

**Board Meeting Minutes
Virginia Peninsulas Public Service Authority
VPPSA Field Office
480 Clancie Road Shacklefords, VA
February 6, 2026
9:00 a.m.**

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Vivian Seay	King & Queen County
Ramona Wilson	Mathews County
AnnMarie Ricardi	Middlesex County
Randy Wheeler	City of Poquoson
Brian Fuller	York County
Jack Reed	City of Williamsburg

ABSENT:

Grace Boone	James City County
Clarence Monday	King William County

OTHERS IN ATTENDANCE:

John Magruder	Essex County
Carolyn Billups	King & Queen County
Patrick Beattie	Mathews County
Laurie Halperin	York County
Vernon Geddy III	Geddy, Harris, Franck & Hickman
Karen Plumley	VPPSA
Jennifer Wheeler	VPPSA

Ramon Wilson called the meeting to order at 9:07 a.m.

Minutes approved with amendment of Ramon to Ramona

1. PUBLIC COMMENT

No public comment was made.

2. MINUTES

AnnMarie Ricardi moved that the minutes of the October 3, 2025 regular meeting and the special meetings of October 6, 2025 and October 14, 2025 be approved. Jason Mitchell seconded and the motion passed unanimously.

3. PROJECT REPORTS

Compost Facility

- FY 26 incoming quantities are at 9,836 tons. Hampton delivered 2,572 tons, York delivered 4,169 tons, Poquoson delivered 663 tons, commercial delivered 1,840 tons and non-account customers brought in 593 tons.
- Current compost sales for FY 26 are 1,313 cubic yards, generating \$33,133 in sales. Soil Blend sales are at 969 cubic yards yielding \$26,554 in revenue. Mulch sales are at 7,840 cubic yards with sales of \$68,401. Total material sales to date are \$128,088. In addition, the compost facility has current revenue of \$70,935 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 the site plan and permits for the modular building are now approved by York County and estimates are being secured for the foundation.
- DEQ recently completed their semi-annual inspection at the facility and no deficiencies were found. Jennifer Wheeler will be submitting the SWIA report in March to DEQ.

Transfer System

- FY 26 current systemwide waste quantity totals are 14,831 tons. Essex County delivered 4,010 tons, King and Queen County delivered 1,213 tons, King William County delivered 4,207 tons, Mathews County delivered 2,399 tons, and Middlesex County delivered 3,002 tons.
- FY 26 total costs for disposal and fees are currently at \$378,361.
- Jennifer Wheeler addressed the need for an additional driver position in FY 27 due to increased hauls and excessive overtime.
- Jennifer Wheeler provided updates on proposed landfill extensions and recyclables processing options.

Household Chemical Collection

- HHCC events are completed for calendar year 2025 and will resume in calendar year 2026 in JCC on February 14, 2026. Reports for calendar year 2025 are included.

Curbside Recycling

- Curbside Recycling Services started for Williamsburg and Poquoson on the new VPPSA contract with Republic Services, future reporting will show tonnages.

Drop-Off Recycling

- System wide there have been a total of 125 paper pulls, and 179 mixed container pulls for FY 26.

For FY 26 483,700 pounds of paper and 488,560 pounds of mixed containers have been hauled from the participating communities.

4. RFP FOR RECYCLABLE MATERIALS PROCESSING (CONVENIENCE CENTERS)

VPPSA currently has a contract with TFC Recycling for recyclable materials processing from convenience centers. The contract term runs until June 30, 2026, but does allow for a two-year extension. The current cost for recyclable materials processing is \$56 per ton delivered to the TFC facility in Chester, VA.

Although there is a two-year extension left on the contract, Jennifer stated that she feels it would be advantageous to put out RFP to see competitive prices and options for the future. VPPSA will also reach out to the current contract vendor to notify them of the RFP.

Jennifer also suggested including a broader range of materials for processing services and providing categories for baled and loose materials in the RFP to give the Authority more flexibility in programming.

VPPSA Board members requested that the draft copy of the RFP be circulated internally for comment before being released in late February. Jennifer agreed to send out the draft copy for any potential edits before posting and said that she would provide an update on responses at the next VPPSA Board meeting.

5. EXTENSIONS FOR LANDFILL DISPOSAL

VPPSA currently has agreements with Waste Management and Republic Services for landfill disposal in the Middle Peninsula. The original agreement terms ran from July 1, 2024, through June 30, 2026. Both agreements allow for a two-year extension from July 1, 2026, through June 30, 2028.

Waste Management and Republic Services were contacted about agreeable extension terms, and both companies agree to extend services through June 30, 2028. Both agreements will see minor increases with Waste Management's current rate changing from \$28 to \$29.48. Republic's current pricing of \$26.25 will go to \$28.09 and sludge pricing will go from \$65 to \$69.55.

VPPSA recommends that both extensions be approved to extend services through June 30, 2028.

AnnMarie Ricardi moved to have the Executive Director execute extensions with Waste Management and BFI (Republic Services) for landfill disposal services through June 30, 2028. Jack Reed seconded and the motion passed unanimously.

6. MAINTENANCE VEHICLE REPLACEMENT

VPPSA is requesting funds for replacement of the main maintenance vehicle that comes equipped with plowing attachments, towing capabilities, and a tool-box bed. This vehicle is critical to our on-call maintenance team in repairing equipment offsite and at the compost facility. Currently our Maintenance Supervisor is acquiring several estimates for different styles from dealerships.

Jennifer stated that VPPSA will be acquiring \$33,000 from the salvage of the old maintenance vehicle from VRSA that will help offset the cost of the new equipment. Jennifer stated that a maximum amount of \$96,000 would cover the cost of the new maintenance vehicle that comes equipped with all necessary attachments for VPPSA operations. She mentioned that there is currently \$499,949 in the Convenience Center Equipment Replacement Fund.

AnnMarie Ricardi moved for approval of the use of up to \$96,000 from the Convenience Center Equipment Replacement Fund for the purchase of a new or used F350 or similar vehicle with

plowing and towing capabilities and tool-box truck bed. Jack Reed seconded and the motion passed unanimously.

7. COMPENSATION STUDY

Jennifer Wheeler presented the findings from the compensation study. The entire compensation study presentation was distributed to VPPSA Board members by email prior to the meeting. Jennifer highlighted the new career ladders that would be created to help internally advance staff in VPPSA. She also highlighted that the compensation study should help with hiring and retaining appropriate staffing levels, which would also decrease overtime costs.

The compensation study compared pay ranges of similar job roles in neighboring jurisdictions and other Virginia solid waste authorities to current pay ranges in VPPSA. Jennifer suggested using an adjusted average of the results for new pay ranges in VPPSA as well as looking at years of seniority with the organization to determine where each employee should be placed in the new pay ranges to address compression issues for FY 27. Jennifer stated that if approved, the compensation study results would be implemented for all employees on July 1, 2026.

Jason Mitchell moved for the Board to approve the compensation study results and the new pay grades for VPPSA positions beginning July 1, 2026. Randy Wheeler seconded and the motion passed unanimously.

8. FY 27 BUDGET

Jennifer Wheeler presented the requested FY 27 budget with and without the compensation study figures included for discussion. FY 27 draft budget books were also distributed to VPPSA Board members by email prior to the meeting.

Jennifer discussed major differences between the FY 26 current budget and FY 27 requested budgets including the increase in contracted costs for landfill disposal, curbside recycling, and special events. Jennifer also highlighted the difference in the requests between the FY 27 budget with figures included for the compensation study results and the FY 27 budget without the compensation study result implementation. AnnMarie asked if it would be possible to implement the compensation study with the FY 27 budget request that did not include the financials for the compensation study. Jennifer replied that it would be a tight budget, but that she could work to potentially find further cost savings for it to work. She also mentioned that rates had not come back for insurance and health care costs yet and that those line items may provide assistance to funding should rates come back favorable to VPPSA. She also indicated that responses from the recyclables processing RFP may provide cost savings as well.

AnnMarie Ricardi moved to approve the FY 27 budget, with the compensation study results and new pay ranges but without the compensation study figures. Randy Wheeler seconded and the motion passed unanimously.

9. CLOSED SESSION

Ramona Wilson moved that the Board of Directors of the Virginia Peninsulas Public Service Authority enter into a closed session for (i) discussion of performance of the VPPSA Executive

Director and (ii) consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel for VPPSA contracts. This closed meeting is being held in accordance with Section 2.2-3711 (A) (1) and 2.2-3711 (A) (8) of the Virginia Code. Randy Wheeler seconded and the motion passed unanimously.

After closed session, Ramona Wilson moved 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) (1) discussion of performance of specific public officers, appointees, or employees of any public body and 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>	<u>Yay</u>	<u>Nay</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		

AnnMarie Ricardi moved to approve Randy Wheeler, Brian Fuller, and Vivian Seay to serve as the Executive Director evaluation team. Brian Fuller seconded and the motion passed unanimously.

10. 2026 SCHEDULES

VPPSA distributed the following calendars for 2026:

- TSOC
- CFOC
- Board Meetings
- HHC Events
- Holiday Schedules / Closures

VPPSA has kept the same rotating schedule of oversight meetings and board meetings as prior years. Household chemical collection events will follow the same prior schedule, with the exception that York County has elected to only host events in March, May, September, and November of 2026 and has decided to suspend the event in July of 2026.

VPPSA would once again like to host an Employee Appreciation Day for staff as the last event was widely attended and enjoyed by staff. VPPSA plans to host this on Thursday June 11, 2026, as Thursday is the day of the week that would have the smallest impact on site closures. VPPSA would also like to plan for an all-staff training day on Columbus Day, October 12, 2026. Site closures will allow VPPSA supervisors to conduct annual refreshers on job duties and to allow the opportunity for staff to be trained in new skills such as fire extinguisher training and other safety topics. VPPSA has selected this day for closure as many other locations close for this holiday observance while VPPSA sites have remained open.

Brian Fuller moved to approve all schedules and holidays/closures as presented. Randy Wheeler seconded and the motion passed unanimously.

11. POTENTIAL NEW VPPSA MEMBERS

In order to provide maximum cost savings to current VPPSA members, VPPSA has been exploring option of the inclusion of new VPPSA members who have similar service needs.

Jennifer Wheeler recently met with Northumberland County on the possibility of assisting with their convenience centers on the Norther Neck. Richmond County has also expressed interest in setting up a similar meeting in the future. Adding additional communities with transfer stations and convenience centers could lower overall costs to Transfer Station and Convenience Center program participants and assist with moving forward the hub and spoke model for future sustainability.

Ms. Wheeler also met with the City of Newport News to explore how collaborations with both compost facilities could provide maximum benefits to both organizations.

Ms. Wheeler will continue to explore these opportunities and would like to open the floor to discussion on how new members could be included in VPPSA.

No Board action was required.

12. OLD BUSINESS

No old business.

13. NEW BUSINESS

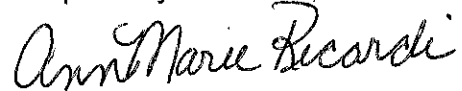
Discussion was had per the request of James City County for the county to be able to take leaves to the compost facility for free. The members responsible for the compost facility user fees were not in favor of the request.

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

14. NEXT MEETING DATE

Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, Virginia 23185
9:00 a.m.
April 3, 2026

Respectfully Submitted,

A handwritten signature in black ink that reads "AnnMarie Ricardi". The signature is written in a cursive style with a large, prominent initial "A".

AnnMarie Ricardi
Secretary/Treasurer