

**MINUTES  
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY**

**Middle Peninsula Planning District Commission  
125 Bowden Street  
Saluda, Virginia 23149  
11:00 a.m.  
May 15, 2019**

**IN ATTENDANCE:**

Jason Mitchell	City of Hampton
Grace Boone	James City County
Tom Jones	City of Poquoson
Dan Clayton	City of Williamsburg
Brian Woodward	York County
Michael Lombardo	Essex County
Tom Swartzwelder	King & Queen County
Bobbie Tassinari	King William County
Mindy Conner	Mathews County
Dutch Beukenkamp	Middlesex County

**ABSENT:**

**OTHERS IN ATTENDANCE:**

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

Jason Mitchell called the meeting to order at 11:00 a.m.

**1. PUBLIC COMMENT**

There was no public comment.

**2. MINUTES**

Michael Lombardo moved that the minutes of the April 5, 2019 meeting be approved. Dutch Beukenkamp seconded and the motion passed unanimously.

### **3. PROJECT REPORTS**

#### **Compost Facility**

David Magnant reported the Compost Facility has had several tractor trailer loads of debris received from large clearing projects in York County. One of the skid steers recently had a fire which was due to either an electrical fire or material on the muffler. Safety policies will be addressed to account for this. Year-to-date sales have exceeded \$400,000 and target sales for FY19 should be attained. The BMP bid has been received from Stantec and will be sent to York County for approval. Mr. Magnant asked if Brian Woodward would speak with Dominion Power about VPPSA accessing the power lines at the facility.

#### **Transfer System**

David Magnant reported that the Transfer System modified tire acceptance to exclude tires on rims. Dutch Beukenkamp asked about the possibility of purchasing equipment that could remove the tires from the rims. Mr. Magnant stated that currently there is no location that can accommodate such a piece of equipment.

#### **Computer Recycling**

David Magnant reported that computer recycling weights are down due to the elimination of electronics accepted at the Household Chemical Collections and Computer Recycling events. This is also due in part to fewer CRT monitors being recycled and the smaller size of CPUs.

#### **Curbside Recycling**

David Magnant stated the current program will change effective July 1. The new contractor, TFC Recycling, is reducing the materials that will be accepted which will hopefully clean up the stream and eliminate contamination. TFC intends to take pictures at the MRF of loads that are contaminated in order to audit specific routes to identify the source of the contamination.

#### **Drop Off Recycling**

David Magnant reported that the revenue numbers for drop off remain consistent, with mixed paper loads receiving \$6 per ton and OCC loads receiving \$45 per ton. As the numbers for metal continue to drop, it is imperative to deliver metal loads immediately.

David Magnant asked if there were any questions, of which there were none.

Steve Geissler commented on the transition from County Waste to TFC Recycling for the curbside recycling contract. As part of the transition, "bags of knowledge" have been filled for delivery to approximately 50,000 homes. The total cost to print the literature contained in each bag and to fill the bags was approximately \$25,000.

Recommended action:

Approval to use up to \$25,000 from deferred revenue in the Curbside Recycling project for the preparation and distribution of informational materials for the new agreement for Curbside Recycling.

Dan Clayton moved that the motion be approved. Dutch Beukenkamp seconded and the motion passed unanimously.

#### **4. REGIONAL RECYCLING RATE REPORT FOR CY 2018**

Steve Geissler reported that each year Tracy Hofmeyer, Recycling Coordinator, compiles the Regional Recycling Rate Report and sends it to the state. DEQ does not acknowledge rates for individual cities or counties but for the VPPSA service area as a whole.

The numbers for 2018 were higher than in 2017 partly due to Wal-Mart and Target submitting their numbers in time to be included in the report.

The compost facility is the largest contributor to the reported rate of 85,000 tons, with curbside recycling the next largest contributor. The two together comprise approximately 45,000 tons.

#### **5. AGREEMENTS FOR MONITORING AND MANAGEMENT SERVICES FOR DEBRIS REMOVAL, REDUCTION AND DISPOSAL FORM HURRICANES AND OTHER DISASTERS**

VPPSA has entered into Agreements for Monitoring and Management Services for Debris Removal, Reduction and Disposal form Hurricanes and Other Disasters as follows:

- Rostan LLC, dated May 10, 2017
- Tetra Tech, Inc., dated May 10, 2017
- Witt O'Brien's, Inc., dated July 10, 2017

All of the agreements have initial terms of two years with provisions for three one-year renewals. As noted on the attached renewal notices, all three have agreed to extend the agreements for one additional year with no changes to the other terms and conditions.

Recommended Action:

Approve the one year renewals to the Agreements for Monitoring and Management Services for Debris Removal, Reduction and Disposal form Hurricanes and Other Disasters with Rostan, LLC, Tetra Tech, Inc. and Witt O'Brien's, Inc.

Tom Jones moved that the recommended action be approved. Grace Boone seconded and the motion passed unanimously.

#### **6. SPIVEY DISPOSAL – PBR 533 MINOR PERMIT MODIFICATION**

At the regular meeting on February 7, 2007, the VPPSA Board made the determination that the development and operation of C&D Material Recovery Facility by Spivey Disposal at Salters Road in Hampton was consistent with the Solid Waste Management Plan for the VPPSA Service Area.

As noted in the letter attached in the Board package, Spivey Disposal is in the process of modifying the building and has received notification from DEQ that a Minor Permit Modification is required. To that end, Spivey Disposal requests that the VPPSA Board confirms that with the modifications to the facility at Salters Road, the operation remains consistent with the Solid Waste Management Plan for the VPPSA Service Area.

**Recommended Action:**

Confirm that with the modifications to the Spivey Disposal Material Recovery Facility at Salters Road in Hampton, as described in the letter received May 8, 2019, the operation remains consistent with the Solid Waste Management Plan for the VPPSA Service Area.

Dutch Beukenkamp moved that the recommended action be approved. Tom Jones seconded and the motion passed unanimously.

**7. VEHICLE MAINTENANCE FACILITY**

An invitation For Bid for the Middle Peninsula Vehicle Maintenance Facility was issued on February 11, 2019. Bids were received on March 14, 2019 and the apparent low bidder was Concrete Foundations, Inc. (CFI) of Gretna, Virginia. Due diligence has been completed and staff recommends the construction contract be awarded to CFI.

**7A. APPROVAL OF PROJECT FUNDING**

A memorandum presenting the plan for funding the vehicle maintenance facility development was distributed to the Middle Peninsula Oversight Committee and considered at the meeting on May 10, 2019.

A total of \$517,042 will be refunded by the five Counties to the Administrative Project Fund and the Convenience Centers Equipment Replacement Fund on a schedule determined by the Committee.

**Recommended Action:**

Approve the following transfers to the Vehicle Maintenance Facility Project (#330500) for use in the development of the facility:

\$225,000 from the Board Designated Vehicle Maintenance Fund

\$224,000 from the Drop Off Recycling Project Fund Balance

\$648,958 from the Transfer System and Convenience Centers Project Fund Balance

\$197,000 from the Landfill Disposal Project Fund Balance

\$170,600 from the Administrative Project Fund Balance

\$346,442 from the Convenience Centers Equipment Replacement Fund

Dutch Beukenkamp moved that the recommended action be approved. Tom Jones seconded and the motion passed unanimously.

**7B. PURCHASE OF PROPERTY**

King and Queen County has agreed to sell a five acre parcel of property to VPPSA for the development of the Vehicle Maintenance Facility for \$25,000. The property is located at the southeast corner of the intersection of Clancie Road and Enterprise Lane. The King and Queen Board of Supervisors will hold a required public hearing to consider the sale of the property on May 13, 2019.

**Recommended Action:**

Approve the purchase of the property and authorize the Executive Director to execute the closing documents.

Dutch Beukenkamp moved that the recommended action be approved. Dan Clayton seconded and the motion passed unanimously.

**7C. AGREEMENT FOR CONSTRUCTION**

The proposed contract for construction (Agreement between Owner and Contractor for Construction Contract) was included in the bid documents and was attached in the Board package.

**Recommended Action:**

Approve the Agreement between Owner and Contractor for Construction Contract and authorize the Executive Director to execute the Agreement

Tom Swartzwelder moved that the recommended action be approved, upon review of counsel. Dutch Beukenkamp seconded and the motion passed unanimously.

**7D. PURCHASE OF NUTRIENT CREDITS**

Nutrient credits will need to be purchased to satisfy the requirements of the Virginia Stormwater Management Program. Eco-Cap, LLC has offered to provide the required nutrient credits for \$50,025.

**Recommended Action:**

Approve the purchase of nutrient credits and authorize the Executive Director to execute documents necessary to complete the transaction.

Dutch Beukenkamp moved that the recommended action be approved. Grace Boone seconded and the motion passed unanimously.

**7E. STORMWATER MANAGEMENT FACILITY MAINTENANCE AGREEMENT**

The Department of Environmental Quality requires the execution of a Stormwater Management Facility Maintenance Agreement as part of Virginia Stormwater Management Program. An agreement template was attached in the Board package.

**Recommended Action:**

Approve the Stormwater Management Facility Maintenance Agreement and authorize the Executive Director to execute the agreement.

Tom Swartzwelder moved that the recommended action be approved, upon review of counsel. Dutch Beukenkamp seconded and the motion passed unanimously.

## **7F. TASK ORDER FOR CONSTRUCTION SERVICES**

Draper Aden Associates has prepared a Task Order to provide construction related services for the development of the facility. Services will be provided by Draper Aden and RRMM Architects, PC. The Task order was attached in the Board package.

### **Recommended Action:**

Approve the Task Order and authorize the Executive Director to execute the agreement.

Tom Swartzwelder moved that the recommended action be approved, upon review of counsel. Dutch Beukenkamp seconded and the motion passed unanimously.

## **7G. FUTURE CONSIDERATIONS**

VPSA staff has agreed to provide vehicle maintenance services to King and Queen County for county vehicles. An agreement will be developed to document responsibilities and compensation to VPPSA for the services.

No Action Required

Tom Swartzwelder asked Vernon Geddy if a motion was needed for the purchase of the property. Mr. Geddy said he believed that had been done. Regardless, Mr. Swartzwelder motioned that, upon review of counsel, that Mr. Geissler execute the purchase of the property. Michael Lombardo seconded and the motion passed unanimously.

Dutch Beukenkamp inquired about overrun protection on the project. VPPSA included an additional \$100,000 in the budget for change orders, which equates to approximately an 8% contingency. The Board would have to approve change orders if they were to exceed 20% of the project cost. VPPSA staff will be onsite during construction.

## **8. SALARY ADJUSTMENTS FY 20**

A summary of salary adjustments for FY20 for all member cities and counties was attached to the Board package.

The budget approved by the VPPSA Board at the December 2018 meeting included an allowance for a salary adjustment of 3% for all employees.

### **Recommended Action:**

Approve a salary adjustment of 3% effective July 1, 2019 for all eligible employees receiving a performance evaluation of "meets expectations" or better.

Dutch Beukenkamp moved that the recommended action be approved. Grace Boone seconded and the motion passed unanimously.

Jason Mitchell recommended that the Executive Director receive a salary adjustment of 3% effective July 1, 2019. Michael Lombardo moved that the recommended action be approved. Dan Clayton seconded and the motion passed unanimously.

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

Steve Geissler attended the Hurricane Conference in New Orleans. Storm predictions for the 2019 season were shared, which Mr. Geissler stated it only takes one storm to make it a bad year.

Central Virginia Waste Management Authority (CVWMA) will be holding training on June 6, 2019 in Henrico County. Tetra Tech is scheduled to attend as well as DEQ and VDM. Steve Geissler stated that the Executive Director of CVWMA has invited all VPPSA community members to attend. Mr. Geissler will forward the event information.

## **10. OLD BUSINESS**

There was no old business.

## **11. NEXT MEETING**

There was no new business.

Grace Boone thanked David Magnant for attending HOA meetings in James City County to discuss the upcoming changes with Curbside Recycling.

The meeting was adjourned at 11:42 a.m.

## **12. NEXT MEETING**

August 2, 2019  
Williamsburg Municipal Building  
2nd Floor Conference Room  
401 Lafayette Street  
Williamsburg, VA 23185  
9:00 a.m.

Respectfully Submitted,

Brian K. Woodward  
Secretary / Treasurer