

MEETING NOTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY

Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette St
Williamsburg, VA 23185
October 7, 2016

IN ATTENDANCE:

Laurie Halperin	York County
Tom Jones	City of Poquoson
Sandy Wanner	King William County
Dan Clayton	City of Williamsburg
John Horne	James City County

ABSENT:

Reese Peck	Essex County
Jason Mitchell	City of Hampton
Thomas J. Swartzwelder	King & Queen County
Mathew L. Walker	Middlesex County
Mindy Conner	Mathews County

OTHERS IN ATTENDANCE:

Vernon Geddy III	Geddy, Harris, Franck & Hickman
Stephen Geissler	VPPSA
David Magnant	VPPSA
Lisa Polidori	VPPSA
Grace Boone	James City County

John Horne called the meeting to order and noted there was not a quorum. All reports were for information purposes only. Mr. Horne welcomed Grace Boone, the Assistant Director of General Services in James City County, Laurie Halperin, who is now the designated alternate for York County, and Sandy Wanner, the Interim County Administrator and Board member for King William County.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

No action.

3. AUDIT

Steve Geissler said that the audit was usually conducted in September and presented in December, but this year it was conducted in August and so it was anticipated that it would be presented in October. However, the draft financial report for FY 16 prepared by Cherry Bekaert LLP was not able to be prepared in time so that it could be reviewed by VPPSA Board Members prior to the meeting.

4. PROJECT REPORTS

Compost Facility

Attention was called to the minutes of the September 21, 2016 meeting of the Compost Facility Oversight Committee; David Magnant reported that:

- Quantities of incoming materials are down
- Two new wheel loaders have been ordered
- Installation of a new phone line has been completed, so the facility is ready to accept credit cards beginning the week of October 10, 2016
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Transfer System

Attention was called to the minutes of the September 9, 2016 meeting of the Middle Peninsula Transfer System Oversight Committee. David Magnant reported that:

- The surface of the container storage area in Middlesex was in poor condition and has now been regraded
- The gate to the storage area had to be replaced because it was badly damaged when a resident crashed their speeding vehicle into the gate
- Mobile Container Services will be repairing and repainting several cans to get them back into good condition, work is expected to begin the week of October 10. Jim Hill from James City County will be talking to David Magnant about getting some items painted for James City as well

John Horne asked if there had been any progress determining a location for the new Maintenance Building. Steve Geissler said that at the last Transfer Oversight Committee Meeting, the committee directed staff to move forward with the property in King and Queen County. This decision was in part because the property in Middlesex County was adjacent to a new dog park and there was concern that residents would not be happy with a maintenance building- and all that goes with it – situated next door. The King and Queen Board of Supervisors will determine a purchase price, and once approved by the VPPSA Board, an Option to Purchase agreement will be prepared which would allow 6-9 months to make the final determination to purchase the property. Next, a consultant will be hired to prepare floor plans, a site plan, cost estimates etc.

Household Chemical Collection

A collection event was held in Poquoson on October 1, 2016, with 258 vehicles in attendance. Another event is scheduled in James City County on October 8, with rain anticipated. Tarps/tents will be placed to keep water out of the collection barrels so that the rain doesn't add any weight. The final two events of the year will be on November 12 and 19 in York County and Hampton, respectively.

Computer and Electronics Recycling

A collection event was held in Poquoson on October 1, 2016, and another event is scheduled in James City County on October 8. The final two events of the year will be on November 12 and 19 in York County and Hampton, respectively.

The Board was reminded that in calendar year 2016, the electronics recycling collections became limited to just computers and related items due to increased cost resulting from changes in the commodities market. Over the last several months, staff has had a difficult time trying to find a qualified contractor to properly provide this service for a reasonable cost. At the next James City County event, staff will try collecting the materials, packing them into VPPSA containers, and then bringing them to Computer Recycling of Virginia who has noted they will likely be able to accept the items at no charge, and possibly even provide a small rebate.

Curbside Recycling

Staff met with the owner of County Waste, Scott Earl, who reassured them that County Waste was taking steps to resolve issues. Misses are currently over the acceptable limit, with \$950 in assessments in August, which was the largest assessment ever recorded.

Repeat misses and front porch/back door misses are the biggest problem. Mr. Earl said that County Waste was going to start using a GPS based system, so that vehicle locations can be tracked.

The City of Williamsburg has asked for a rate to provide weekly collection for recyclables, and staff is currently working on this.

Drop Off Recycling

Cardboard is currently at \$125.32 per ton, and mixed paper is at \$95.76 per ton. This program continues to do well. Scrap metal is down from last month, with Sims offering \$71.42 per ton and James City Recycling offering only \$54.00 per ton.

5. BUDGET PLANNING

Steve Geissler reviewed the schedule for distribution and review of the Budget for FY 18. The Budget will be distributed on October 27, and then reviewed at the Middle Peninsula Oversight Committee Meeting on November 4 and then at the Compost Facility Oversight Committee Meeting on November 16. Mr. Geissler said that he would also review the proposed budget with John Horne and Dan Clayton since they were not on either of the oversight committees. Unless there is a request for an additional meeting, the draft Budget will be included in the Board Package for the December Board Meeting, and will be up for approval at that meeting which is scheduled for Friday, December 2, 2016.

Mr. Geissler said that he does not anticipate much change between FY 17 and FY 18, and there are no personnel changes.

John Horne said that some Members had asked why there was no longer a budget committee. Steve Geissler replied that over the last couple of years the Board decided that a budget committee wasn't necessary; members felt that between the two oversight committee meetings there was plenty of opportunity to comment on the budget. Mr. Geissler said that the budget committee could be reinstated if the Board desired.

8. EXECUTIVE DIRECTOR'S REPORT

Steve Geissler said that:

- In August, Steve Geissler and David Magnant attended Wastecon in Indianapolis. David Magnant said that it had been helpful to speak with several people and vendors as staff prepared to accept credit cards at the Compost Facility. Mr. Magnant also said that there are some new ideas on how to promote safety in the workplace which he found very interesting- promoting safety for safety's sake and not using any type of reward system- and he is incorporating some of these new ideas at VPPSA. Steve Geissler said that SWANA has a new CEO and Executive Director- David Bederman. He is having a big impact on how to promote a safe workplace, and how to create a "safety first" attitude in all employees.
- Derek Havunen, the Maintenance Mechanic from the Transfer System, is going to Alabama for Marathon equipment training for 10 days.
- Tracy Hofmeyer, VPPSA's Safety Officer, and the entire Safety Committee will be attending SWANA safety training in Fairfax, Virginia later in the month. The Safety Committee consists of one member from each project. Accompanied by Ms. Hofmeyer, they do annual site inspections of each VPPSA site and note any problems and how they can be corrected. They also review any incidents that might occur throughout the year.
- David Magnant recently met with staff from VACorp, and found it very helpful as VPPSA continues to focus on safety.
- David Magnant and Tracy Hofmeyer will represent VPPSA at the 3rd annual Litter and Recycling Expo for James City County.

9. NEW BUSINESS

John Horne noted that there has not been a review for the Executive Director in several years. A Review Committee of Dan Clayton, Mindy Conner, John Horne and Marcia Jones will meet at the end of October to do a review and set goals. This will be presented at the December Board Meeting in a closed session.

Sandy Wanner asked if there was anything in the General Assembly that would have any effect on VPPSA. Steve Geissler said that SWANA provides regular reports to keep everyone updated, and that this information would be updated at the next Regulatory Training Session. Mr. Geissler said that with the state's budget shortfall, DEQ may have to start charging additional fees.

The meeting was then adjourned.

10. NEXT MEETING DATE

**December 2, 2016
Middle Peninsula Planning District Commission
125 Bowden Street
Saluda, VA 23149
10:00 a.m.**