

**MINUTES  
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Cooks Corner County Complex  
2911 General Puller Highway  
Saluda, Virginia  
December 7, 2018  
9:00 a.m.**

**IN ATTENDANCE:**

Brian Woodward	York County
Tom Jones	City of Poquoson
Dutch Beukenkamp	Middlesex County
Pete Mansfield (alternate)	Middlesex County
Jason Mitchell	City of Hampton
Dan Clayton	City of Williamsburg
Bobbie Tassinari	King William County
Mindy Conner	Mathews County
Grace Boone	James City County
Bud Smith	Essex County

**ABSENT:**

Tom Swartzwelder	King & Queen County
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**OTHERS IN ATTENDANCE:**

Vernon Geddy III	Geddy, Harris, Franck & Hickman
Stephen Geissler	VPPSA
David Magnant	VPPSA
Karen Plumley	VPPSA
Andy Buttenbusch	VPPSA

**1. PUBLIC COMMENT**

No public comment was made.

**2. MINUTES**

Grace Boone moved that the minutes of the October 5, 2018 meeting be approved. Bud Smith seconded and the motion passed unanimously.

### **3. FY19 PROPERTY AND CASUALTY INSURANCE**

Steve Geissler presented the property and casualty insurance coverage summary for FY19 as John Newby of Commercial Risk Consultants was out of the country and unavailable to attend the meeting. Mr. Geissler stated that VPPSA retains Mr. Newby to advise the Authority on all coverage with regards to what is needed and which is the best provider. Providers the Authority has used in the past have been VML and VACORP, with Mr. Newby recommending that the authority remain with VACORP for both property and casualty insurance after the results of an RFP issued a few years ago. In light of Mr. Newby's absence, Mr. Geissler offered to entertain any questions but stated that all the information was provided in the Board package for the members to review and would be willing to forward any detailed questions to Mr. Newby.

Jason Mitchell asked for questions. Mindy Conner said that the cyber security portion of the insurance should be reviewed to ensure that there is enough coverage given the growing concern of cyber threats. Steve Geissler will contact John Newby to confirm that the coverage the Authority has is sufficient.

### **4. PROJECT REPORTS**

#### **Compost Facility**

David Magnant stated that staff has been busy grinding brush as a result of increased yard debris due to hurricane Michael. Because of the increased material available, there has been more effort to sell boiler fuel. Work continues on the stormwater management improvements. Mr. Magnant thanked James City County for their assistance in purchasing a fire truck. Mr. Magnant stated that fires are inevitable due to spontaneous combustion of the material. James City County had a fire truck that was to be removed from their fleet and Grace Boone assisted Mr. Magnant in acquiring the truck for the Compost Facility. York County provided training to staff on fire truck operations.

#### **Transfer System**

Annual safety meetings were held with all Middle Peninsula staff over a two day period the prior week which included safety training.

Progress is being made with the Maintenance Building. The King and Queen Board of Supervisors approved the site plan. The DEQ stormwater approval is pending the purchase of the agreed upon nutrient credits. An IFB will be issued sometime in December or January. King and Queen County must hold a public hearing before the purchase of the property can be initiated.

#### **Household Chemical Collection and Computer Recycling**

The last event for the calendar year was held in Hampton in November. In 2019 there will be two events held on the Middle Peninsula, one in April and one in August with 16 events to be held on the Peninsula. The number of vehicles remains consistent from year to year. The weights are decreasing, particularly for computer material as technology has become more compact and lighter.

#### **Curbside Recycling**

Volumes have increased approximately 130 tons, or 260,000 pounds, from this same time period as last year. Bud Smith said that people are purchasing more. David Magnant said that the amount of trash generated is indicative of the economy. Steve Geissler said that there is a

direct relationship between the health of the economy and the amount of trash and recycling that is generated, giving example to the recession of 2008 and the significant decrease in waste quantities.

David Magnant stated that the number of acceptable misses per month for Curbside Recycling is 75. During the prior two years (less one month), County Waste has exceeded the number of misses for 12 months and performed better than the acceptable number for 11 months. Most of the misses were front porch collections, substitute drivers, or residents not having their carts at the curb on time on their scheduled pick up day.

David Magnant asked for any questions. There were no questions.

## **5. EXTENSION OF AGREEMENT FOR HOUSEHOLD CHEMICAL COLLECTION SERVICES**

Steve Geissler noted that an agreement with Clean Harbors was executed in December 2014 for a term of two years, with provision for three one year renewals. Two years of renewals have been executed with one year remaining. A letter has been received from Clean Harbors proposing to extend the term of the agreement to February 2020, and includes a price increase of 3.0% which has been allowed for in the FY20 budget.

The recommended action is to authorize the Executive Director to approve the proposed extension of the Agreement for Household Chemical Collection Services with Clean Harbors for an additional year.

Grace Boone moved to accept the recommended action. Dutch Beukenkamp seconded, and the motion was approved unanimously.

## **6. FINAL DESIGN AND CONSTRUCTION DOCUMENTS FOR COMPOST FACILITY BMP**

Improvements to the Compost Facility BMP are required as part of the TMDL Action Plan approved by DEQ. The improvements include dredging of the pond, construction of a forebay dam and replacement of the outlet structure.

Through a competitive procurement process Stantec was selected to provide a number of services related to the stormwater management system at the Compost Facility. The preliminary design has been completed and copies were distributed to the Compost Facility Oversight Committee members at the meeting on November 27, 2018.

The stormwater pond was constructed when the Compost Facility was initially opened nearly 25 years ago. Repairs are needed on the pond and Stantec had been asked to evaluate what those repairs would be. The outlet structure is not performing as it was originally designed. Stantec has completed the initial design which includes replacing the outlet structure and slip-lining the metal pipe with HDPE.

Staff will request Stantec to provide a proposal to continue the work completing the final design and construction documents. The proposal will be provided to the Committee at the meeting on January 16, 2019.

While the FY 19 and FY 20 budgets do not have funds identified for this work, the Compost Facility Fund Balance has sufficient funds for the work that has been identified.

The recommended action is to authorize the Compost Facility Oversight Committee to approve the proposal from Stantec and the use of funds from the Compost Facility Fund Balance and to authorize the Executive Director to execute any proposal documents.

Tom Jones moved to accept the recommended action. Dutch Beukenkamp seconded, and the motion was approved unanimously.

## **7. FY 20 BUDGET**

Steve Geissler distributed draft budgets to Board members for review in November.

The Transfer System Oversight Committee met on November 9, 2018 and reviewed the FY 20 budgets for Administration, the Transfer System, Convenience Centers, Landfill Disposal, Landfill Monitoring, and Middle Peninsula Household Chemical Collections.

The Compost Facility Oversight Committee met on November 27, 2018 and reviewed the FY 20 budget for Administration, Compost Facility, Household Chemical, and Landfill Monitoring.

All committees approved all budget proposals. All comments received during the meetings and communications with Williamsburg and James City County have been incorporated into the enclosed budget proposal.

Steve Geissler reviewed the budget proposal, and noted the following:

- There are no staffing changes, nor changes to services.
- There is a significant increase in health insurance for all projects which is noted in the summary section below.
- Significant reductions in expenses will be realized for several projects for FY 20 compared to the FY 19 budget for Retirement as a result of the reduction in the rate paid to VRS for FY 19 and FY 20.
- Workers Compensation is higher due to higher rates as a result of an increase in claims.
- Landfill Monitoring has seen significant progress towards post closure care monitoring. Mathews County and York County no longer require any monitoring.
- Middle Peninsula Household Chemical Collection regular funding was approved by the board approximately three years ago and the desire is to have a regular budget amount going forward. These events are particularly important in light of the recent fire at the Mathews Transfer Station which occurred due to a resident concealing chemicals with their trash they were disposing of.
- Curbside Recycling current contract expires in June 2019. The budget represents a reduced number of households for James City County as they are uncertain their number of participants due to the fact that the service will no longer be covered 100% by the county. The FY 20 budget does not include the \$14,000 previously budgeted to answer phone calls from James City County residents. Mr. Geissler stated that as numbers adjust for James City County participation, the budget will be amended to represent the correct numbers.

Mr. Geissler called attention to the following summary which was included with the budget presentation:

### **General**

All salary line items include an allowance for a salary adjustment for FY 20 of up to 3%. The actual salary adjustment will be set by the VPPSA Board at the June 2019 meeting.

Significant increases for Health Insurance will be realized for several projects for FY 20 as a result of the following:

- A premium increase of 8% was assumed for FY 19 while the actual increase was 16%.
- At the April 2018 meeting, the Board approved an allocation of premiums for FY 19 with little or no increase for employees. The Key Advantage Plan was replaced with a plan with higher deductibles which helped to decrease costs.
- An increase of 10% has been assumed for health insurance premiums for FY 20.
- Changes in selection of coverage by employees contribute to the anticipated increases

Significant reductions in expenses will be realized for several projects for FY 20 compared to the FY 19 budget for Retirement as a result of the reduction in the rate paid to VRS for FY 19 and FY 20.

Projects administered using contractors include an administrative fee of 5.5%. Projects administered using VPPSA personnel include an administrative fee of 11%. A flat fee of \$400 per county will be used for the Middle Peninsula Household Chemical Collection Project.

### **Curbside Recycling**

The Agreement for Curbside Recycling Services between VPPSA and County Waste expires on June 30, 2019. A Request for Proposals was issued in August 2018. Two proposals were received which are still under evaluation.

The budget for FY 20 is based on the following:

- Estimated house counts for Poquoson, Williamsburg and York County based on actual house counts for FY 18 and 19 and anticipated growth.
- Reduction in house count for James City County as a result of the stated intent of the Board of Supervisors to institute a curbside recycling fee and make participation in the program voluntary
- An estimated per household cost based on the two proposals under consideration
- An amount for additional services – which includes fees for requested services such as extra cart fees, multiple carts at townhomes, front load container services and long lane fees.
- Elimination of the administrative fee of \$14,000 paid by James City County to compensate VPPSA for handling inquiries from James City County residents. It is assumed James City County will handle these inquiries with the implementation of a curbside recycling fee.

### **Household Chemical Collection**

The total project budget for FY 20 represents an increase of \$11,104 or 3.6% over the total project budget for FY 19.

The schedule of collection events is unchanged for FY 20. Collection events will be held in James City every other month from February to October. Collection events will be held in Hampton and York every other month from March to November. One collection event will be held in Poquoson in October for FY 20.

### **Operations Budget**

The proposed operations budget for FY 20 represents an increase of \$2,323 or 3% compared to the operations budget for FY 19.

The low end of the range for Household Chemical Attendants will be increased to \$12.25 per hour. Staffing estimates have been adjusted to reflect actual recent practices.

Payments for Health Insurance will increase significantly for FY 20. This is a result of increases for the Transfer System and Convenience Center projects and an adjustment to the allocation of expenses to the Household Chemical Collection Project.

The Transportation Fee in the amount of \$9,000 will be paid by Household Chemical Collection project to the Transfer System project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires.

### **Disposal Budget**

The proposed disposal budget for FY 20 - which are best estimates based on recent history - represents an increase of \$8,691 or 4% over the disposal budget for FY 19. An allowance has been included for an increase in unit costs.

### **Landfill Monitoring**

The budget figures for landfill monitoring have been compiled by Joyce Engineering based on their understanding of the work that will be required to be completed in FY 20.

A summary of the status of all sites remaining in post closure monitoring is attached.

### **Computer Recycling**

Computer Recycling events have been held in conjunction with the Household Chemical Collection events since the start-up of the service.

Since FY 18, the computers and peripherals have been collected and transported by VPPSA to Computer Recycling of Virginia (CRVA) for recycling. CRVA has accepted the material at no cost.

The budget for FY 20 includes continued collection and transport by VPPSA. The Transportation Fee in the amount of \$8,000 will be paid by Computer Recycling project to the Transfer System project to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires.

### **Compost Facility**

The proposed budget for FY 20 represents an increase of \$17,745 or 1.5%, compared to the budget for FY 19.

Overall, the fees charged to the member communities represent a decrease of \$17,255 or 3% compared to the fees charged for FY 19.

The revenue budget for User Fees has been increased from \$85,000 for FY 19 to \$100,000 for FY 20. The actual revenue for User Fees for FY 18 was \$103,000.

The revenue budget for Material Sales will increase from \$480,000 for FY 19 to \$500,000 for FY 20. The actual Material Sales revenue for FY 18 was \$464,000. A significant increase in the sale of colored mulch is expected for FY 19 and FY 20.

All salary line items include an allowance for a salary adjustment for FY 20 of up to 3%. The actual salary adjustment will be set by the VPPSA Board at the June 2019 meeting.

Staffing remains unchanged for FY 20 and includes the following: 1 Compost Facility Supervisor

2 Operator III

2 Operator II

2 Operator I

1 Customer Service

Representative All positions are full time.

The budget also includes 884 hours for the Middle Peninsula Maintenance Mechanics to provide assistance at the Compost Facility.

Significant increases in expenses for the Compost Facility for FY 20 compared to the FY 19 budget are as follows:

- Workers Comp - unusual incidents over the last several years have resulted in significantly higher medical costs and reserves
- Credit Card Service Fee – based on actual expenses for first full year accepting credit cards for payment
- Credit Card Transaction Fee – based on actual expenses for first full year accepting credit cards for payment
- Insurance – based on recent experience
- Colorant Purchase – based on recent experience and anticipated sales for FY 20

The total monthly fee to the communities for FY 20 will be \$49,523. The total monthly fee will be allocated among the communities based on actual quantities delivered to the facility each month.

### **Middle Peninsula Solid Waste System**

The proposed combined budgets for FY 20 for Transfer System, Convenience Centers and Landfill Disposal for Essex, King and Queen, King William, Mathews and Middlesex represent an increase of \$24,364, or 1%, in the fees paid by the counties compared to the combined budgets for FY 19.

There are no changes proposed to transfer station and convenience center operating hours. There are no proposed staffing changes.

### **Transfer System**

The proposed budget for the Transfer System for FY 20 represents an overall increase of \$40,495 or 2% compared to the budget for FY 19.

The operating schedule for the Transfer Stations will remain unchanged. The proposed staffing for the system remains unchanged and includes the following:

Full Time

- 1 Supervisor – Solid Waste Operations Coordinator
- 10 Attendants
- 8 Drivers
- 2 Maintenance Mechanics
- 2 Dispatchers

WAE

The budget includes funding for 2,870 hours of WAE employees – Convenience Center Attendants. The attendants will provide the following:

- Staffing Transfer Stations when Transfer Station Attendants are working Household Chemical Collection Events
- Working as second attendant at Transfer Stations that require staffing by two attendants
- Staffing Transfer Stations when Transfer Station Attendants are on Annual Leave or Sick leave
- Site maintenance activities such as grass cutting
- Mixed paper collections

Significant reductions in expenses for the Transfer System budget for FY 20 compared to the FY 19 budget are as follows:

- Rent – Maintenance Building – with progress being made toward the development of the maintenance building, it is assumed that the new building will be occupied before December 2019.

Other than Health Insurance, significant increases in expenses for the Transfer System budget for FY 20 compared to the FY 19 budget are as follows:

- Workers Comp – unusual incidents over the last several years have resulted in significantly higher medical costs and reserves
- Electricity – Assuming new office and maintenance building
- Fuel – FY 20 costs are based on FY19 mileage – which has been consistent over the years – and FY 19 costs for diesel fuel
- Recycling - Tires – Limited processing options are available and the nearest processor has significantly increased unit costs.

The basis for allocation of variable costs associated with waste hauling – fuel, vehicle maintenance and tire repair and purchase - is the total number of miles expected to be traveled based on the number of pulls for waste, white goods tires and drop off recyclables and the distance from the site to the disposal facility or recyclables processing location.

Anticipated revenues are as follows:

Transfer System - Line Item Number 43000 - White Goods Revenue

Actual revenue from the sale of scrap metal and white goods for FY 17 and 18 was \$86,000 and \$121,000 respectively. Prices received for the sale of scrap metal and white goods have been stable over the last several years.

Transfer System - Line Item Number 44400 – Hauling Fees

Hauling fees will be charged to HRSD and the Town of Tappahannock for hauling sludge from the treatment plants to the landfills. VPPSA has provided hauling services at three campgrounds in Middlesex County for many years. Hauling fees for drop off recycling in James City County and York County are also credited to this line item. Other miscellaneous hauling revenue, such as hauling tires for York County will also be credited to this line item. Approximately \$54,000 was received in hauling revenue for FY 18.

Transfer System - Line Item Number 44700 – Used Battery Recycling

Actual revenue for used battery recycling was \$2,668 for FY 18. The budget for FY 20 includes \$3,000 as revenue for used battery recycling.

Transfer System - Line Item Number 44750 – Corrugated Cardboard Revenue

All revenue received from the sale of corrugated cardboard collected through the front end collection system and drop off recycling collections will be credited to this line item.

Total revenue for corrugated cardboard recycling through the Middle Peninsula Solid Waste System and drop off collections was more than \$88,000 for FY 18. There is still some uncertainty in the fiber recycling market as a result of actions taken by China to limit or possibly ban imports of recyclables. The revenue budgets for Corrugated Cardboard Recycling for FY 20 has been set at \$75,000.

Transfer System - Line Item Number 44800 – Operating Fee

Payment in the amount of \$2,000 will be made from the Household Chemical Collection Project to cover additional operating costs including telephone, uniforms and safety equipment. Fee also covers cost of repair and maintenance to containers.

Transfer System - Line Item Number 49100 – Mixed Paper Revenue

All revenue received from the sale of mixed paper collected through the mixed paper recycling program and the drop off recycling collections will be credited to this line item.

Total revenue for mixed paper recycled through the Middle Peninsula Solid Waste System and the drop off recycling collections was more than \$25,000 for FY 18. There is still some uncertainty in fiber recycling market as a result of actions taken by China to limit or possibly ban imports of recyclables. The revenue budgets for Mixed Paper Recycling for FY 20 has been set at \$20,000

Transfer System - Line Item Number 49300 – Transportation Fee

Payments in the amount of \$9,000 will be made from the Household Chemical Collection Project and to cover the cost of vehicle operation including fuel, vehicle maintenance and purchase and repair of tires. In addition, the Computer Recycling project will contribute \$8,000 for the use of the roll off vehicles.

### Transfer System - Line Item Number 49500 – Container Rental

A total of \$13,500 was received as revenue for rental of containers for cardboard recycling and waste hauling from campgrounds in Middlesex County. For FY 20, revenue from James City County and York County for rental of drop off recycling containers will be credited to this line item. The budget for FY 20 includes \$18,000 as revenue for container rental.

### Convenience Centers

The proposed budget for the Convenience Centers for FY 20 includes an increase of \$34,951 or 5% compared to budget for the Convenience Centers for FY 19.

There are no proposed changes to the operating hours and staffing levels for FY 20. Operating hours for FY 20. The budget includes the following:

#### Full Time

- 1 Supervisor – Transfer System Supervisor
- 12 Attendants

#### Part Time / WAE

The budget includes funding for 7,700 hours of Part Time and WAE employees. This time will be split between one part time employee and eight WAE employees. These employees, for the most part, serve as attendants at convenience centers throughout the five-county system.

The increase in the FY 20 budget is attributed almost entirely to salary adjustments, health insurance and workers' compensation.

### Landfill Disposal

Budget estimates for landfill disposal reflect anticipated waste quantities based on recent experience.

Disposal rates for FY 19 and FY 20 have been established as a result of a procurement effort completed in February 2018.

The weighted disposal fee for FY 18 was \$22.70 per ton. The budget for FY 20 assumes a weighted disposal fee of \$23.00 per ton.

### Household Chemical Collections – Middle Peninsula

One event has been held in FY 19 – in Middlesex County. It is expected that a second event will be held in King William County for FY 19.

Events in FY 20 will be held in Mathews County and King and Queen County.

Budget figures for FY 20 have been established based on current project balances and anticipated costs for the upcoming events. The goal is for all counties to finish FY 20 with a project balance of approximately \$2,000.

A flat administrative fee of \$400 per county is proposed for FY 20 which is unchanged from FY 19.

## **Administration**

The proposed budget for FY 20 represents an increase of \$33,169 or 4.9% compared to the budget for FY 19.

The proposed staffing remains unchanged and includes the following positions:

### **Full Time**

- Executive Director
- Director of Operations
- Recycling Coordinator / Safety Officer
- Office Manager
- Solid Waste Assistant

### **Part Time**

- Accounting Clerk

The Community Fee will remain unchanged at \$10,750 for FY 20.

Dutch Beukenkamp moved that the FY 20 budget as presented for distribution to member communities be approved. Dan Clayton seconded and the motion was passed unanimously.

## **8. EXECUTIVE DIRECTOR'S REPORT**

Steve Geissler discussed staffing at the Administrative Office. Lisa Polidori has retired and the Office Manager position has been filled by Karen Plumley. Andy Bottenbusch has filled the Accounting Technician position previously held by Mrs. Plumley. Mr. Geissler stated that Mr. Bottenbusch has been a great addition to the staff.

Steve Geissler is serving his last year on the SWANA Board in 2019. SWANA sponsored safety training in November which five VPPSA staff attended. One training session discussed commercial vehicle inspections. This training was conducted by a Virginia State Trooper and addressed what officers look for in such inspections. Also discussed were the fines drivers can incur (upwards of \$2,700) if they are stopped for using a handheld phone while driving. This was very helpful training as Doug Lincoln, VPPSA lead driver, and Cecil Taylor, Transfer System Supervisor, were both present.

## **9. OLD BUSINESS**

No old business.

## **10. NEW BUSINESS**

No new business.

Jason Mitchell asked if there were any additional questions. There were no questions and Mr. Mitchell adjourned the meeting.

**12. NEXT MEETING DATE**

February 1, 2019  
Williamsburg Municipal Building  
3<sup>rd</sup> Floor Conference Room  
401 Lafayette St  
Williamsburg, Virginia

Respectfully Submitted,

Brian Woodward  
Secretary/Treasurer