

**MINUTES  
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Cooks Corner Office Complex  
2893 General Puller Highway, Saluda  
June 1, 2018**

**IN ATTENDANCE:**

Timothy L. Wilson	Essex County
Jason Mitchell	City of Hampton
Tom Swartzwelder	King & Queen County
Brian Woodward	York County
Matt Walker	Middlesex County
Grace Boone	James City County
Bodina Wright	City of Poquoson
Thomas Jenkins	Mathews County

**ABSENT:**

Bobbie Tassinari	King William County
Dan Clayton	City of Williamsburg

**OTHERS IN ATTENDANCE:**

Stephen Geissler	VPPSA
David Magnant	VPPSA
Lisa Polidori	VPPSA
Karen Plumley	VPPSA

**1. PUBLIC COMMENT**

There was no public comment.

**2. MINUTES**

Brian Woodward moved that the minutes of the April 6, 2018 meeting be approved. Grace Boone seconded and the motion passed unanimously.

**3. PROJECT REPORTS**

**Compost Facility**

The meeting of the Compost Facility Oversight Committee was held May 16, 2018. David Magnant reported that:

- The year to date sales are just over \$400,000. As long as the weather is good in June the sales goal for FY18 should be met.
- Staff is actively seeking to hire two more people which would mean the facility is at full staff for the first time in quite some time.
- The first impact testing for playground mulch was just completed. The test showed positive results up to an 8 foot drop. Mr. Magnant has spoken with Mr. John Carnifax of James City County and would like to speak with the appropriate contact for the remaining communities. The product to be used for playground mulch is the mulch fines and would be provided at no charge to our participating communities. This is a considerable savings compared to \$50 to \$60 per yard that some communities are currently paying.

### **Transfer System**

The meeting of the Middle Peninsula Transfer System Oversight Committee scheduled for May 11, 2018 was cancelled. David Magnant reported that:

- Staff is currently waiting on issuance of the storm water permit from DEQ for the maintenance facility.
- Staffing the convenience centers is difficult due to the pay rate which is not competitive with local fast food chains. Mr. Magnant stated that Mr. Steve Geissler will address this issue later in the meeting.

### **Household Chemical Collection**

The current disposal costs are very close to the actual budgeted numbers and are consistent with the last several years. David Magnant noted that the City of Hampton is now accepting propane tanks at the Hampton events from city residents only. Currently Revere Gas accepts propane tanks in Middlesex County.

### **Computer/Electronics Recycling**

The number of vehicles remains consistent. The weights are less since other electronics are no longer accepted and because computer monitors brought to the events are smaller than in the past.

### **Curbside Recycling**

The curbside recycling weights remain consistent. The number of reported misses are slightly higher than expected, with 82 misses in May versus the standard of 75. There is an upcoming meeting with County Waste in which performance will be discussed as well as the contract renewal which David Magnant stated Mr. Steve Geissler will address later in the meeting.

### **Drop Off Recycling**

The weights are consistent with years past. The rates for cardboard are \$72 per ton which is lower than what has been in the past. As a result of the National Sword policy, mixed paper rates are now \$1.78 per ton.

Steve Geissler stated that at the end of the project report is a copy of a memorandum sent to Mr. Scott Earl, owner of County Waste and Recycling. The curbside recycling contract has a provision that provides for annual rate adjustments. County Waste has asked Mr. Geissler to provide the annual adjustment based on a calculation using the garbage and recycling index. The unit rates for curbside recycling will increase 2.59% for FY19. There is no action needed by the Board as a 2.5% increase was approved at the December 2017 Board meeting for the FY19 budget.

Matt Walker asked if there were any questions with regards to the project reports. There were no questions.

#### **4. REGIONAL RECYCLING RATE REPORT FOR CY 2017**

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 2017, shows that 26.4% of the waste in the VPPSA region was recycled. This exceeds the state mandated rate of 25%.

The recycling rate report is dependent on other sources to provide complete information. The report is compiled to the best of staffs' ability with the information that is given.

With regards to Principal Recyclable Materials, of the commingled tons reported, approximately one half comes from curbside recycling. Of the 28,000 tons of yard waste reported, approximately 23,000 tons comes from the Compost Facility. Of the 78,000 tons of total recyclables reported, nearly 1/3 comes from the Compost Facility. The Compost Facility is the single largest contributor to meeting the recycling rate mandated for our region.

Matt Walker asked if there were any questions with regards to the regional recycling rate report. There were no questions.

#### **5. AMENDMENT #1 – AGREEMENT FOR DEBRIS MONITORING SERVICES**

VPPSA entered into Agreements for Monitoring and Management Services for Debris Removal, Reduction and Disposal for Hurricanes and Other Disasters in 2017. The executed agreements did not include certain clauses required by the federal government for agencies that receive certain federal funds.

Agreements are in place with:

- Rostan Solutions, LLC
- Tetra Tech
- Witt OBrien's, LLC

Amendment Number 1 resolves the matter. The contractors are prepared to execute the amendment.

The recommended action is to approve Amendment Number 1 to the Agreement for Monitoring and Management Services for Debris Removal, Reduction and Disposal for Hurricanes and Other Disasters with Rostan Solutions, LLC, Tetra Tech, and Witt OBrien's, LLC and authorize the Executive Director to execute the Amendments. Grace Boone moved that the recommended action be approved. Jason Mitchell seconded and the motion passed unanimously.

Jason Mitchell asked how quickly the signed amendment would be returned to each community. Steve Geissler stated this would be a quick process as all that needed to be done was to sign the amendment then scan and email to each community.

## **6. INVESTIGATION AND PRELIMINARY DESIGN 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 storm water management system at the Compost Facility. These services include investigate the site conditions, initiate required permitting and complete a preliminary design for the required improvements.

Grace Boone asked if the improvements were items that had been budgeted. Steve Geissler stated that the FY 19 and FY 20 budgets do not have funds identified for this work and that the Compost Facility Fund Balance has sufficient funds for the work that has been identified.

The recommended action is to approve the proposal from Stantec and the use of up to \$32,000 from the Compost Facility fund balance as well as authorize the Executive Director to execute the document. Brian Woodward moved that the recommended action be approved. Jason Mitchell seconded and the motion passed unanimously.

## **7. SALARY ADJUSTMENTS**

Steve Geissler reviewed a summary of salary adjustments for FY19 for all member cities and counties. The budget approved by the VPPSA Board at the December 2017 meeting included an allowance for a salary adjustment of 2.75% for all employees for FY 19.

At the April 2018 meeting, the VPPSA Board approved health insurance premiums which included no increase in the employee contribution for employee only coverage and modest increases for employee plus one and family coverage ( <1% to 4%).

The proposed plan for salary adjustments for FY 19 includes an increase for all eligible employees and larger adjustment for employees at the lower end of the pay range. An increase of 2.00% for all eligible employees leaves sufficient funds to significantly increase the salary range for the four lowest paying positions:

- Convenience Center Attendant
- Transfer Station Attendant
- Compost Facility Equipment Operator I
- Compost Facility Customer Service Representative

An increase of 2.00% for all eligible employees and an increase in the salary range of \$0.75 to \$1.00 per hour for these four positions can be accommodated within the approved budget for FY 19.

Most salary ranges have not been adjusted for several years. It is recommended that all salary ranges other than those noted above be increased 2.00 %. This adjustment will have no bearing on the budgeted salaries for FY 19.

Brian Woodward questioned if new hires at the higher hourly rate would surpass existing employees' pay rate. Steve Geissler stated that new employees will not be compensated more than existing employees. Existing employees will receive either the new hourly rate or the 2% pay increase, whichever one is greater. Jason Mitchell asked if the budgeted salary adjustment allowance of 2.75% was enough. Mr. Geissler stated that the desire is to do more but that the

Convenience Center budget, in particular, for FY19 does not have any room for any changes. After some discussion on this matter, Tim Wilson suggested that the Board review this matter again at the December Board meeting to see if any additional salary adjustments could be made at that time.

The recommended action is to approve a salary adjustment of 2.00% effective July 1, 2018 for all eligible employees receiving a performance evaluation of “meets expectations” or better.

Increase salary ranges as follows:

- Convenience Center Attendant – increase starting pay from \$8.75 to \$9.75 per hour
- Transfer Station Attendant – increase starting pay from \$10.00 to \$11.00 per hour
- Compost Facility Equipment Operator I – increase starting pay from \$11.75 to \$12.50 per hour
- Compost Facility Customer Service Representative – increase starting pay from \$11.50 to \$12.25 per hour

Increase all other salary ranges by 2%

Brian Woodward moved that the recommended action be approved. Jason Mitchell seconded and the motion passed unanimously.

Matt Walker stated that a performance review of the Executive Director needs to be conducted. Jason Mitchell, Matt Walker, Brian Woodward, Tim Wilson, and Grace Boone will form a committee to conduct the review and determine eligibility.

## **8. EXECUTIVE DIRECTORS REPORT**

Steve Geissler and David Magnant attended a conference in Virginia Beach of the Old Dominion Chapter of SWANA during the last week of April, which was very well attended. Mr. Geissler stated that recycling has been “turned upside down” due to recent events in China. There are many opinions with regards to the future of recycling, from “things will sort themselves out” to “the sky is falling.” Mr. Geissler stated that recycling will more than likely not be as it has been in the past, receiving the rates once received for cardboard and mixed paper.

Steve Geissler will participate in the Local Government Institute at William & Mary, hosted by Sandy Wannier and John McGlennon, the week of June 4 which discusses many aspects of local government. Mr. Geissler has participated at the event in the past. Matt Walker stated that he has participated in a similar type of forum in the past and that it helps students to see how they can make a difference at the local government level far more than at the state or federal level. Grace Boone as well stated how the event at William & Mary educates the students about local government and how jobs in local government are more relatable to every day life.

## **9. OLD BUSINESS**

Steve Geissler provided each community representative at least one of following three packages: Disposal Service Agreement, Debris Monitoring Agreement, or Debris Removal Agreement. For those receiving the Disposal Service Agreement package, the agreement needs to be approved by the respective Board of Supervisors and a copy given to Mr. Geissler. For those receiving the Debris Monitoring Agreement package, the agreement can be signed by the community representative and a copy given to Mr. Geissler. Lastly, for those receiving the Debris Removal Agreement package, the agreement needs to be approved, signed and a copy given to Mr. Geissler.

## **10. NEW BUSINESS**

Steve Geissler shared a recent email that was received from the Chesapeake City Manager. In the email it was stated that TFC may not be able to meet their recycling contractual obligation to the City of Chesapeake and that TFC may no longer be able to stay in business. It was stated in the email that all of this is due to the change in recyclable items that China will accept. Mr. Geissler stated that the National Sword initiative from China limits the amount of recycling accepted to 0.5% contamination rate. Also, from May 4 to June 4, 2018, China accepted no recyclables from the United States. This was devastating to the recycling industry as 60 to 70% of the United States' mixed paper is exported, with 50% going to China, and the same was virtually true of plastics although not quite as dire.

Steve Geissler and David Magnant will meet with County Waste the week of June 4, 2018 to discuss the renewal of the curbside recycling contract as it expires in June 2019. If the desire of the Board were to complete a new procurement, a RFP would need to be sent out at this time. Mr. Geissler and Mr. Magnant hope to work with County Waste to renew the contract in a way that has the least amount of impact on the communities involved in curbside recycling.

Steve Geissler stated he believes recycling will eventually settle down. With regards to plastics, there are several locations in the United States that recycle PET, with the largest location in Fayetteville, North Carolina, and the largest HDPE recycler is in Reidsville, North Carolina. Mr. Geissler stated that the VPPSA communities are in a better situation than others as there are mills in Richmond that use cardboard and mixed paper and like the clean material that comes from the Middle Peninsula.

Matt Walker thanked Steve Geissler and staff for their assistance during his tenure as the Board president.

Matt Walker asked for a motion to adjourn the meeting. Brian Woodward moved and the meeting was adjourned.

## **11. NEXT MEETING DATE**

August 3, 2018  
9:00 am  
Williamsburg Municipal Building  
401 Lafayette St  
Williamsburg, VA 23185

Respectfully Submitted,

Timothy Wilson  
Secretary / Treasurer