

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**February 5, 2016
10:00 a.m.
2nd Floor Conference Room
Williamsburg Municipal Building
Williamsburg, Virginia 23185**

IN ATTENDANCE:

Tom Jones	City of Poquoson
Chip McDonough	City of Hampton
Dan Clayton	City of Williamsburg
Reese Peck	Essex County
John Horne	James City County
Mindy Conner	Mathews County

ABSENT:

Thomas Swartzwelder	King & Queen County
Ken Griffin	King William County
Mathew L. Walker	Middlesex County
Brian Woodward	York County

OTHERS IN ATTENDANCE:

Vernon Geddy III	Geddy, Harris, Franck & Hickman
Stephen Geissler	VPPSA
David Magnant	VPPSA
Lisa Polidori	VPPSA
Laurie Halperin	York County

Mindy Conner called the meeting to order.

1. PUBLIC COMMENT

There was no public comment.

2. MINUTES

Chip McDonough moved that the minutes of the December 4, 2016 meeting be approved. Dan Clayton seconded and the motion passed unanimously.

3. PROJECT REPORTS

Compost Facility

Attention was called to the minutes of the November 13 meeting of the Compost Facility Oversight Committee. David Magnant reported that:

- Some of the old compost equipment has now been sold- the skid steer, a loader, and a conveyer- and prices received have exceeded expectations.
- The major repairs to the old Diamond Z tub have been completed; but work is still in progress on the grapple.
- Plans are being made to hire a consultant to complete the evaluation of the storm water control system. The outlet structure has rotted in places and so is not working properly.
- Another consultant will complete an evaluation of the site pavement; the last time it was paved was twenty-two years ago and there are a number of subgrade issues that need to be addressed.
- The S250 skid steer is scheduled to be replaced.

John Horne asked if the sales volume at the Compost Facility had been steadily going down. Mr. Magnant said that in FY 15 sales were down significantly, and that so far in FY 16 sales were about the same or slightly better in comparison. David Magnant and the facility supervisor, Donnie Bonivich, are spending more time working on sales. Peninsula Hardwood Mulch is going to be purchasing large quantities of mulch, and staff will try to persuade the company to purchase compost too. Currently, Peninsula Hardwood Mulch is buying compost at very low prices from Newport News, but the quality isn't nearly as good as the compost produced at VPPSA's facility.

Transfer System

Attention was called to the minutes of the November 18 meeting of the Middle Peninsula Transfer System Oversight Committee. David Magnant reported that:

- Waste quantities are up slightly in all five counties, and is likely related to the economy. Any increase is still covered within the current disposal budget.
- Staff is in the process of selling vehicles and equipment such as pickup trucks, roll off trucks and containers. Prices received so far are better than anticipated.

Vehicle Maintenance Building

Staff will present plans to two local steel building contractors, one in Mathews and one in Middlesex, and get cost estimates which will be presented at the next meeting. Along with cost estimates for construction, staff will also obtain estimates on equipment that will be needed for the facility, such as a truck lift. This information will be presented at the March oversight committee meeting. At the last meeting, both King & Queen and Middlesex expressed an interest in having VPPSA provide the maintenance for school

buses and county vehicles. The actual location of the building has still not been determined, but sites are available in both King & Queen County and Middlesex County.

Household Chemical Collection

The first Household Chemical Collection will be in James City on February 13.

Computer and Electronics Recycling

The first Household Chemical Collection will be in James City on February 13. Staff has noted the changes in accepted items in the brochure, newspaper ads, and has also prepared a flyer to hand out at the event. At the first event in each location, residents will be informed of the changes to the program, but most items will still be accepted as usual. It is expected that by the second or possibly third event the program changes will be fully implemented and only the items designated by Versability as “no charge” will be accepted. There should be sufficient funds available to cover any extra costs until all of the changes have been incorporated.

Curbside Recycling

Steve Geissler directed the Board’s attention to page 8 in the project reports. Mr. Geissler noted that since the beginning of FY 16, communities are no longer billed ahead based on budgeted amounts, but are now billed actual costs based on the monthly invoice received from the contractor, County Waste. Mr. Geissler pointed out that James City and York are expected to end the year several thousand dollars under budget, while Poquoson and Williamsburg will likely be over budget by between \$1,000 and \$3,000.

Mr. Geissler also said that there were funds remaining in deferred revenue at this time. James City County has \$4000.00, Williamsburg has \$48,000, York has \$95,000 and Poquoson has \$57,000. Mr. Geissler will contact communities individually before the next meeting to see how each would like to proceed in regards to these funds.

4. DISTRIBUTION OF FUNDS HELD FOR PARTICIPATING COMMUNITIES

Steve Geissler said that the Statement of Net Position included in the Financial Statements for FY 15 presented to and adopted by the Board at the December 4, 2015, meeting included an item identified as “Funds held for participating members” as a liability in the amount of \$53,393. These fund are from interest earned from reserve funds maintained during the 20 year payback period for bonds issued in 1993.

Due to delays in information provided by the trustee, the final bond payments did not draw the balances down to zero as planned. The audited balance sheet shows funds remaining in the account as follows:

Essex	\$2,497.22
King William	\$1,701.28
Mathews	\$2,030.58
Middlesex	\$79.04
York	\$748.01
Compost Facility	<u>\$46,337.26</u>
	\$53,393.28

Since these funds are no longer needed, they can be returned directly to the Counties.

At the Oversight Committee meeting on January 21, 2016, it was recommended that the available funds for the Compost Facility be used to contract with a consultant to perform an evaluation of the stormwater system, make recommendations and prepare documents for repairs to the outlet structure and any other necessary construction. Any remaining funds would be used for construction activities.

John Horne moved that:

- the distribution of the funds to the County of Essex, King William, Mathews, Middlesex and York be approved as noted.
- \$46,337,26 be appropriated to the Compost Facility operating project and revise the FY 16 budget to reflect the transfer of funds, increasing the Consultants line item by the same amount.

Reese Peck seconded and the motion was passed unanimously.

5. OFFICE SPACE LEASE

Steve Geissler reviewed the background information for the lease for the administrative office at 475 McLaws Circle in Busch Corporate Center in James City County, which was originally signed in November 2004.

After several one year renewals, the current lease will be expiring June 30, 2016, and requires that notice be given by April 1, 2016 in order to terminate the lease. Based on a review of available office space in the greater Williamsburg area, and after visiting several potential office spaces, it was found that the typical low end of rates for office space is \$12.00 to \$12.50 per SF, with the tenant paying utilities and janitorial services.

After providing summary information on the above to all Board Members, a meeting was held with the current landlord who agreed to a significant reduction from the current lease payment which essentially matches the best rental rate that had been found for suitable office space. Mr. Geissler recommended renewing the lease at the current location since it would avoid the lost production and additional expense of moving. Due to the significant decrease in rent, the current landlord is asking for a seven year lease. Since the office has met VPPSA's needs for the last 10 years and should be able to meet the needs of the administrative office for the foreseeable future, Tom Jones moved that the lease be approved and executed pending any changes or revisions by legal counsel. Chip McDonough seconded and the motion was passed unanimously.

6. EXECUTIVE DIRECTOR'S REPORT

Steve Geissler reported the following:

- Mr. Geissler gave a presentation at a training session in Charlottesville, Virginia on Public Entity Contracting for Debris Management. Representatives from FEMA were in attendance. Mr. Geissler confirmed that the Authority is prepared for any big storm.

- Mr. Geissler attended the US Compost Council in Jacksonville, Florida. The most interesting session was on mulch fires, and the point was made that as soon as the Fire Department arrives on the scene, the facility has officially lost control of the site. Typically the fire department will try to put out the fire with water, but the best response to a mulch fire is to separate, spread, and smother. So less water, instead of more, is actually better. Mr. Geissler suggested that staff develop a fire plan and get together with the local (York) Fire Department, and talk about the best way to handle this type of fire. Mr. Geissler also noted that the best way to prevent a mulch fire was to limit the height of a mulch pile, and to not compress it in any way. It was also recommended that all staff know the difference between steam (which is a normal occurrence) vs smoke.

The meeting was adjourned.

NEXT MEETING DATE

February 5, 2016
10:00 a.m.
2nd Floor Conference Room
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Williamsburg, Virginia 23185

Respectfully Submitted,

Matthew L. Walker
Secretary / Treasurer