

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

**City of Williamsburg Municipal Building
2nd Floor City Manager's Conference Room
401 Lafayette Street
Williamsburg, VA 23185
October 3, 2025
9:00 a.m.**

IN ATTENDANCE:

Bob Dittman	James City County
Vivian Seay	King & Queen County
Ramona Wilson	Mathews County
John Anderson	City of Poquoson
Jack Reed	City of Williamsburg
Laurie Halperin	York County

ABSENT:

April Rounds	Essex County
Jason Mitchell	City of Hampton
Clarence Monday	King William County
AnnMarie Ricardi	Middlesex County

OTHERS IN ATTENDANCE:

Scott Stevens	James City County
Mike Walls	Mathews County
Rachel Copeland	Brown, Edwards & Company, L.L.P.
Danielle Nikolaisen	Brown, Edwards & Company, L.L.P.
Vernon Geddy III	Geddy, Harris, Franck & Hickman
Karen Plumley	VPPSA
Jennifer Wheeler	VPPSA

Ramona Wilson called the meeting to order at 9:03 a.m.

1. PUBLIC COMMENT

No public comment was made.

2. MINUTES

Laurie Halperin moved that the minutes of the August 1, 2025 regular meeting, the September 5, 2025 special meeting, the September 19, 2025 special meeting, and the September 23, 2025 emergency meeting be approved. Bob Dittman seconded and the motion passed unanimously.

3. FINANCIAL STATEMENTS – FY25

The draft financial report for FY 25 prepared by Brown, Edwards & Company, L.L.P. was provided in the October 2025 Board package. Danielle Nikolaisen of Brown, Edwards & Company, L.L.P. present the financial statements at the Board meeting. Ms. Nikolaisen stated the following:

- Clean, unmodified audit
- FY24 restated financials is not an error but because of GASB 101
- No audit internal controls for deficiencies were observed
- No Code of Virginia compliance issues
- No omitted items of current or past audits
- For a first-year audit, things went better than could have been anticipated and this is due to the responsiveness and organization of the authority's audit team.

Bob Dittman moved to accept the report and authorize distribution to member communities and other interested parties. Laurie Halperin seconded and the motion passed unanimously.

4. PROJECT REPORTS

Compost Facility

- FY 26 incoming quantities, which are only for July and August, are 2,614 tons. Hampton delivered 710 tons, York delivered 1,256 tons, Poquoson delivered 188 tons, commercial delivered 282 tons and non-account customers brought in 178 tons.
- Current compost sales for FY 26 are 280 cubic yards, generating \$7,014 in sales. Soil Blend sales are at 272 cubic yards yielding \$7,487 in revenue. Mulch sales are at 1,374 cubic yards with sales of \$26,352. Total material sales to date are \$40,853. In addition, the compost facility has current revenue of \$20,735 from incoming non-account customers.
- Current vacancies – VPPSA has vacancies of two (2) Operator 2, and two (2) Operator 3 positions.
- VPPSA updated members that an agreement was signed for the purchase of the new modular building, and it is anticipated that the unit will be ready for shipping in mid to late October.
- Excel paving has completed approximately \$132,000 worth of work at the compost facility and has finished the priority repairs at the north end of the facility. They will now begin to work to complete the remaining potholes at the southern end of the facility until the project maximum is reached.

Transfer System

- FY 26 current systemwide waste quantity totals are 2,689 tons. Essex County delivered 787 tons, King and Queen County delivered 210 tons, King William County delivered 738 tons, Mathews County delivered 413 tons, and Middlesex County delivered 540 tons.
- FY 26 total costs for disposal and fees are currently at \$66,885.72.
- Jennifer provided updates on the paving projects in Mathews, Essex and King and Queen County.
- Jennifer recommended merging the convenience center and transfer system budgets for FY27.

- Jennifer advised that VPPSA has secured another VRSA grant in the amount of \$2,000 and will use the funds to make new site rules signs for the transfer stations and convenience centers to help with education and safe site operation.

Household Chemical Collection

- The first events for FY 26 were held in Hampton on July 19, 2025 and JCC on August 9, 2025. The first event for FY 26 for the Middle Peninsula was 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 August 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 and assessment sheets have been updated by VPPSA through August 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 42 paper pulls and 58 mixed container pulls for FY 26.
- For FY 26 192,680 pounds of paper and 160,340 pounds of mixed containers have been hauled from the participating communities.

No Board action was required.

5. TFC CURBSIDE RECYCLING

VPPSA discussed the decision to terminate the agreement with TFC for collection and processing of curbside recycling. VPPSA discussed opportunities with emergency management of curbside recycling service and convenience centers.

6. CLOSED SESSION

Ramona Wilson moved 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. 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), 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.

Laurie Halperin seconded and the motion passed unanimously.

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

Community	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		

Bob Dittman moved to authorize VPPSA to pursue a settlement with TFC based on total tonnage presented by TFC and upon the condition that TFC agrees to relinquish the carts to the communities that VPPSA will make final payment to TFC. Laurie Halperin seconded and the motion passed unanimously.

Jennifer Wheeler stated that a call, along with Vernon Geddy, would be made to counsel for TFC to discuss the approved offer and that a deadline of noon on Monday, October 6, 2025 to accept the offer would be conveyed.

The Board determined that a called meeting on October 7, 2025 at 1 p.m. was needed for Jennifer Wheeler to present opportunities with emergency management of curbside recycling services.

7. 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 has compiled comparable pay ranges for each job description.

Jennifer Wheeler presented recommended pay grades for each position for FY 26 as well as FY 27. Ms. Wheeler stated that the FY27 budget will include both the current pay grades and the proposed changes to pay grades.

No action was required.

8. FY 27 BUDGET PLANNING

VPPSA staff has started preparing the budget for FY 27. The following schedule for distribution, reviews, discussion, and adoption of the FY 27 budget was presented:

FY 27 Budget Schedule and Discussions

Distribute Draft Project Budgets to Board Members

- Curbside Recycling

November 1, 2025

- Drop Off – Peninsula

- Tire Disposal – Peninsula
- Landfill Monitoring
- Computer Recycling
- Compost Facility
- Transfer System
- Convenience Centers
- Landfill Disposal
- Household Chemical Collection
- Administrative Services

TSOC Meeting Budget Review and Discussion

- Landfill Monitoring
- Transfer System
- Convenience Centers
- Landfill Disposal
- Household Chemical Collection – Middle Peninsula

November 20, 2025

- 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

- Curbside Recycling
- Household Chemical Collection – Peninsula

November 19, 2025

- Computer Recycling
- Compost Facility
- Administrative Services

Distribute Draft Budget in Board Meeting Package

November 28, 2025

Budget Approval at Board Meeting

December 5, 2025

No action was required.

9. OLD BUSINESS

No old business was discussed.

10. NEW BUSINESS

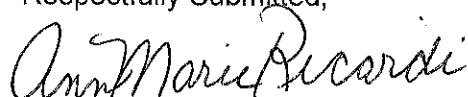
No new business was discussed.

Mike Walled moved to recess the meeting until 1 p.m. on Monday, October 6, 2025. Laurie Halperin seconded, the motion passed unanimously, and Ramona Wilson recessed the meeting.

11. NEXT REGULAR SCHEDULED MEETING DATE

VPPSA Field Office and Maintenance Facility
480 Clancie Road, Shacklefords, VA 23156
December 5, 2025 – 9:00 a.m.

Respectfully Submitted,



AnnMarie Ricardi
Secretary/Treasurer