

MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY

Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 23185
October 4, 2019

IN ATTENDANCE:

Barry Dobbins	City of Hampton
Thomas J. Swartzwelder	King & Queen County
Dutch Beukenkamp	Middlesex County
Tom Jones	City of Poquoson
Dan Clayton	City of Williamsburg
Brian K. Woodward	York County

ABSENT:

Michael Lombardo	Essex County
Grace Boone	James City County
Bobbie Tassinari	King William County
Mindy Conner	Mathews County

OTHERS IN ATTENDANCE:

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

Steve Geissler called the meeting to order at 9:02 a.m.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES

Tom Jones moved that the minutes of the May 15, 2019 meeting be approved. Dutch Beukenkamp seconded and the motion passed unanimously.

3. ELECTION OF FY20 OFFICERS

Without any other nominations, Steve Geissler presented the proposed slate of officers for FY 20 as follows:

Chair:	Brian Woodward, Director of Public Works York County
Vice Chair:	Bobbie Tassinari, County Administrator King William County
Secretary/Treasurer:	Grace Boone, Director of General Services, James City County

Tom Swartzwelder moved that the proposed slate of officers be elected for FY20. Dutch Beukenkamp seconded and the motion passed unanimously.

4. FINANCIAL STATEMENTS – FY19

Krista Edoff of Cherry Bekaert LLP presented a final draft of the financial statements for FY 19. Ms. Edoff noted that the audit included not only an audit of financial statements but also an audit of VPPSA's compliance with laws and regulations. Ms. Edoff reported an unmodified opinion on the financial statements which is the best opinion that can be given, and an unmodified opinion on the Authority's compliance with laws and regulations. Ms. Edoff also stated that there were no issues of internal control or non-compliance.

Ms. Edoff noted there were no significant changes in operations from FY18 to FY19 as well as no significant changes in accounting standards from FY18 to FY19.

Ms. Edoff stated that the purpose of the audit is to look at underlying balances and transactions presented within the financial statements and supporting documentation to confirm they are materially correct. If there were any adjustments of materiality required to bring the financials into balance, those would have been reported in the financial statements. Ms. Edoff noted there were no material adjustments reported for FY19.

Tom Swartzwelder moved that the report be accepted as presented. Dutch Beukenkamp seconded and the motion passed unanimously.

5. PROJECT REPORTS

Compost Facility

David Magnant reported that:

- Staff are working on repairs to equipment as best as they can in light of the lack of current maintenance staff.
- Sales were down in September. The high temperatures may have contributed to the reduction as material sales were down.
- York County did not purchase as much colored material in July and August due to the grinder being down which meant there was not as much colored inventory to sell.

Transfer System

David Magnant reported that:

- Staffing is an issue, particularly finding maintenance mechanics. Currently there are a few candidates that are being considered.
- Transfer attendant positions need to be filled. Currently empty positions are being filled with Convenience Center attendants so that sites are covered.
- Mathews Transfer Station building interior will be renovated.
- Mathews Convenience Center building will be replaced.
- The first on-site meeting for the new maintenance building was held. No date was given for when ground would be broken.

Household Chemical Collection

David Magnant reported that there is a Request for Proposal out currently for household chemical collection. Clean Harbors has held the contract since household chemical collections began in 1997. Clean Harbors has indicated they will submit a proposal.

Computer and Electronics Recycling

David Magnant reported that material numbers are down from approximately 162,000 pounds in FY13 to 45,000 pounds in FY20. This is due largely to the material that is accepted, which previously consisted of most electronics to now consisting of computer electronics only. Also, the material accepted is much smaller in size and weighs less than in previous years. This means that fewer containers are needed to deliver the material to Computer Recycling of Virginia in Tappahannock.

Curbside Recycling

David Magnant stated that a new contract began with TFC Recycling in July 2019. The previous contractor, County Waste, removed approximately 25,000 carts. The new contractor began delivering carts to residents in James City County, York County, City of Poquoson, and City of Williamsburg. At the same time that the new contract began, James City County informed residents that there would be a monthly fee for curbside recycling. To date, approximately 6,000 carts have been removed from county residents who do not wish to participate in the program. With approximately 2,000 residents in Kingsmill, whose HOA negotiated a separate contract for curbside recycling, and an estimated additional 5,000 residents who do not wish to pay for curbside recycling, the program in James City County may go from approximately 25,000 participants to approximately 12,000 participants.

Mr. Magnant reported that recycling is a commodity and numbers are down for material. At the beginning of FY18, corrugated cardboard was \$211 per ton and currently it is at \$43 per ton. In FY18, mixed paper was \$96 per ton and currently it is at \$9 per ton with delivery to Suffolk. Otherwise, VPPSA would have to pay to deliver cardboard and mixed paper if it were delivered to closer processors.

Drop off is still accepting items not accepted in curbside recycling. These items are then delivered to County Waste in West Point. Currently the Authority receives a revenue of \$10 per ton. However, Mr. Magnant anticipates this will change when the contract expires in June 2020.

Brian Woodward asked if there were any questions. There were no questions.

6. 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 20 is attached.

The proposal for FY 20 represents an increase of \$2,000 over FY 19. This is the first increase for general legal services since FY 05.

The recommended action is to approve the proposal from Geddy, Harris, Franck & Hickman.

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

7. AGREEMENT FOR VEHICLE MAINTENANCE SERVICES FOR KING AND QUEEN COUNTY

At the meeting on May 15, 2019, the VPPSA Board approved the purchase of property from King and Queen County for the development of a vehicle maintenance facility. One of the conditions for purchase was the execution of an agreement with King and Queen County for maintenance of county-owned vehicles.

An agreement was developed by Tom Swartzwelder, Steve Geissler and Vernon Geddy and distributed to members of the Middle Peninsula Oversight Committee prior to execution. The Board is requested to provide approval of the agreement.

The recommended action is to approve the agreement for vehicle maintenance services between VPPSA and King and Queen County.

Tom Jones moved that the agreement be approved. Dutch Beukenkamp seconded and the motion passed unanimously. Tom Swartzwelder abstained.

8. INCLUSION OF GLOUCESTER COUNTY AS AN APPROVED AGENCY FOR MONITORING AND MANAGEMENT SERVICES FOR DEBRIS REMOVAL, REDUCTION AND DISPOSAL

Through agreements with contractors, VPPSA has made debris removal, reduction and disposal services available to member cities and counties since 2003. Agreements have been executed in 2003, 2008, 2013 and 2018. All agreements including the current agreement, executed in 2018, made services available to Gloucester County. With the review of counsel, a service agreement with Gloucester County is currently being finalized.

Through agreements with contractors, VPPSA has made debris monitoring for removal, reduction and disposal services available to member cities and counties since 2008. None of the agreements including the current agreement, executed in 2017, made services available to Gloucester County. All three firms contracted for debris monitoring, Rostan, Tetra Tech and Witt O'Brien's, are willing to extend the service to Gloucester County.

If the Board desires to make debris monitoring services available to Gloucester County, staff will document the addition of Gloucester County as an approved agency with Rostan, Tetra Tech and Witt O'Brien's and prepare a service agreement for execution with Gloucester.

The recommended action is to approve Gloucester County as an approved agency for the agreements for Monitoring and Management Services for Debris Removal, Reduction and Disposal with Rostan, Tetra Tech and Witt O'Brien's and authorize the Executive Director to amend the agreements with review of counsel.

Authorize the Executive Director to prepare and execute a service agreement for Monitoring and Management Services for Debris Removal, Reduction and Disposal with Gloucester County with review of counsel.

Dutch Beukenkamp asked if there were any economic issues by allowing Gloucester County to receive these services. Steve Geissler stated that providing the service is part of being a good neighbor and that VPPSA would receive a \$2,000 administrative fee if the contract was ever activated. Also, the task order, if implemented, is between Gloucester County and the contractor.

Tom Swartzwelder stated that Gloucester County is part of HRPDC and SPSA. Mr. Swartzwelder asked why Gloucester County would be part of the VPPSA contract. Steve Geissler stated that it made sense for Gloucester County to be part of the VPPSA contract because they lie within the Authority's geographical service area. Mr. Geissler also stated that SPSA no longer offers contracts for debris monitoring or removal.

Tom Swartzwelder moved to approve the recommendation. Dutch Beukenkamp seconded and the motion passed unanimously.

9. FY 21 BUDGET PLANNING

Steve Geissler presented the following schedule for the preparation of the FY 21 Budget.

Distribute Draft Project Budgets to Board Members (Draft Budgets for Community Review) Distribute Budgets for: Transfer System Convenience Centers Landfill Disposal Household Chemical Collection - Middle Peninsula Landfill Monitoring Administrative Services	November 1
--	-------------------

Distribute Draft Project Budgets to Board Members (Draft Budgets for Community Review) Distribute Budgets for: Compost Facility Household Chemical Collection - Peninsula Curbside Recycling Computer Recycling	November 12
--	--------------------

Middle Peninsula Oversight Committee Meeting

November 8

- Review Budgets for:
- Transfer System
- Convenience Centers
- Landfill Disposal
- Household Chemical Collection - Middle Peninsula
- Landfill Monitoring
- Administrative Services

Compost Facility Oversight Committee Meeting

November 20

- Review Budgets for:
- Compost Facility
- Household Chemical Collection - Peninsula
- Curbside Recycling
- Computer Recycling
- Administrative Services

Distribute Draft Budget in Board Meeting Package

November 26

Budget Approval at Board Meeting

December 6

Mr. Geissler noted that meetings with the City of Williamsburg and James City County would be scheduled individually for the purpose of reviewing the budget. No significant changes are anticipated for the budget and only one personnel addition is anticipated for the Middle Peninsula.

Mr. Geissler stated that there have been questions with regards to the VPPSA administrative fees. In some instances the administrative fees are listed as a separate line item on the invoice detail and in some instances the administrative fee is included in the invoice total. A memo was included in the board package that explained how the Authority funds the administrative functions. The administrative fee consists of two parts which are a community fee and a project fee. Authority members have a vested interest in paying towards the administrative fee. Mr. Geissler noted that once the administrative fees are approved by the Board at the December meeting, the fees are not changed or modified.

Mr. Geissler asked if there were any questions. There were no questions.

10. EXECUTIVE DIRECTOR’S REPORT

Steve Geissler noted that VPPSA realized thirty years of service in August 2019. Mr. Geissler then gave a brief history of the Authority: The Articles of Incorporation were approved in August 1989. Mr. Geissler was hired in October 1990 as the third employee for the Authority. At that time there was an Executive Director and an Administrative Assistant. Curbside Recycling services began in November 1991. Services began in October 1993 at four locations on the Middle Peninsula in the counties of Middlesex, Essex, Mathews and King William. King and Queen County started receiving services in 2000. In 1994, the Compost Facility was opened and in 1997, Household Chemical services began.

11. OLD BUSINESS

No old business

12. NEW BUSINESS

No new business

Brian Woodward announced the date of the next Board meeting. The meeting was then adjourned at 9:42 a.m.

13. NEXT MEETING DATE

December 6, 2019
9:00 a.m.
Williamsburg Municipal Building
3rd Floor Conference Room
401 Lafayette Street
Williamsburg, VA 23185

Respectfully Submitted,

Grace Boone
Secretary/Treasurer