

**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.  
October 4, 2024**

**IN ATTENDANCE:**

Jason Mitchell	City of Hampton
Grace Boone	James City County
Carolyn Billups	King & Queen County
Steve Hudgins	King William County
Ramona Wilson	Mathews County
AnnMarie Ricardi	Middlesex County
John Anderson	City of Poquoson
Jack Reed	City of Williamsburg
Laurie Halperin	York County

**ABSENT:**

April Rounds	Essex County
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**OTHERS IN ATTENDANCE:**

Laura Harden	Cherry Bekaert, LLP
Dan Brooks	LaBella Associates
Jenny Johnson	LaBella Associates
Karen Plumley	VPPSA
Jennifer Wheeler	VPPSA

John Anderson called the meeting to order at 9:05 am.

**1. PUBLIC COMMENT**

No Public Comment

**2. MINUTES**

Ramona Wilson moved that the minutes of the August 2, 2024 meeting be approved. The motion was seconded by Jason Mitchell and was passed unanimously.

### **3. FINANCIAL STATEMENTS – FY24**

Laura Harden of Cherry Bekaert, LLP presented a final draft of the financial statements for FY 24. Ms. Harden stated that 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. Grace Boone moved that the report be accepted as presented. AnnMarie Ricardi seconded and the motion passed unanimously.

### **4. PROJECT REPORTS**

#### **Compost Facility**

Jennifer Wheeler stated:

- FY 25 current incoming tons are 2,406. Hampton delivered 651 tons, York delivered 1,309 tons, Poquoson delivered 83 tons and commercial delivered 363 tons.
- Commercial tonnage is slightly higher than prior years.
- Total material sales to date for FY25 are \$56,274. In addition, the compost facility has current revenue of \$26,010 from incoming non-account customers, bringing the revenue total from all sales to \$82,284.
- On August 1, 2024 the compost facility starting charging new rates for incoming materials and also adjusted the sales price of mulch, soil blend, and compost.
- Current vacancies – Two (2) Operator 1, one (1) Operator 2, and one (1) Operator 3
- York County engineers have finished the design for the building foundation and are now working to complete the site plan for the new office building. The site plan will allow the permit to be approved by the County and should take four to six months to complete.
- A1 Asphalt proposed a 5% concrete mixture for a full depth reclamation across the entire compost facility site in a three phased approach. The entire estimate was \$3,010,524. Additional studies and estimates will be compared.
- A quote from Commonwealth Equipment was provided for a new Eggersmann T60 (Ecoline) trommel screen in the amount of \$397,910. This quote includes a punch plate equipped with debagging knives. Additional attachments include a rear conveyor air separator at \$49,600 and an additional hydraulics supply for the air separator at \$5,800.

#### **Transfer System**

Jennifer Wheeler stated:

- FY 25 current systemwide waste quantity totals are 5,274 tons. Essex County has delivered 1,445 tons, King and Queen County has delivered 425 tons, King William County has delivered 1,411 tons, Mathews County has delivered 861 tons, and Middlesex County has delivered 1,132 tons.
- FY 25 current total costs for disposal and fees are \$141,375.
- An amendment to site operating agreements will be drafted to establish duties and funding for CIP at transfer stations and convenience centers; proposing to move some deferred revenue from the landfill disposal project for each community into establishing a CIP fund for each community. Additional funding will come from payments established in FY 26 and forward annual budgets.
- The pump and haul bid was solicited two times and no bids were received from any vendors. VPPSA will continue to contact local vendors for services needed for septic tank

pumping and port-a-potty rentals as needed. The oil/antifreeze collection RFP is currently advertised on eVA and proposals are due at the end of September. Proposals for the household chemical collection RFP are due at the end of October.

- VPPSA is exploring the feasibility of hauling recyclables for Gloucester County through an agreement with WM. Number of pulls, site mileage, time and labor involved, and cost of services are being explored to determine if the venture will be beneficial for VPPSA.

### **Household Chemical Collection**

Jennifer Wheeler stated:

- FY 25 current HHC costs total \$67,969 for the Peninsula communities and \$10,489 for the Middle Peninsula communities, for an overall cost of \$78,458.
- Events completed in July and August of FY 25 included York County on July 13, Hampton on July 20, Middlesex on August 3, and JCC/Williamsburg on August 10.
- The next events will be on October 5 in Poquoson and October 12 in JCC/Williamsburg.

### **Curbside Recycling**

Jennifer Wheeler stated:

- Current FY 25 curbside recycling costs are at \$564,622 and current projects with these figures show FY 25 totals coming under the projected budget for each community.
- Household counts for York County from July to August dropped significantly due to an agreement being made that TFC would reconcile household counts with the County and begin billing off the figures they have provided.
- Household counts for the City of Poquoson and the City of Williamsburg have remained relatively stable.
- James City County and York County have witnessed a slight decrease in household counts due to rate increases and residents opting not to have service.
- VPPSA will begin having regular quarterly meetings with TFC and community members to discuss any service issues. A meeting is scheduled for November 7, 2024 at 10:00am.

### **Drop Off Recycling**

Jennifer Wheeler stated:

- VPPSA was awarded a \$2,000 safety grant from VRSA for the purchase of new safety cones, bollards, and speed bumps to place at high traffic sites.
- 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.
- VPPSA staff are taking an inventory of all roll off containers and cardboard cans to assess conditions for internal repairs, refurbishment, or replacement.

## **5. FY 25 BUDGET PLANNING**

VPPSA staff has started preparing the budget for FY 26.

Following is a schedule for distribution, reviews, discussion, and adoption of the FY 26 budget:

### **Distribute Draft Project Budgets to Board Members**

- Curbside Recycling
- Drop Off – Peninsula
- Tire Disposal – Peninsula
- Landfill Monitoring

**November 1, 2024**

- Computer Recycling
- Compost Facility
- Transfer System
- Convenience Centers

- Landfill Disposal
- Household Chemical Collection

- Administrative Services

#### **TSOC Meeting Budget Review and Discussion**

**November 21, 2024**

- Landfill Monitoring
- Transfer System
- Convenience Centers
- Landfill Disposal
- Household Chemical Collection – Middle Peninsula
- Administrative Services
- CIP for Transfer Stations and Convenience Centers
- CIP for Vehicle Maintenance Facility
- Hub and Spoke
- Equipment Replacement

#### **CFOC Meeting Budget Review and Discussion**

**November 20, 2024**

- Curbside Recycling
- Household Chemical Collection – Peninsula
- Computer Recycling
- Compost Facility
- Administrative Services

#### **Distribute Draft Budget in Board Meeting Package**

**November 27, 2024**

#### **Budget Approval at Board Meeting**

**December 6, 2024**

#### **The following items require discussion prior to completion of the budget process:**

- Household Chemical Collection for the Peninsula and Middle Peninsula
- Vehicle Maintenance Facility CIP
- Transfer Station and Convenience Center CIP
- Hub and Spoke Project
- Sustainability Campus Project

### **6. LABELLA PRESENTATION REVISIONS**

LaBella has been assisting VPPSA with a feasibility study and basic cost estimates for the Sustainability Campus in the Peninsula and the Hub and Spoke Project in the Middle Peninsula. LaBella has provided presentations to VPPSA Board members at the TSOC meeting held in July of 2024 and the Board Meeting held in August of 2024. At the August 2, 2024 Board Meeting, members expressed a desire for LaBella to revise some of the information and to provide additional history on curbside recycling. Jenny Johnson and Dan Brooks of LaBella presented current revisions to the Board. These consisted of analysis of curbside recycling based on criteria such as house count and cost per home as well as typical CPI percentage increases and VPPSA historical data. Further requests were made by the Board of LaBella to include data that shows collection costs, pricing from communities outside of VPPSA, and to have a chart that shows a comparison of collection costs.

### **7. LABELLA PROJECT BUDGET / FINAL DELIVERABLES**

LaBella originally provided a proposed \$10,000 budget to provide a feasibility study and basic cost estimates for the Hub and Spoke Project in the Middle Peninsula and the Sustainability Campus in the Peninsula. The budget was approved at the April 2024 Board Meeting. LaBella is

proposing an additional \$10,000 budget increase to cover additional agreed upon deliverables for presentation materials for VPPSA member CAOs.

After discussion, Laurie Halperin moved to approve the budget increase for LaBella. The motion was seconded by Jason Mitchell and was passed unanimously.

#### **8. VPPSA VEHICLE USE FOR EXECUTIVE DIRECTOR / RELOCATING ADMIN OFFICE TRUCK**

On August 2, Jennifer Wheeler was offered the position of Interim Executive Director. Ms. Wheeler was offered a salary increase as well as keeping all current benefits from Ms. Wheeler's original offer as Deputy Director which included a \$400 per month vehicle allowance. Currently the administration office has an Explorer and an F150 that rarely see any use. The Explorer was used as the take-home vehicle for the prior Executive Director and the F150 was used when administration staff needed to go to a different work location for the day.

Ms. Wheeler proposed trading the original vehicle allowance for use of the Explorer, as the prior Executive Director did, to save money in the FY26 budget. Ms. Wheeler also proposed to move the F150 to the field office to help offset the equipment replacement schedule. The administration staff would have full access to the Explorer if needed while it is at the administration offices during working hours. The vehicles could be rearranged as necessary depending on special events and hauling materials. This would be the wisest use of the two vehicles currently stationed at administration to save annual budget funds as well as equipment replacement funds.

AnnMarie Ricardi moved to allow the Executive Director to relinquish the \$400 per month car allowance in place of a take home VPPSA vehicle. The motion was seconded by Jason Mitchell and was passed unanimously.

#### **9. VPPSA SOLID WASTE MANAGEMENT PLAN**

VPPSA completes and submits updates to the solid waste management plan every 5 years to the Virginia DEQ to fulfill regulatory requirements. The plan is for a 20-year planning period and ensures that the planning district has sufficient programming and landfill capacities for the course of the planning period. In 2017, VPPSA submitted a 5-year update to DEQ which was rejected and required revisions. These revisions were never fully completed. Another 5-year update was due in June of 2022, but was not submitted until December of 2023. The update submitted also required revisions before DEQ would approve and accept the plan.

In April of 2024 DEQ started sending notification letters on both plan updates as the revisions were never submitted for either plan update. The project was turned over to Jennifer Wheeler in June of 2024. Ms. Wheeler met with DEQ in Richmond on 6/13/2024 to discuss details of both plan updates. DEQ agreed to combine comments from both plan updates to allow for a revision on just the most recent update turned in in December of 2023. The first set of revisions on all comments was submitted to DEQ on 9/20/2024. VPPSA is awaiting determination of a final approval or if more revisions are required. Once the plan update is fully approved the copy on the website will be updated and a new copy will be provided to all member communities.

The next 5-year solid waste management plan update to DEQ will be due in June of 2027.

## **10. RFP UPDATES**

Over the past several months, VPPSA has advertised RFPs for the following services:

- Pump and Haul / Port a Potty Rentals
- Used Motor Oil, Antifreeze, and Cooking Oil Collection
- Household Chemical Collection

The pump and haul and used motor oil, antifreeze, and cooking oil collection RFPs received no proposals. VPPSA plans to continue scheduling services with available service providers in the area for both services.

The household chemical collection RFP is currently still advertised with responses due at the end of October. The RFP for services is provided and will allow VPPSA to negotiate between the two top fully responsive bidders to secure the best services and pricing. The recommended vendor will have their contract presented for approval at the December 6, 2024 Board Meeting.

VPPSA will need to issue RFPs for the following services in early 2025:

- Audit Services
- General Consulting Services – Replacing landfill monitoring contract

## **11. OLD BUSINESS**

No old business

## **12. NEW BUSINESS**

The compactor at the Deltaville Convenience Center had to be replaced. The cost to replace the compactor was \$30,322. Jennifer Wheeler asked for the Board to approve use of Convenience Center Equipment Replacement Funds to pay for the compactor. AnnMarie Ricardi moved to approve the use of the Equipment Replacement Funds. Ramon Wilson seconded and the motion passed unanimously.

Laurie Halperin moved that the meeting be adjourned. Grace Boone seconded and the motion passed unanimously. John Anderson adjourned the meeting at 10:42 am.

## **13. NEXT MEETING**

**VPPSA Field Office & Vehicle Maintenance Facility  
480 Clancie Road  
Shacklefords, VA 23156  
December 6, 2024 at 9:00 a.m.**

Respectfully Submitted,



Jason Mitchell  
Secretary/Treasurer