

MINUTES
VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY

Williamsburg Municipal Building
2nd Floor Conference Room
401 Lafayette St
Williamsburg, VA 23185
October 20, 2015

IN ATTENDANCE:

Brian K. Woodward	York County
Tom Jones	City of Poquoson
Reese Peck	Essex County
Chip McDonough	City of Hampton
Ken Griffin	King William County
Mathew L. Walker	Middlesex County
Dan Clayton	City of Williamsburg
Bryan J. Hill	James City County
Thomas J. Swartzwelder	King & Queen County
Mindy Moran	Mathews County

ABSENT:

None

OTHERS IN ATTENDANCE:

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

Dan Clayton welcomed Bryan Hill, the County Administrator for James City County, and Karen Plumley, VPPSA's new Accounting Clerk.

1. PUBLIC COMMENT

No comments were received.

2. MINUTES

Matt Walker moved that the minutes of the June 5, 2015 meeting be approved. Reese Peck seconded and the motion passed unanimously.

3. ELECTION OF BOARD OFFICERS

The proposed slate of officers for FY 16 was presented as follows:

Chair:	Mindy Conner Mathews County
Vice Chair:	John Horne James City County
Secretary/Treasurer:	Mathew L. Walker Middlesex County

Reese Peck moved that the slate of officers for FY 16 be approved as presented; Chip McDonough seconded and the motion was passed unanimously. Mindy Conner accepted the gavel from Dan Clayton.

4. PROJECT REPORTS

Transfer System

Attention was called to the minutes of the July 3, and September 11, 2015 meetings of the Middle Peninsula Transfer System Oversight Committee. David Magnant reported that:

- Textbooks were collected from Mathews High School for recycling on October 12. Mr. Magnant said that if other schools were interested in doing this, to please let him know and he would be happy to assist in providing this service.
- Litter boxes were provided for the Poquoson Seafood festival and an event for the Ruritans in King William; the Mobile Unit was used at Wallerpalooza, an event at Waller Mill Park for the City of Williamsburg.
- An open top was used to collect paper from a storage unit in West Point that had been accumulating newspapers and other paperwork for many years.
- A Maintenance Mechanic has been hired to work in the Transfer System. Derek Havunen will move from his position as Operator III at the Compost Facility and work with Philip (Stomper) Mackerney, who is moving closer to retirement.
- A new roll off driver has been hired, and another driver has given notice of his impending retirement.

Scrap metal has been selling at \$110 per ton, but recently has been as low as \$40. The highest rate in recent months has been \$75, but this unusually high. Scrap metal is currently being delivered to James City Recycling because their price is higher, and deemed worth the trip. Metal prices are forecast to continue down.

Compost Facility

Attention was called to the minutes of the July 15, 2015 meeting of the Compost Facility Oversight Committee; the meeting originally scheduled for September 16, 2015 was cancelled. David Magnant reported that:

- Compost and mulch sales were short of the goal for FY 2015 by approximately \$100,000. There were several issues, one of which was that Newport News had a clearance sale on compost. Prices were so low that VPPSA could not compete, and many people purchased their compost from Newport News rather than the Compost Facility. The facility and equipment are all in good order, and so David Magnant and Donnie Bonivich will now begin to focus on sales.
- Operating hours have been extended on Saturday by one hour during leaf season at the request of York County.
- A skid steer was just purchased for the Compost Facility; other purchases are also planned in FY 16.
- York County will be assisting with work on the retention pond.

Household Chemical Collection

Collection events were held in Williamsburg/James City on June 14 and in York County and Hampton on July 12 and July 19 respectively. The event in James City had 550 cars participating. The event in Poquoson scheduled for October 3 was postponed until October 31 due to the anticipated arrival of hurricane Joaquim.

Household Chemical Events will now be scheduled regularly on the Middle Peninsula. There will be two events per year, and it is expected that attendance will grow as residents become more aware of these events.

Computer and Electronics Recycling

Collection events were held in Williamsburg/James City on June 14 and in York County and Hampton on July 12 and July 19, respectively. Weights continue to be fairly constant, with more vehicles but less weight per vehicle. Because James City County now accepts electronics at the Jolly Pond Convenience Center, it was expected that the weight for electronics collected at the Household Chemical Events would drop, but so far this has not been the case. Events continue to be well-attended.

Computer and Recycling Events will now be scheduled regularly on the Middle Peninsula, and held in conjunction with Household Chemical Event. There will be two events per year, and it is expected that attendance will grow as residents become more aware of these events.

Curbside Recycling

The contamination rate reported by County Waste in September was 11.6%, which is low compared with national averages. There are still some areas which need improvement.

Staff is working with Jessie Smyth, a student from William and Mary who is putting together a plan to recycle red Solo cups. Ms. Smyth's plan will help to educate students on recycling, especially with the student rentals on Lafayette Street in Williamsburg. It was suggested that 95 gallon carts be provided to the student rentals in this area.

Steve Geissler said that a representative from HR Green had called, and wanted VPPSA to be involved in a regional program called "Know What's in Your Cart". HR Green is trying to address a contamination issue in single stream cart recycling. HR Green says that contamination has increased over the last few years, which decreases the value of the materials collected.

Each of our member communities on the Peninsula has a representative involved in HR Green, but VPPSA has not been involved. Mr. Geissler said that in previous years, the Board had directed that VPPSA not be involved in general education. Mr. Geissler also said that HR Green had wanted financial contributions as well, but at this time VPPSA has no staff and no budget for public education. The Board agreed that since contamination in VPPSA communities is low, and there is no budget for general education such as the HR Green program, there was no reason for VPPSA to become involved with this program with HR Green at this time. This effort should be completed by the member cities and counties. The consensus of the Board was that public education efforts undertaken by VPPSA staff should be directed specifically at the services provided to the member cities and counties.

Drop Off Recycling

Cardboard is currently at \$116.10 per ton, and mixed paper is at \$76.10 per ton. This program continues to do well.

Middle Peninsula Vehicle Equipment and Replacement Plan

Steve Geissler presented the Vehicle Equipment and Replacement Plan, which is attached. The plan was presented to and approved by the Transfer System Oversight Committee on September 11, 2015.

Mr. Geissler noted that the mileage on the roll off trucks scheduled to be sold is about 600,000 to 700,000 miles, and the trucks are about 12-13 years old. Staff has found that maintenance costs on trucks of this age and mileage become excessive. In the future, staff will plan to sell these trucks when mileage reaches between 450,000 and 500,000 miles, or at approximately 9 – 10 years of age.

The service vehicles that will be sold – pick-up trucks, sedans and a van - have mileage of 200,000 to 300,000 miles. The anticipated value included in the plan for these vehicles is \$500 - \$1000 per vehicle.

Mr. Geissler said that contributions have been made to vehicle and equipment replacement funds since the start-up of operations in 1993. For the past several years, contributions to the Middle Peninsula vehicle and equipment replacement funds have been \$90,000 per year for Transfer System equipment replacement, and \$50,000 per year for Convenience Center equipment replacement. Staff has realized that vehicles prices have escalated higher than anticipated, while containers and compactors have lasted longer than originally planned. For these reasons, the upcoming budget for FY 17 will change the contribution allocations so that \$115,000 will be contributed annually for Transfer System equipment replacement, and \$25,000 will be contributed annually for Convenience Center equipment replacement.

Steve Geissler reviewed the recommended actions as follows:

- 1- Adopt the Vehicle, Equipment and Replacement Plan
- 2- Authorize disposition of trucks, compactors, and other equipment, and allow staff to determine the method of disposition- by bid, auction or other in order to get the highest revenue (any revenue goes back to equipment replacement).
- 3- Approve up to \$765,000 for the Transfer System fund to purchase pickup trucks, and two compactors for sites in Mathews and Essex Counties.
- 4- Approve up to \$169,200 from the Convenience Center fund for the replacement of all compactors in King and Queen County, the compactor at the King William Landfill Convenience Center and the purchase of six 40 yard open top containers.

Tom Jones moved that the Board approve all of the recommended actions presented in the plan; Bryan Hill seconded and the motion was passed unanimously.

Matt Walker asked how the procurement of pick-up trucks would be completed. David Magnant said that state contracts, HGAC and NJPA would be considered but it expected that we will use the York County Cooperative Procurement, as they seem to have the best prices.

5. AMENDMENT NUMBER 1 TO THE SERVICE AGREEMENTS FOR CURBSIDE RECYCLING SERVICES

Steve Geissler said that at the June, 2015 meeting, the Board approved changing the invoicing procedure for the Curbside Recycling Project from an estimated amount quarterly in advance to an actual amount monthly in arrears. At that time, the Board authorized the Executive Director to prepare and distribute an Amendment to the Service Agreements to enact the change. The Amendment has since been prepared and distributed to the appropriate communities, and all have taken action on the agreements.

Dan Clayton moved that Amendment Number 1 to the Service Agreements for Curbside Recycling Services be approved and that the Executive Director be authorized to execute the amendments with the City of Williamsburg, the City of Poquoson, York County and James City County. Matt Walker seconded and the motion was passed unanimously.

6. GUIDELINES AND PROCEDURES FOR PROJECTS PROPOSED PURSUANT TO THE PUBLIC-PRIVATE EDUCATION AND INFRASTRUCTURE ACT OF 2002

Steve Geissler explained that the Public-Private Education Facilities and Infrastructure Act of 2002 (the PPEA) grants responsible public entities the authority to create public-private partnerships for the development of a wide range of projects for public use if the public entities determine there is a need for the project and that private involvement may provide the project to the public in a timely or cost-effective fashion. Based on the PPEA's definition, the Virginia Peninsulas Public Service Authority does qualify as a "responsible public entity" (RPE). Mr. Geissler reviewed the proposed Guidelines and

Procedures which were prepared based on the model guidelines and procedures provided by the Virginia Department of General Services, and guidelines and procedures adopted by James City County and the Montgomery Regional Solid Waste Authority.

Mr. Geissler noted that legal counsel has reviewed and approved the proposed Guidelines. As per PPEA, the proposed Guidelines and Procedures were presented for adoption by the VPPSA Board of Directors, as the governing body of VPPSA. Chip McDonough moved that the Guidelines and Procedures for Projects Proposed Pursuant to the Public-Private Education and Infrastructure Act of 2002 for the Virginia Peninsulas Public Service Authority dated October, 2015 be approved, and that the Executive Director of VPPSA be designated as the contact person to receive PPEA proposals and to respond to inquiries regarding the PPEA or the guidelines. Bryan Hill seconded, and the motion was approved unanimously.

Matt Walker said that since the maintenance facility would cost less than \$3,000,000, an oversight committee would not be required, but asked if this could be done if desired since it could be beneficial. Mr. Geissler said that this could be done.

7. BUDGET PLANNING

Steve Geissler reviewed the schedule for distribution and review of the Budget for FY 17. The Budget will be distributed on November 6, and then reviewed at the Compost Facility Oversight Committee Meeting on November 18 and the Middle Peninsula Oversight Committee Meeting on November 13. 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 4, 2015.

8. EXECUTIVE DIRECTOR'S REPORT

Steve Geissler said that:

- Steve Geissler and David Magnant attended the SWANA Quad State conference on September 23-25 in Pigeon Forge, Tennessee.
- Steve Geissler and David Magnant both attended SWANA regulatory training on October 16.
- On Saturday October 24, VPPSA will participate in the second annual Litter and Recycling Expo at the James City County/Williamsburg Recreation Center.

9. NEW BUSINESS

Mindy Conner requested a withdrawal of \$100,000 from the Mathews County share of the Transfer System and Convenience Centers Project fund balances.

Tom Swartzwelder moved that the request be approved; Reese Peck seconded and the motion passed unanimously.

10. NEXT MEETING DATE

Due to scheduling conflict, the December Board Meeting was changed from Friday, December 4 at Cooks Corner to Friday, December 11 at the MPPDC in Saluda, Virginia

**December 11, 2015
Middle Peninsula Planning District Commission
125 Bowden Street
Saluda, VA 23149
10:00 a.m.**

The meeting was adjourned.

Respectfully Submitted,

Mathew L. Walker
Secretary/Treasurer