

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Cooks Corner County Complex
2911 General Puller Highway
Saluda, VA 23149
10:00 a.m.
June 5, 2015**

IN ATTENDANCE:

| | |
|-------------------|----------------------|
| Reese Peck | Essex County |
| Tom Jones | City of Poquoson |
| Chip McDonough | City of Hampton |
| Ken Griffin | King William County |
| Mathew L. Walker | Middlesex County |
| Dan Clayton | City of Williamsburg |
| John Horne | James City County |
| Tom Swartzwelder | King & Queen County |
| Brian K. Woodward | York County |

ABSENT:

| | |
|--------------|----------------|
| Mindy Conner | Mathews County |
|--------------|----------------|

OTHERS IN ATTENDANCE:

| | |
|------------------|---------------------------------|
| Vernon Geddy III | Geddy, Harris, Franck & Hickman |
| Stephen Geissler | VPPSA |
| David Magnant | VPPSA |
| Lisa Polidori | VPPSA |
| Tracy Hofmeyer | VPPSA |

1. PUBLIC COMMENT

Dan Clayton welcomed Ken Griffin, the new County Administrator for King William County.

2. MINUTES

Chip McDonough moved that the minutes of the April 3, 2015 meeting be approved. John Horne seconded and the motion passed unanimously.

3. PROJECT REPORTS

Compost Facility

Attention was called to the minutes of the May 20, 2015 meeting of the Compost Facility Oversight Committee. David Magnant reported that:

- Quantities of incoming materials are down; the facility has received about 3000 tons less than last year.
- Sales revenues are at \$325,000, about \$200,000 under goal. Sales were definitely affected by the unusual amount of inclement weather over the winter. Also, Newport News was selling their compost at the unbeatable price of only \$4.00 per yard (depending on quantity) in order to clear material from their site. For these reasons, it's very unlikely that this year's sales goal will be met.
- Staff is reviewing bids for a new skid steer and is looking for the best available option to purchase.

Transfer System

Attention was called to the minutes of the May 8, 2015 meeting of the Middle Peninsula Transfer System Oversight Committee. David Magnant reported that:

- There will be a Tire Amnesty in Essex County on June 6 and 7 at the old Tappahannock Airport which is now closed. There are currently over 50 people who have called ahead to register to bring approximately 600 tires. There will be two open tops plus staff from both VPPSA and Essex County. It is anticipated that each open top will be able to hold around 300-400 tires, depending on the type of tire and how tightly they are packed.
- Waste quantities are down slightly from last year.

Drop Off Recycling

Prices for corrugated cardboard and paper remain flat. Mixed paper is currently at \$92 per ton, and cardboard is at \$140 per ton; these prices have remained fairly consistent for the last six months or so. David Magnant said that if prices are going to pick up, it should be evident fairly soon. Metal prices have stayed steady at approximately \$100 per ton.

Household Chemical Collection

The number of vehicles participating is down slightly, with one month left in the fiscal year. Last year there were approximately 4700 cars as compared to 3900 so far this year. Vehicles attending James City County events may be down due at least in part to the fact that electronics are now accepted year round at the Jolly Pond Convenience Center.

Steve Geissler told the Board that James City County has requested that their invoicing for 4th quarter for Household Chemical Collections be reduced, and after discussion with

John Horne and Jim Hill, arrangements have been made. James City County will not receive an invoice for the 4th quarter for household chemical collections disposal, which will likely leave them with a negative balance. To resolve this issue, a memo has been issued to John Horne requesting approval to transfer \$5000 from the James City County share of the household chemical operations project fund balance to the household chemical disposal project for James City County.

Tom Swartzwelder moved that the above arrangement be approved; Reese Peck seconded and the motion was passed unanimously.

Computer and Electronics Recycling

As noted above, the number of vehicles participating is down slightly. A contributing factor in James City County may be due at least in part to the fact that electronics are now accepted year round at the Jolly Pond Convenience Center

Curbside Recycling

County Waste continues to do a good job. Mike Sheehan has been very responsive, and always manages to accommodate special requests- such as working with a community that is having its streets paved, for example. Weights are still slightly lower, but as Mr. Magnant noted, most plastic containers have become thinner and more lightweight in recent years. It was originally anticipated that once that large carts were provided weights would go up, but this hasn't happened. But it has been discovered that this is similar to what has happened all over the country- volume has remained steady while actual weights are less.

Steve Geissler referred to a handout titled Curbside Recycling Calculation of Unit Rates for FY 16, and said that the agreement with County Waste allows them to request an increase based on a very specific index that is included in the contract. County Waste did request an increase for FY 16, and asked that Mr. Geissler do the calculations. The calculations have been completed and sent to County Waste. Based on specific index values from April of 2014 and April of 2015, each community's rate will be increased by 1.0376%, which is less than the 2% that was included in the budget. The handout shows the calculations of the new rate for each community, along with the increase for front load and private lane collections where applicable.

Mr. Geissler also noted that since the beginning of the Curbside Recycling program, VPPSA has invoiced the participating communities quarterly in advance. At this time, James City County has requested that invoices be sent out monthly, in arrears. The new process will be as follows: Tracy Hofmeyer will receive the invoice from County Waste by the 10th of the following month, and will process it over the next 4-5 days. She will then send the monthly amount to each coordinator for approval. Once approved, VPPSA will pay County Waste for that particular month and invoice the communities.

Vernon Geddy said that since this change will be effective beginning July 1, the revised amendment should be presented no later than the August meeting so that each community can get it signed by the appropriate person.

John Horne moved that the executive director make the necessary arrangements to change to monthly billing in arrears, and to prepare the amended service agreements which will be approved by the participating communities. Steve Geissler said that he will

get the amended service agreements out to the participating communities as soon as possible.

Brian Woodward seconded and the motion was passed unanimously.

4. REGIONAL RECYCLING RATE REPORT FOR CY 2014

Steve Geissler reported that every year, VPPSA compiles recycling and waste generation figures from all ten member cities and counties and submits the Recycling Rate Report to the Department of Environmental Quality (DEQ) on behalf of the member cities and counties. The most recent report, for calendar year 2014, reported that 27.7% of the waste in the VPPSA region was recycled. This exceeds the state mandated rate of 25%.

The reported rate for calendar year 2013 was 29%.

Steve Geissler told the Board it seems that less businesses are reporting, which results in lower numbers- but since there is nothing to require their participation there is not much that can be done. The General Assembly has not really encouraged recycling, and some of the rural counties aren't even required to report.

The Solid Waste Planning and Recycling Regulations (9VAC 20-130) make the "solid waste planning unit" responsible for reporting the recycling rate for the entire unit. The first Solid Waste Management Plan for the VPPSA service area, submitted in 1991, identified all ten member cities and counties as the solid waste planning unit. One Recycling Rate Report is prepared by VPPSA and submitted to DEQ on behalf of all members. DEQ, therefore, does not acknowledge recycling rates for the individual members of VPPSA. As always, VPPSA projects are large contributors to the weight of the recycling materials.

John Horne asked about the beech wood chips and spent grain that used to be reported by the Anheuser Busch brewery in previous years, but Tracy Hofmeyer said that they are no longer eligible for inclusion because they are considered industrial by-products. This has caused quite a reduction in the recycling rate as well.

Mr. Geissler thanked Tracy Hofmeyer for her work in compiling the report.

5. LEGAL SERVICE FY 16

Steve Geissler told the Board that the law firm of Geddy, Harris, Franck & Hickman has provided general legal services to the Authority since origination of the organization and submitted a letter proposing to continue providing legal services for FY 16.

The proposed fee is the same fee as for FY 15.

John Horne moved that the proposal from Geddy, Harris, Franck & Hickman be approved, Brian Woodward seconded and the motion was passed unanimously.

6. SALARY ADJUSTMENTS

Steve Geissler reviewed a summary of salary adjustments for FY16 for all member cities and counties. The budget approved by the VPPSA Board at the December 2014 meeting included an allowance for a salary adjustment of 2.5% for all employees.

At the April 2015 meeting, the VPPSA Board approved health insurance premiums which included an 11.25% and 8.75% increase in the employee contribution for Key Advantage with Expanded Benefits and Key Advantage 500, respectively.

Steve Geissler asked the Board to approve the following:

- A 2% salary increase for all eligible employees
- A 2% salary increase for all salary ranges
- An adjustment to the salary ranges (as per the following chart) for the 4 lowest paid positions to create a new minimum salary rate that will affect about two thirds of the convenience and transfer station attendants.

| | Current Salary Range | Salary Range – FY 16 |
|---------------------------------|-----------------------------|-----------------------------|
| | (\$ per hour) | (\$ per hour) |
| Compost Facility | | |
| Equipment Operator I | \$10.17 - \$16.78 | \$10.75 - \$17.74 |
| Customer Service Representative | \$9.86 - \$16.27 | \$10.50 - \$17.33 |
| | | |
| Transfer System | | |
| Transfer Station Attendant | \$8.64 - \$14.26 | \$10.00 - \$16.50 |
| | | |
| Convenience Centers | | |
| Convenience Center Attendant | \$7.67 - \$12.58 | \$8.75 - \$14.44 |
| | | |

Chip McDonough moved that all of said items be approved. Brian Woodward seconded and the motion was passed unanimously.

7. EXECUTIVE DIRECTORS REPORT

Steve Geissler said that agreements for debris collection give the contractors the right to adjust their fee schedules, so a request was sent out asking if the schedules would be changed or remain the same. All four companies – Ceres, Ashbritt, Crowder Gulf and Phillips and Jordan- said that the fee schedules would remain the same for FY 16 as they were in FY 15. John Horne requested that copies of all fee schedules be provided to ensure that the communities had the most up to date information.

8. NEW BUSINESS

Tom Swartzwelder requested a withdrawal of \$80,000 from King & Queen County share of the Transfer System and Convenience Center Project Fund Balances.

Reese Peck also requested a withdrawal of \$100,000 from Essex County share of the Transfer System and Convenience Center Project Fund Balances.

Tom Jones moved that the requests from both counties be approved; Matt Walker seconded and the motion was passed unanimously.

The meeting was adjourned.

10: NEXT MEETING DATE

**Williamsburg Municipal Building
2nd Floor City Manager's Office
401 Lafayette St
Williamsburg, VA 23185
10:00 a.m.
August 7, 2015**

Respectfully Submitted,

John Horne
Secretary/Treasurer