

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 23185
9:00 a.m.
October 6, 2023**

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Grace Boone	James City County
Bob Dittman	James City County
Ramona Wilson	Mathews County
Mike Walls	Mathews County
AnnMarie Ricardi	Middlesex County
John Anderson	City of Poquoson
Andrew Trivette	City of Williamsburg
Laurie Halperin	York County

ABSENT:

April Rounds	Essex County
Vivian Seay	King & Queen County
Percy Ashcraft	King William County

OTHERS IN ATTENDANCE:

Laura Harden	Cherry Bekaert, LLP
David Magnant	VPPSA
Karen Plumley	VPPSA
Jennifer Wheeler	VPPSA
Vernon Geddy III	Geddy, Harris, Franck & Hickman

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

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

Mike Walls moved that the minutes of the August 4, 2023 meeting be approved. The motion was seconded by Jason Mitchell and was passed unanimously.

3. FINANCIAL STATEMENTS – FY23

Laura Harden of Cherry Bekaert, LLP presented a final draft of the financial statements for FY 23. Ms. Harden stated that once approved by the Board, an unmodified audit opinion would be issued, which is the best opinion that can be received. Ms. Harden also stated that there were no issues of non-compliance, no material weaknesses or significant deficiencies, no corrected misstatements, and no significant unusual transactions discovered during the audit.

Ms. Harden asked if there were any questions. There were no questions. Laurie Halperin moved that the report be accepted as presented. Jason Mitchell seconded and the motion passed unanimously.

4. PROJECT REPORTS

Compost Facility

Jennifer Wheeler stated year to date quantities for FY24 are 2,449 tons of drop off with the majority coming from York County. Quantities for Hampton are significantly less over prior years as Hampton now charges commercial haulers for drop off. Material sales are higher at this point than FY23 with sales to account customers of \$56,288 and to non-account customers of \$23,091. VPPSA is still investigating the use of vacuum trucks or biodegradable bags for leaves brought to the facility. The new horizontal grinder and excavator are in use. A new mobile office and security system are being looked into to help with facility operations.

Transfer System

Jennifer Wheeler stated that waste tons year to date for FY24 are slightly higher in comparison to the same period for FY23 with 5,231 tons delivered to all sites. Mixed paper prices are still down with the cost this month to VPPSA of \$25 per ton. All recycling containers are being refurbished, which is more than anticipated when the project was originally quoted (initially there would be only 33 containers refurbished but favorable prices in steel and some adjustments to the bid request made it possible to refurbish all containers). King William Transfer Station opened to the public, with new improvements, on June 28, 2023.

Household Chemical Collection

Jennifer Wheeler stated that costs year to date for FY24 are higher than that same period for FY23. The increase is mainly due to the increased number of residents attending the events and an increase in the quantity of materials that are brought in. In February 2024 there will be a 4.6% increase from the event contractor, MXI. David Magnant stated there are sufficient fund balances to offset the increase.

Curbside Recycling

Jennifer Wheeler stated that household counts year to date for FY24 remain relatively constant. The material quantities for FY24 are higher for all communities. There have been discussions with TFC regarding recycling beyond FY24.

Drop Off Recycling

Jennifer Wheeler stated that quantities year to date for FY24 are 241,214 pounds of paper 175,320 pounds of containers. The weights are higher than the same period in FY23.

5. LANDFILL DISPOSAL SERVICES

Background:

As of July 1, 2018, VPPSA entered into Agreements for Solid Waste Disposal Services for the Middle Peninsula counties with the following:

- Waste Management Disposal Services of Virginia, Inc. (Waste Management)
- BFI Waste Systems of Virginia, LLC (BFI)

All agreements expire on June 30, 2024.

RFP 2401 was issued on September 14, 2023 with a close date of October 4, 2023

The new bid provides for disposal agreements through June 30, 2026 with extensions to provide service until June 30, 2030.

Following are the current rates:

Waste Management

Solid waste, construction / demolition waste, sludge, land clearing debris, brush, scrap metal and split tires

- Delivery of less than 30,000 tons per year - \$26.00 per ton
- Delivery of more than 30,000 tons per year - \$25.75 per ton
- Proposed cost for FY25 - \$28.00 per ton for all waste

BFI

Solid waste, construction / demolition waste, land clearing debris, brush, scrap metal and split tires

- Solid waste, construction / demolition waste, land clearing debris, brush, scrap metal and split tires: Delivery of less than 30,000 tons per year - \$25.00 per ton
Delivery of more than 30,000 tons per year - \$24.00 per ton
- Sludge - \$65.00 per ton
- Proposed fees for FY25 - \$26.25 per ton for waste except sludge; Sludge - \$65.00 per ton

David Magnant stated that all Middle Peninsula communities' waste quantities are down except for Essex County.

David Magnant stated that the Board will be requested at a future meeting to authorize the Executive Director to execute the agreements, with rates that are static for FY25 and FY26, with Waste Management and BFI.

Recommended Action:

No action at this time, this is for FY 25 Budget calculations.

6. AGREEMENT FOR HOUSEHOLD CHEMICAL COLLECTION AND DISPOSAL SERVICES

Background:

As of February 14, 2020, VPPSA entered into an agreement for household chemical collection services for the ten cities and counties with MXI Environmental Services LLC. The agreement had an initial term of two years with three one-year extension options.

The current agreement is set to expire on February 14, 2024, with one remaining option to extend the agreement until February 14, 2025.

VPPSA requested that MXI provide a proposal to extend the agreement an additional year until February 14, 2025.

Included in the Board package was a letter requesting an extension and MXI's request for a 4.9% increase. The proposed increase, based on material received in the most current year, would increase the disposal costs approximately \$12,000 for the Peninsula collections and \$1,000 for the Middle Peninsula collections.

David Magnant stated that VPPSA will issue an RFP for services in calendar year 2024.

Recommended Action:

Approve the amendment with MXI Environmental Services LLC. and authorize the Executive Director to execute the amendment.

Andrew Trivette moved to approve the amendment and that the Executive Director execute the amendment. Jason Mitchell seconded and the motion passed unanimously.

7. FY 25 BUDGET PLANNING

Staff has started preparation of the FY 25 Budget. David Magnant stated that a date needs to be determined to meet with the Middle Peninsula communities to discuss the budget as the next regularly scheduled Oversight Committee meeting is slated for November 10th which is Veterans Day. Mr. Magnant provided the following tentative schedule for the FY25 budget:

- Distribute Draft Project Budgets to Board Members (for community review) – October 27th
- Middle Peninsula Oversight Committee Meeting – TBD
- Compost Facility Oversight Committee Meeting – November 15th
- James City County Meeting – TBD
- City of Williamsburg Meeting – TBD
- Distribute Draft Budget in Board Package – November 22nd
- Budget Approval at Board Meeting – December 1st

David Magnant stated that the following items require discussion prior to completion of the budget process:

- Curbside Recycling

David Magnant stated that a meeting was held with Tidewater Fibre Corporation (TFC). Initially, TFC was not interested in renewing the contract. Mr. Magnant stated that there is no advantage to the Authority in issuing an RFP as TFC is the only contractor that would respond, significantly driving up the costs. Mr. Magnant stated that a discussion was had with Matt Terrell of TFC, after the initial meeting, and Mr. Terrell stated that TFC needed more revenue per home for a new contract to be advantageous to TFC. Mr. Magnant stated that negotiation talks would be the best approach. After discussion, all Board members agreed that negotiation talks would be the best approach. Vernon Geddy stated no motion was needed to approve for Mr. Magnant to have such discussions with TFC.

- **Transfer System Capital Improvement**

David Magnant stated that sites on the Middle Peninsula have various repairs or upgrades that need to be addressed. Mr. Magnant said that VPPSA could either establish a list of the items at each site and present those to each community or identify the costs for the repairs and present a budget and establish a fund for each community. Ann Marie Ricardi stated a list would be best for Middlesex County. Mike Walls stated a project list with costs would be best, that could be taken to the Mathews County Board of Supervisors. Jennifer Wheeler stated that any list would prioritize those items of greatest need, which is paving at most sites. Mrs. Wheeler stated that some lists will include upgrades or expansions.

- **Surveillance at Sites**

David Magnant stated that a meeting was held with Verizon Wireless and Gridless to discuss options for a surveillance project. Mr. Magnant stressed the need for surveillance due to an increase in unpleasant interactions involving residents. Mr. Magnant stated any project would be initiated as a step approach as costs are not favorable to do all sites at one time. Mr. Magnant stated that each community would have access to surveillance at their community's sites. Andrew Trivette recommended that Mr. Magnant talk with Terry Hall, Communications Director for City of Williamsburg, regarding surveillance solutions.

- **Salary Increases**

David Magnant stated as budget preparations are in process, the struggle to hire and keep good employees continues. Mr. Magnant asked the Board for thoughts and recommendations on percentage increases for the FY25 budget. The consensus of the board was that staff should budget for a 5% increase. Mr. Mitchell further stated that budget considerations need to take into account compression-related concerns. Grace Boone stated that James City County is doing a compensation study.

8. OLD BUSINESS

Ramona Wilson mentioned that there are candidates from Mathews County ready to serve on the recycling campus committee. Mr. Magnant stated that numbers are being gathered on commodities recycled for each community.

9. NEW BUSINESS

No new business

John Anderson adjourned the meeting at 10:58 am.

10. NEXT MEETING

**VPPSA Field Office & Vehicle Maintenance Facility
480 Clancie Road
Shacklefords, VA 23156
December 1, 2023 at 9:00 a.m.**

Respectfully Submitted,


Jason Mitchell
Secretary/Treasurer