and the motion passed unanimously.

5. TRANSFER SYSTEM EQUIPMENT REPLACEMENT

On April 16, 2024 VPPSA requested pricing from Mid-Atlantic Waste Systems for equipment and trucks utilized on the Middle Peninsula. Pricing for both continues to escalate and availability makes the process more challenging. Equipment delivery is within three (3) to six (6) months. However, truck delivery is a minimum (1) one to (1 ½) one and a half years with no guarantee of pricing or availability.

Recommended action:

Authorize the use of up to \$900,000 from the Transfer System Equipment Replacement fund to purchase over FY25 and FY26 the following vehicles:

- 4 pick-up trucks (one larger style maintenance truck with utility body)
- 2 sedans
- 2 roll off trucks

Staff will notify the Board once the final costs are known and a delivery date is provided.

Mike Walls moved to approve the expenditure of up to \$900,000 from Transfer System Equipment Replacement fund to purchase the outlined vehicles. Laurie Halperin seconded and the motion passed unanimously.

6. COMPOST FACILITY FEE INCREASES

VPPSA staff recommends a rate increase, effective August 1, 2024, as follows:

**VPPSA COMPOST FACILITY
145 GOODWIN NECK ROAD, YORKTOWN, VA 23692**

Pricing for delivering brush, leaves, and grass by the truck or trailer load	
Truck/Trailer Body Length	Cost
8' Under	\$ 35.00
9' - 10'	\$ 50.00
11' - 15'	\$ 80.00
16' - 19'	\$ 110.00
20' - 24'	\$ 200.00
25' - 31'	\$ 250.00
Trailer 32' and over (required to use the scale - cost per ton)	
<i>There will be a \$50.00 minimum charge on any trash found in a load</i>	
Drop Off Cost per ton	\$ 48.00
New Pricing effective August 1, 2024	

The current pricing was analyzed and found to be in the median range of local competitors.

Grace Boone moved to approve the rate increase. Mike Wall seconded and the motion passed unanimously.

7. RFPS: IT SERVICES, PUMP & HAUL, OIL/ANTIFREEZE COLLECTION

- IT Services
 - Livewire Business Solutions scored highest on the recent IT Managed Services RFP
 - Draft agreement written
 - Conditional approval pending legal approval
 - Will use remaining FY24 IT services budget to begin upgrades
- Pump & Haul
 - Bid to be resubmitted as there were no respondents
- Oil/Antifreeze Collection
 - Laurie Halperin would like to be part of bid process

Laurie Halperin moved to accept the agreement with Livewire Business Solutions for IT Managed Service. Vivian Seay seconded and the motion passed unanimously.

8. NON-COMPETITIVE DEQ GRANTS

Jennifer Wheeler presented documentation on the annual non-competitive grants program. Ms. Wheeler stated that VPPSA staff would be willing to help with grant writing if need be.

9. OLD BUSINESS

Jason Mitchell stated that the Executive Director interview committee had received 56 applicants for the position. Six candidates were contacted for a first-round interview with one declining. The five candidates will be interviewed on June 11th and June 13th.

10. NEW BUSINESS

- Vivan Seay stated that property has been purchased in King & Queen County by an individual who wishes to do recycling and one item could be mattresses, and at a much lower cost than amounts previously suggested by Republic Services
- Jennifer Wheeler mentioned a recent safety incident at a Middle Peninsula site, stressing the importance of the upgrade to the VPPSA IT platforms so that cameras can be installed at sites.

Laurie Halperin moved to adjourn. Grace Boone seconded and the motion passed unanimously.

John Anderson closed the meeting at 9:47 a.m.

11. NEXT MEETING

Williamsburg Municipal Building
2nd Floor City Manager's Conference Room
401 Lafayette Street
Williamsburg, VA 23185
August 2, 2024
9:00 a.m.

Respectfully Submitted,



Jason Mitchell
Secretary/Treasurer