

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

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

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Bob Dittman	James City County
Carolyn Billups	King & Queen 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
Clarence Monday	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 9:04 a.m.

1. PUBLIC COMMENT

No public comment was made.

2. MINUTES

Mike Walls moved that the minutes of the June 6, 2025 meeting be approved. Bob Dittman seconded and the motion passed unanimously.

3. PROJECT REPORTS

Compost Facility

- FY 25 incoming quantities are 16,687 tons. Hampton delivered 4,278 tons, York delivered 8,245 tons, Poquoson delivered 433 tons, commercial delivered 2,608 tons and non-account customers brought in 1,123 tons.
- Current compost sales for FY 25 are 3,711 cubic yards, generating \$83,378 in sales. Soil Blend sales are at 3,170 cubic yards yielding \$82,106 in revenue. Mulch sales are at 31,838 cubic yards with sales of \$274,030. Total material sales to date are \$439,514. In addition, the compost facility has current revenue of \$136,240 from incoming non-account customers, bringing the revenue total from all sales to \$575,754.
- Current vacancies – VPPSA has vacancies of two (2) Operator 2, and two (2) Operator 3 positions.
- VPPSA has the approved site plan from York County for the installation of the modular building. The purchase order has been signed, and installation is tentative for late fall of 2025.
- Excel paving will on site on 7/21/2025 to being repair on the potholes at the facility. Compost staff will work to prioritize efforts to stay below the approved \$200,000 request.

Transfer System

- FY 25 current systemwide waste quantity totals are 27,116 tons. Essex County delivered 7,187 tons, King and Queen County delivered 2,233 tons, King William County delivered 7,870 tons, Mathews County delivered 4,419 tons, and Middlesex County delivered 5,408 tons.
- FY 25 total costs for disposal and fees are currently \$681,566. 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.
- Jennifer went over site assessment and priority CIP planning for FY 26/27
- Jennifer discussed the need for new equipment to run the paper routes for county buildings and schools.
- Jennifer advised of the upcoming training day on October 13, 2025, where all VPPSA sites will be closed to the public to train staff.

Household Chemical Collection

- FY 25 HHC costs totaled \$276,677 for the Peninsula communities as compared to the FY 25 budget of \$294,686. FY 25 HHC costs totaled \$22,731 for the Middle Peninsula communities as compared to the FY 25 budget of \$20,000. There were sufficient project balances to cover the overages for the communities.
- The first event for FY 26 was held in Hampton on July 19, 2025. The next event in the Peninsula will be in JCC on August 9, 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.

Curbside Recycling

- There are current disputes with billing submitted by TFC to VPPSA for the months of January through June 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 June of 2025, but all other reports will be released once invoices have been reconciled.

Drop-Off Recycling

- System wide there have been a total of 222 paper pulls, and 328 mixed container pulls for FY 25.
- For FY25 977,680 pounds of paper (489 tons) and 902,850 pounds of mixed containers (451 tons) have been hauled from the participating communities.

There were no questions. No Board action was required.

4. TFC CURBSIDE RECYCLING

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 by route and by community. 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.

TFC had requested to present on invoice disputes and contract noncompliance reported by VPPSA. TFC did not attend the meeting

5. RECYCLING SERVICES UPDATE

VPPSA requested to go into closed session to discuss contract noncompliance with TFC for collection and processing of curbside recycling as noted in the report created by VPPSA and any draft results from the audit being conducted by Brown Edwards. VPPSA will also discuss TFC's increase request for FY 26 and their response provided for contract noncompliance.

Recommended Action:

Move to closed session for discussion.

6. 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.

Laurie Halperin 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.

AnnMarie Ricardi seconded and the motion passed unanimously.

Roll call vote to certify was taken by Karen Plumley as follows:

<u>Community</u>	Yay	Nay	Absent
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		

7. SOLID WASTE CONSULTING UPDATE

VPPSA recently signed with four firms for Solid Waste Consulting Services. These firms include HDR, LaBella, RRS, and TRC. The contracts VPPSA has secured are cooperative and extend to all VPPSA member communities.

VPPSA would like to initiate budget requests from several firms for solid waste consulting services for designated projects in FY 26. VPPSA will evaluate these budgets and select the firm that has the greatest experience in each project type alongside a feasible budget projection.

Jennifer Wheeler provided a contact sheet for all member communities with each firm's information.

Recommended Action:

Recommend a motion to approve the Executive Director to initiate budget requests for designated solid waste consulting projects for FY 26 with experienced firms and for the Executive Director to select the most responsive firm or firms to execute projects.

Laurie Halperin moved on the recommended motion. Bob Dittman seconded and the motion passed unanimously.

8. COMPENSATION STUDY UPDATE

At the December 6, 2024 board meeting it was proposed to complete a compensation study and pay plan analysis for adjustments to positions in FY 26. The study would look at comparable waste authorities in Virginia as well as localities in the region. Jennifer Wheeler began collecting data from local communities in December and compiled comparable job descriptions for each VPPSA role.

Jennifer Wheeler presented on the transition of position titles as well as anticipated pay ranges for current and new positions.

No action was required.

9. 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 discussion on the performance of and salary increase for the Executive Director. This closed meeting is being held in accordance with Section 2.2-3711 (A) (1) of the Virginia Code.

Bob Dittman 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), discussion on the performance of and salary increase for the Executive Director.

AnnMarie Ricardi seconded and the motion passed unanimously.

Roll call vote to certify was taken by Karen Plumley as follows:

<u>Community</u>	Yay	Nay	Absent
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		

Ramona Wilson stated that the Board will create a sub-committee to develop an evaluation for the Executive Director. This sub-committee will reach out to Jennifer Wheeler to schedule a time for Ms. Wheeler's evaluation.

10. OLD BUSINESS

No old business was discussed.

11. NEW BUSINESS

Laurie Halperin stated that York County needed assistance in securing carts from TFC that are the property of York County.

Karen Plumley mentioned the letter that was provided by Brown, Edwards & Company, LLP as required, related to the FY25 audit for VPPSA.

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

12. NEXT MEETING DATE

City of Williamsburg Municipal Building
2nd Floor City Manager's Conference Room
410 Lafayette Street
Williamsburg, VA 23185
October 3, 2025 – 9:00am

Respectfully Submitted,



AnnMarie Ricardi
Secretary/Treasurer