

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

**VPPSA Field Office  
480 Clancie Road  
Shacklefords, VA 23165  
9:00am  
June 6, 2025**

**IN ATTENDANCE:**

Jason Mitchell	City of Hampton
Bob Dittman	James City County
Ramona Wilson	Mathews County
AnnMarie Ricardi	Middlesex County
Bodina Wright	City of Poquoson
Jack Reed	City of Williamsburg
Laurie Halperin	York County

**ABSENT:**

April Rounds	Essex County
Vivian Seay	King & Queen County
Stacey Davenport	King William County

**OTHERS IN ATTENDANCE:**

Mike Walls	Mathews County
Vernon Geddy III	Geddy, Harris, Franck & Hickman
Karen Plumley	VPPSA
Jennifer Wheeler	VPPSA

Ramona Wilson called the meeting to order at 9:05 a.m.

**1. PUBLIC COMMENT**

No public comment was made.

**2. MINUTES**

Laurie Halperin moved that the minutes of the April 4, 2025 meeting be approved. Jason Mitchell seconded and the motion passed unanimously with Mike Walls abstaining as he was not present at the April 4, 2025, meeting.

### **3. PROJECT REPORTS**

#### **Compost Facility**

- FY 25 incoming quantities are 12,863 tons. Hampton delivered 3,267 tons, York delivered 6,174 tons, Poquoson delivered 353 tons and commercial delivered 2,157 tons.
- Current compost sales for FY 25 are 3,167 cubic yards, generating \$71,202 in sales. Soil Blend sales are at 2,695 cubic yards yielding \$69,756 in revenue. Mulch sales are at 29,653 cubic yards with sales of \$232,521. Total material sales to date are \$373,479. In addition, the compost facility has current revenue of \$116,355 from incoming non-account customers, bringing the revenue total from all sales to \$489,834.
- Current vacancies – VPPSA has vacancies of two (2) Operator 2, and two (2) Operator 3 positions.
- VPPSA is progressing on the installation of the modular building and has finished installing the barrier fencing at the compost facility.
- York County engineers have recommended asphalt patching and repairs as opposed to the full depth reclamation, VPPSA secured an estimate for this project and will be requesting funds from the compost facility site improvement fund.
- Oversight committee members discussed potential updates and changes to the rates and discount policies at the compost facility.

#### **Transfer System**

- FY 25 current systemwide waste quantity totals are at 21,682 tons. Essex County delivered 5,776 tons, King and Queen County delivered 1,779 tons, King William County delivered 6,356 tons, Mathews County delivered 3,479 tons, and Middlesex County delivered 4,293 tons.
- FY 25 total costs for disposal and fees are currently at \$536,384.72. King & Queen County is on target with their budget as they only pay administrative fees, and all other communities are on track to fall slightly under budget for the year.
- Estimates were distributed to replace a compactor and can at Essex Champlain Convenience Center as well as four (4) roll-off containers.
- An update was provided on funds approved for fleet replacement with a request to change the order of truck purchases.
- VPPSA highlighted information on the VRA bond process and distributed scenarios on pay-back options.

#### **Household Chemical Collection**

- FY 25 current HHC costs total \$243,146 for the Peninsula communities and \$20,856 for the Middle Peninsula communities. There is only one event remaining for the fiscal year in JCC on June 14.
- The first event for FY 26 will be held in Hampton on July 19, 2025. The first event for FY 26 for the Middle Peninsula will be held in Mathews on August 16, 2025. The single annual event held in Poquoson will fall on October 4, 2025.
- Computer recyclers of Virginia are continuing to take electronic materials collected at events from VPPSA free of charge.

#### **Curbside Recycling**

- There are current disputes with billing submitted by TFC to VPPSA for the months of January through April for processing fees. VPPSA will continue to work with community members and TFC on a solution to correct these invoices or seek a different method of payment outside contract terms with the VPPSA Board approval.
- The reported misses sheet has been updated by VPPSA through May of 2025, but all other reports will be released once invoices have been reconciled. There are still

extremely high misses reported for 2025, nearly double the number of misses are occurring in 2024 and 2025 as opposed to 2023. A lot of these misses are continuing misses for front-porch services, where residents are physically unable to handle their cart. TFC has had a high turnover in positions appointed to the VPPSA contract, and this may account for some of the issues. VPPSA has notified TFC of the deficiencies and is waiting on their proposed plans to rectify the customer service issues.

- In addition to the customer service issues mentioned above, communities are continuing to see dropping rates in curbside customers.

#### **Drop-Off Recycling**

- Drop-Off recycling pulls are still tracking similar to FY 24 figures for each community. System wide there have been a total of 194 paper pulls and 266 mixed container pulls from July through the end of April.
- Currently for FY25 856,190 pounds of paper (428 tons) and 733,949 pounds of mixed containers (367 tons) have been hauled from the participating communities.

There were no questions. No Board action was required.

#### **4. COMPOST FACILITY FY 26 DISCOUNTS AND RATE INCREASE**

VPPSA is proposing a rate increase for FY 26 to keep rates consistent with neighboring entities. The current rate schedule for VPPSA and neighboring entities with advertised pricing is included for review. Historically, when VPPSA proposes a price increase, a \$2 per commodity price increase has been implemented. At this time VPPSA does not feel that any price increase needs to occur for incoming materials.

VPPSA is proposing three new levels of discounts for the compost facility that will replace prior discount policies. The new discount structure will offer a wide array of discounts that will be open to customers in an effort to keep processed material flowing properly through the compost facility. The new discounts include:

- Account Discounts
- VPPSA Member Discounts
- Volume Discounts

A copy of the policy for each discount level was provided for review.

#### **Recommended Action:**

Recommend a motion to approve a \$2 per commodity rate increase on materials at the compost facility to begin July 1, 2025.

Recommend a motion to approve replacing old discount policies with the new discount policies for account, VPPSA member, and volume discounts as described in the policies VPPSA has provided to begin July 1, 2025.

Jack Reed moved to approve a \$2 per commodity rate increase on materials at the compost facility to begin July 1, 2025 and to approve replacing old discount policies with the new discount policies for account, VPPSA member, and volume discounts as described in the policies VPPSA has provided to begin July 1, 2025. Jason Mitchell seconded and the motion passed unanimously.

## **5. COMPOST FACILITY PAVING PROJECT**

### **Background:**

The asphalt surface at the VPPSA Compost Facility has numerous large cracks and potholes that are becoming a safety hazard as well as a potential threat to maintaining environmental quality standards required for the DEQ permit to operate the facility. Originally a full-deep reclamation project was being proposed for the facility that would cost approximately \$3,000,000 to complete in three separate phases. Due to insufficient funding in the Site Improvement Fund, and after review by York County Engineers, an alternative approach is being recommended. VPPSA has provided an estimate from Excel Paving, who York County has a cooperative agreement with, for priority pothole repairs in the amount of \$137,631. This basic estimate is to repair all priority need potholes at the facility. VPPSA is requesting that funding up to \$200,000 be approved for the project from the Site Improvement Fund as this would accommodate repairing additional areas of asphalt of concern at this time.

The current balance of the Compost Facility Site Improvement Fund is \$649,173.75. In February the VPPSA Board approved using up to \$158,612 toward the purchase and installation of a modular building, this purchase has not occurred yet with the reflected balance. VPPSA would like to request up to \$200,000 from the Compost Facility Site Improvement Fund for the paving project. There are sufficient funds to accommodate both projects.

### **Recommended Action:**

Recommend a motion to approve funds from the Compost Facility Site Improvement Fund in an amount up to \$200,00 for necessary repairs to cracks and potholes at the compost facility.

Laurie Halperin moved to approve funds from the Compost Facility Site Improvement Fund in an amount up to \$200,00 for necessary repairs to cracks and potholes at the compost facility. Mike Walls seconded and the motion passed unanimously.

## **6. COMPOST FACILITY CIP FUNDS**

### **Background:**

The past several years the Compost Facility program has come under budget from annual approved budgets. Since the program bills communities off the approved budget, the balance at the end of the year sits in a project balance. This pool of funds is blended from all participating communities and not tracked individually. Currently there are \$554,850 in the project balance. Knowing that the Compost Facility Site Improvement Fund and the Compost Facility Equipment Replacement Fund are with insufficient funds for planned future projects due to inflation, VPPSA would like to move these balances to these planned funds. This will ensure that VPPSA can complete necessary future asphalt and BMP projects as well as accommodate pricing increases on vital equipment.

Current balances are as follows:

- |   |              |
|---|--------------|
| • Compost Facility Site Improvement Fund -      | \$649,173.75 |
| • Compost Facility Equipment Replacement Fund - | \$806,406.06 |

### **Recommended Action:**

Recommend a motion to approve moving \$250,000 of compost facility project balance to the Compost Facility Site Improvement Fund and moving \$250,000 of compost facility project balance to the Compost Facility Equipment Replacement Fund.

Bob Dittman moved to approve moving \$250,000 of compost facility project balance to the Compost Facility Site Improvement Fund and moving \$250,000 of compost facility project

balance to the Compost Facility Equipment Replacement Fund. Laurie Halperin seconded and the motion passed unanimously.

## **7. TRANSFER SYSTEM FLEET REPLACEMENT SCHEDULE**

### **Background:**

At the VPPSA Board meeting in June 2024, a motion was approved to spend up to \$900,000 from the Transfer System Equipment Replacement Fund to purchase two new roll-off trucks, two maintenance trucks, and two suvs or small trucks to replace aging fleet in the Transfer System. Two roll-off trucks were purchased at a cost of \$419,475.90 leaving \$480,524.10 remaining from the original approval. Looking at market trends and knowing that the tariff situation may impact supply and pricing, VPPSA would like to purchase an additional two roll-off vehicles at this time with the remaining funds. VPPSA has secured an estimate on Sourcewell pricing for two (2) new automatic roll-off trucks with towing capacity for \$471,477.90. The rest of the fleet that was set to originally be replaced is still fully operational and can be pushed out to FY 27 and FY 28 for replacement.

### **Recommended Action:**

Recommend a motion to approve the purchase of two (2) new automatic roll-off trucks with towing capacity from the remaining \$480,524.10 of the original \$900,000 approved for vehicle replacements in FY 25 and FY 26.

AnnMarie Ricardi moved to approve the purchase of two (2) new automatic roll-off trucks with towing capacity from the remaining \$480,524.10 of the original \$900,000 approved for vehicle replacements in FY 25 and FY 26. Laurie Halperin seconded and the motion passed unanimously.

## **8. TRANSFER SYSTEM EQUIPMENT REPLACEMENT REQUEST (COMPACTOR AND ROLL-OFFS)**

### **Background:**

The compactor at Essex Champlain Convenience Center is nearing end of service and is having mechanical failures. The VPPSA maintenance team have tried to repair the unit multiple times, and it is now beyond any future repairs. An estimate was secured with Mid-Atlantic Waste Systems for a new RJ 325 compactor for \$26,039.25 and an accompanying compactor can for \$17,163.90, for a total replacement price of \$43,203.15. VPPSA will attempt to secure some of the equipment from the annual budget, if enough funds remain, but would like approval to proceed forward with the purchase from the Convenience Center Equipment Replacement Fund if annual funds will not cover the full costs.

VPPSA has finished assessing the condition of roll-off containers in rotation in the Transfer System. Maintenance has made a determination that four of the containers are beyond repair and will need replaced. An estimate from Mid-Atlantic Waste Systems came back at a cost of \$31,844.00 to replace the four roll-off containers. The other containers in rotation can either be repaired by our internal maintenance crew, or contracted out for refurbishing. VPPSA will attempt to secure some of the equipment from the annual budget, if enough funds remain, but would like approval to proceed forward with the purchase from the Convenience Center Equipment Replacement Fund if annual funds will not cover the full costs.

The Convenience Center Equipment Replacement Fund currently sits at \$457,290.95. The total cost of replacing the compactor, can, and four roll-offs is not to exceed \$75,047.15.

**Recommended Action:**

Recommend a motion to approve the purchase of the compactor, can, and four roll-offs not to exceed \$75,500.00 from the Convenience Center Equipment Replacement Fund.

Mike Walls moved to approve the purchase of the compactor, can, and four roll-offs not to exceed \$75,500.00 from the Convenience Center Equipment Replacement Fund. Bodina Wright seconded and the motion passed unanimously.

**9. RFPS FOR CONSULTING SERVICES AND AUDITING SERVICES UPDATE****Background:**

VPPSA released an RFP for Solid Waste Management Consulting Services on 3/27/2025. The RFP for Consulting Services outlines three major consulting functions including annual operating services, environmental monitoring services, and capital/special projects. The RFP will allow VPPSA to sign with multiple firms so specialties across all core functions can be retained. VPPSA received four proposals from solid waste management consulting firms in response to the RFP. VPPSA staff have reviewed the proposals and have provided recommendations to proceed forward with all fully responsive firms.

VPPSA issued an RFP on February 11, 2025, for Independent Audit Services. Browns & Edwards had the highest scoring proposal, and the VPPSA Board approved moving forward with securing an agreement with them at the April 4, 2025, VPPSA Board Meeting. A successful agreement was reached, and the firm is currently working on the FY 25 audit for VPPSA.

**Recommended Action:**

Recommend a motion to approve the Executive Director, along with legal counsel, to initiate and sign contracts for Solid Waste Management Consulting Services with all firms that were fully responsive.

Bob Dittman moved to approve the Executive Director, along with legal counsel, to initiate and sign contracts for Solid Waste Management Consulting Services with all firms that were fully responsive. Jason Mitchell seconded and the motion passed unanimously.

**10. RECYCLING SERVICES UPDATE****Background:**

VPPSA currently has disputes with multiple invoices from TFC for recycling services. Tonnages are in dispute due to TFC not providing accurate records to verify amounts presented on invoices to VPPSA. VPPSA has requested documentation to accurately reconcile invoices, but has not received all necessary items from TFC.

In addition to invoice disputes, VPPSA has also presented TFC with a list of contract issues to correct. VPPSA is actively working with TFC to assist them in gaining compliance with their contracts.

**11. CLOSED SESSION**

Ramona Wilson read the following:

I move that the Board of Directors of the Virginia Peninsulas Public Service Authority enter into a closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. This closed meeting is being held in accordance with Section 2.2-3711 (A) (8) of the Virginia Code. Bodina Wright seconded and the motion passed unanimously.

After closed session, Ramona Wilson read the following:

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) (8), for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Jason Mitchell seconded and the motion passed unanimously.

Roll call vote was taken by Karen Plumley as follows:

<u>Community</u>	<u>Present</u>	<u>Absent</u>
Essex County		X
City of Hampton	X	
James City County	X	
King and Queen County		X
King William County		X
Mathews County	X	
Middlesex County	X	
City of Poquoson	X	
City of Williamsburg	X	
York County	X	

The following motions were made:

- Bob Dittman moved that a blended rate of \$7.13 per household with no processing fees become effective for services rendered on and after July 1, 2025, that the annual increase of up to 5% be capped based on CPI index and meeting performance standards identified in the contract, and that from January of 2025 through June of 2025, any invoices with a tonnage dispute that can't be reconciled by either party will use a \$7 per household rate for reconciliation in place of the tonnage fee. Laurie Halperin seconded and the motion passed unanimously.
- Laurie Halperin moved that if VPPSA is not allowed to move forward with a blended rate that communities be charged for FY 25 tonnage projections to hold and remit payment to Contractor when invoices are fully reconciled or another solution has been agreed upon by the VPPSA Board. Bodina Wright seconded and the motion passed unanimously.
- AnnMarie Ricardi moved that VPPSA move forward with an independent party to audit the financials and contract terms for the curbside recycling agreement. Laurie Halperin seconded and the motion passed unanimously.

## 12. ELECTION OF OFFICERS

### Background:

The proposed slate of officers for FY 26 is as follows:

<b>Chair:</b>	<b>Ramona Wilson</b> <b>Mathews County</b>
<b>Vice Chair:</b>	<b>Jason Mitchell</b> <b>City of Hampton</b>
<b>Secretary/Treasurer:</b>	<b>Stacey Davenport</b> <b>King William County</b>

Jennifer Wheeler stated that, due to other obligations, Stacey Davenport had declined the position of Secretary/Treasurer. Ms. Wheeler asked if there were any volunteers. AnnMarie Ricardi volunteered for the position

### Recommended Action:

Recommend a motion to approve the slate of officers, as amended with AnnMarie Ricardi for the position of Secretary/Treasurer, for the VPPSA Board for FY 26.

Laurie Halperin moved to approve the slate of officers, as amended with AnnMarie Ricardi for the position of Secretary/Treasurer, for the VPPSA Board for FY 26. Mike Walls seconded and the motion passed unanimously.

## 13. OLD BUSINESS

No old business

## 14. NEW BUSINESS

No new business

AnnMarie Ricardi moved to close the meeting. Laurie Halperin seconded, the motion passed unanimously, and Ramona Wilson closed the meeting.

## 15. NEXT MEETING DATE

City of Williamsburg Municipal Building  
2nd Floor City Manager's Conference Room  
410 Lafayette Street  
Williamsburg, VA 23185  
August 1, 2025 – 9:00am

Respectfully Submitted,



AnnMarie Ricardi  
Secretary/Treasurer