

Board Meeting Minutes
Virginia Peninsulas Public Service Authority
City of Williamsburg Conference Room
401 Lafayette Street
Williamsburg, Virginia 23185

IN ATTENDANCE:

Jason Mitchell	City of Hampton
Bob Dittman	James City County
Vivian Seay	King & Queen County
Ramona Wilson	Mathews County
Randy Wheeler	City of Poquoson
Jack Reed	City of Williamsburg
Brian Fuller	York County

OTHERS IN ATTENDANCE:

Vernon Geddy III	Geddy, Harris, Franks & Hickman
Bill Porter	VPPSA
Libby Gooden	Berkley Group
Jenelle Richards	Berkley Group

Roma Wilson called the meeting to order at 10:00 a.m.

1. PUBLIC COMMENT

No public comment was made.

2. Executive Director Search: Berkley Group Presentation

Ms. Wilson introduced Ms. Libby Gooden and Ms. Jenelle Richards of the Berkley Group.

Ms. Gooden explained the services offered by the Berkley Group. She explained the purpose of the meeting was to kick off the recruitment process for the VPPSA Executive Director. Ms. Gooden set forth a draft timeline:

- The recruitment package would go out on July 10, 2026

- First review of candidate pool August 10, 2026
- VPPSA Board meeting to identify candidates to be interviewed September 14, 2026
- Choose the top candidate and negotiate the employment agreement September 23, 2026

Ms. Gooden explained that these are target dates and the Board can change them at any time in the recruitment process.

Ms. Gooden explained that she would go through Ms. Wilson, as Chair, on all communications and that she would ensure that all Board members would have all information on the recruitment process and the applicants. If she received a question from a Board member, she would answer the question and copy all Board members on the answer.

Ms. Gooden called attention to the draft Recruitment Profile and requested the Board to give them feedback. She requested that the Board pay particular attention to the personal traits and desired characteristics to ensure that the Board's expectations are met.

After discussion the Board set the salary range for the recruitment process between 120,000 to 160,000.

In addition to the Qualifications, Education, and Experience listed in the draft profile, Board members pointed out the importance of:

- Contract negotiations and monitoring
- Having fleet management experience
- Being a quick learner

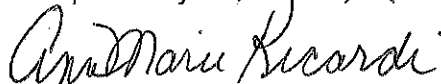
The Board also discussed the need for the new Executive Director to be proactive in getting ahead of problems and going directly to Board members when necessary.

Ms. Gooden thanked the Board for all their thoughts and comments. She and Ms. Richards would go back and make the suggested changes to the VPPSA Profile and send the revised Profile to Ms. Wilson for distribution to Board members.

Based on discussion by the Board and the Berkley Group, it was agreed that Ms. Gooden would send a progress report to the Board for their August 7, 2026, regular Board meeting.

There being no further discussion the Board adjourned at 11:40 a.m. on the motion of Jack Reed seconded by Randy Wheeler.

Respectfully Submitted,



AnnMarie Ricardi
Secretary/Treasurer