

**MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Cooks Corner Office Complex
2893 General Puller Highway, Saluda
June 3, 2016**

IN ATTENDANCE:

Reese Peck	Essex County
Chip McDonough	City of Hampton
Ken Griffin	King William County
Dan Clayton	City of Williamsburg
Brian Woodward	York County
Marcia Jones	Middlesex County

ABSENT:

Tom Jones	City of Poquoson
Tom Swartzwelder	King & Queen County
John Horne	James City County
Mindy Conner	Mathews County

OTHERS IN ATTENDANCE:

Vernon Geddy III	Geddy, Harris, Franck & Hickman
Stephen Geissler	VPPSA
David Magnant	VPPSA
Lisa Polidori	VPPSA

1. PUBLIC COMMENT

There was no public comment.

2. MINUTES

Chip McDonough moved that the minutes of the April 1, 2016 meeting be approved. Reese Peck seconded and the motion passed unanimously.

3. SERVICE AWARDS

Steve Geissler recognized the following employees and presented each with a token of appreciation for their service to the Authority.

Curtis Strickland Attendant	5 Years Convenience Centers
William E. "Tic" Taylor Attendant	5 Years Transfer System
James Slaughter Attendant	10 Years Transfer System
Thomas Hudnall Driver	15 Years Transfer System

4. PROJECT REPORTS

Compost Facility

The Compost Facility Oversight Committee meeting originally scheduled for May 18, 2016 will be rescheduled after the June Board Meeting, likely in July. David Magnant reported that:

- Staff continues to work on putting together the information for equipment replacement, and is considering selling some additional equipment.
- Extremely wet spring weather has negatively affected sales. Despite a good start to the year, YTD sales are currently at \$413,570, while the budgeted sales goal for FY 16 was \$520,000. Expenses have been kept below budget as well, so the facility is still in a good position.

Transfer System

The meeting of the Middle Peninsula Transfer System Oversight Committee was held on May 13, 2016. David Magnant reported that:

- Staff continues to work towards facilitating some decisions for the much-needed Maintenance Facility.
- Material grinding of the debris generated by the recent tornado in Tappahannock has now been completed. Crowder Gulf moved about 8,500 cubic yards of brush, and when combined with the material brought in by residents and some small businesses, the contractor who did the grinding said that there was approximately 30,000 cubic yards ground. There was also roughly 1,193 of tons of demolition material that went to the King and Queen landfill.
- The winner of the bid to grind this material was Anderson Trucking. Bids ranged from \$340,000 to \$60,750, with Anderson having the lowest bid. VPP has worked with Anderson Trucking on several occasions, and they always do a good job. Mr. Anderson also said that the materials brought in by the residents and small businesses contained lots of dirt, but that the material from Crowder Gulf was much cleaner. Most of the ground material went out as boiler fuel.

Household Chemical Collection

David Magnant reported that there was only one collection left for FY 16, in James City County on June 11. Costs are mostly in line with budgets except for Poquoson who is over by about \$2,500, but the year-end balance should still be sufficient.

Vehicle counts and disposal numbers are up from last year, but are similar to previous years- especially FY 14.

Computer/Electronics Recycling

David Magnant reported that there was only one collection left in FY 16, in James City County on June 11. Both vehicle numbers and weights are up slightly. The total weight for last year was about 102,000 pounds, this year with one event left to go weights are already at 103,000 pounds. Staff anticipates a total for the year of possibly 113,000 pounds.

Drop Off Recycling

This program is going well. During the last couple of months it was noticed that not as many vendors provided a rate for cardboard and mixed paper, but the rates that were received were good. Mr. Magnant said that he contacted each vendor to see if there were any issues, but that was not the case. Most vendors commented that the materials collected continue to be very clean. Staff is hopeful that all vendors will submit rates going forward.

5. REGIONAL RECYCLING RATE REPORT FOR FY 2015

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. Steve Geissler reported that the most recent report, for calendar year 2015, shows that 36.5% of the waste in the VPPSA region was recycled. This exceeds the state mandated rate of 25%.

The reported rates for calendar year 2013 and 2014 were 29% and 28%, respectively. The marked increase for calendar year 2015 is a result of a significant increase in the quantity of corrugated cardboard reported to be recycled by Walmart stores in the VPPSA service area. The numbers for these businesses come from DEQ so they will not be questioned. The report has been submitted to DEQ and Tracy Hofmeyer is waiting to receive a letter of acceptance.

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.

Mr. Geissler noted that the Compost Facility is the largest single contributor towards meeting the recycling goal for the VPPSA service area, as illustrated by the 28,531 tons of yard waste listed on page 3 of the report.

Mr. Geissler thanked Ms. Hofmeyer for her efforts in compiling the report, as the work is both tedious and time-consuming.

6. COMPUTER RECYCLING

Versability (formerly ARC of the Peninsula) has provided computer recycling services to residents of member cities and counties since February 1, 2013. The current agreement expires on June 30, 2016.

A Request for Proposals was issued by VPPSA staff, and Steve Giessler told the Board that two proposals were received to provide the service-

- Versability- the existing contractor, who has a significant community impact for people with various disabilities. Versability is R2 certified.
- eWaste- although a fairly new company started in 2012, they currently provide service to 9 communities in Central Virginia and also in Virginia Beach. eWaste is also R2 certified.

In FY15, costs with Versability were less than \$10,000. With the new proposal, if the same items would continue to be accepted for recycling, the costs would be \$2350 per event, or over \$28,000 per year.

eWaste's proposal is for \$750 per event, with the exception of \$1000 per event in Hampton because of the distance. eWaste would charge for monitors and CRTs but provide a credit for CPUs and laptops. Kim Hines of Central Virginia Waste Management Authority, where eWaste is currently providing service, says that the net is usually around \$0.00, so staff anticipates that it would be about the same for VPPSA events. Based on this, event costs would be anticipated at approximately \$13,000 per year.

The budget for FY 17 for this project is currently \$10,180 which will not be sufficient regardless of which contractor is chosen. However, there are a variety of ways to make up the difference.

The Versability agreement ends at the end of June, and there is a collection on July 9, 2016. Steve Giessler recommended that eWaste be chosen as the new contractor. The new agreement would be basically the same as the previous agreement; Vernon Geddy will review and eWaste has already reviewed the agreement. Ken Griffin moved that the Board direct the Executive Director to execute the Agreement for Services with eWaste. Reese Peck seconded and the motion was passed unanimously.

7. LEGAL SERVICES

The law firm of Geddy, Harris, Franck & Hickman has provided general legal services to the Authority since origination of the organization. The proposal to provide legal services for FY 17 is attached; the proposed fee is the same fee as for the last several years including FY 16.

Steve Giessler thanked Vernon Geddy for his work on behalf of VPPSA.

Chip McDonough moved that the proposal be accepted, Marcia Jones seconded and the motion was passed unanimously.

8. SALARY ADJUSTMENTS

Steve Geissler reviewed a summary of salary adjustments for FY17 for all member cities and counties. The budget approved by the VPPSA Board at the December 2015 meeting included an allowance for a salary adjustment of 2.50% for all employees.

At the April 2016 meeting, the VPPSA Board approved health insurance premiums which included an increase in the employee contribution of 4.0% for all levels of coverage.

Steve Geissler recommended a salary increase of 2.25% for all eligible employees. Marcia Jones moved that a salary adjustment of 2.25% be approved for all eligible employees effective July 1, 2016. Brian Woodward seconded and the motion was passed unanimously.

9. EXECUTIVE DIRECTORS REPORT

Steve Geissler and David Magnant attended a conference in Virginia Beach of the Old Dominion Chapter of SWANA, which was very well attended. The conference will be held in Virginia Beach again next April.

Mr. Geissler gave a presentation at the conference on Wednesday night entitled "Everything I Need to Know about Management I Learned at the Racetrack", which was well received. Mr. Geissler said that the conference was very worthwhile, with some interesting presentations.

10. NEW BUSINESS

Steve Geissler told that Board that during last year's audit with Cherry Bekaert, Sharon Day recommended that VPPSA have a Board approved capitalization policy. It was determined that the minimum capitalization limit would be \$5,000. Ms. Day said that if several items costing less were purchased at the same time - such as containers, which are often purchased in multiples - then these items can also be capitalized. Electronics will be capitalized over a period of 2-7 years depending on the item, since some items have a relatively short life span.

Mr. Geissler reviewed the policy as presented, and talked about guidelines for capitalization of expensive major repairs such as a new truck engine.

Ken Griffin moved that the capitalization policy be approved. Marcia Jones seconded and the motion was passed unanimously.

11. NEXT MEETING DATE

August 5, 2016
10:00 am
Williamsburg Municipal Building
401 Lafayette St
Williamsburg, VA 23185

Respectfully Submitted,

Mathew L. Walker
Secretary / Treasurer