

# SPSA

BOARD OF DIRECTORS

REGULAR MEETING AGENDA

**February 27, 2019**

**Start Time: 9:30 a.m.**

Location:

Regional Board Room  
SPSA/Regional Building  
723 Woodlake Drive  
Chesapeake, VA 23320

**1. INFORMAL ITEMS: DISCUSSION ONLY**

- A. MONTHLY REPORT ON WTE OPERATIONS . . . . . Clint Stratton  
- January 2019 (pg. 2-5)
- B. EXECUTIVE DIRECTOR UPDATES . . . . . Liesl DeVary
  - 1. Presentation 2019 Airspace Management Report
  - 2. Division Productivity – January 2018 to January 2019 (pg. 6-7)
  - 3. Landfill Operational Summary (pg. 8-9)
  - 4. Construction Status Report (pg. 10)
  - 5. Executive Committee Minutes – 12/5/18 (pg. 11-13)
- C. CHAIRMAN’S COMMENTS. . . . . Chairman Keifer

**2. ACTION AGENDA**

- A. MINUTES OF BOARD MEETING . . . . . Chairman Keifer  
- January 23, 2019 (pg. 15-22)
- B. FINANCIAL MATTERS . . . . . Liesl DeVary
  - 1. Financial Reports (pg. 23-31)
  - 2. Contracts
    - A. Contract Awards
      - 1. Wetlands Environmental Impact Statement Coordination (pg. 32-36)
- C. TEMPORARY ACCESS EASEMENT AGREEMENT – ATLANTIC COAST PIPELINE  
(pg. 37-42)

**3. CLOSED SESSION**

[Motion Needed to Approve Closed Session Request]  
[Closed Session per Virginia Code Section 2.2-3711 (A)(8)]

- 1. Wheelabrator Waste & Disposal Services Agreement (pg. 43)

**4. ACTIONS ARISING FROM CLOSED SESSION**

[Motion Needed to Approve Certification after Closed Session]

**5. OLD/NEW BUSINESS**

**6. ADJOURN MEETING**

LUNCH **WILL NOT** BE SERVED WITH THIS MEETING

# Agenda

## SOUTHEASTERN PUBLIC SERVICE AUTHORITY OF VIRGINIA BOARD OF DIRECTORS Regular Meeting

WEDNESDAY, FEBRUARY 27, 2019  
REGIONAL BOARD ROOM, SPSA REGIONAL BUILDING  
723 WOODLAKE DRIVE, CHESAPEAKE, VIRGINIA  
9:30 A.M.

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CALL MEETING TO ORDER . . . . . CHAIRMAN KEIFER  
PLEDGE OF ALLEGIANCE  
ROLL CALL

### PUBLIC COMMENT PERIOD

(ALL SPEAKERS MUST REGISTER PRIOR TO CALL TO ORDER – 5-minute maximum per speaker unless advised by Chairman differently; 30-minute total maximum time.)

### 1. INFORMAL ITEMS: DISCUSSION ONLY

A. MONTHLY REPORT ON WTE OPERATIONS . . . . . Clint Stratton

Mr. Clint Stratton will present the monthly Wheelabrator Reports for January 2019.

**WHEELABRATOR PORTSMOUTH INC  
 TONNAGES REPORT  
 CALENDAR YEAR 2019**

MONTH	SPSA ACCEPTABLE WASTE (TONS)	THIRD PARTY ACCEPTABLE WASTE (TONS)	OUT-OF-STATE WASTE (TONS) *	OUTSIDE-AREA WASTE (TONS)	TOTAL TONNAGE	NAVY STEAM DELIVERED (K- LBS)	ALL WASTE ACCEPTED AT RDF (TONS)	NP REMOVED FROM RDF (TONS)	PROHIBITED WASTE	RDF WASTE DIVERTED TO LANDFILLS (TONS)	PROCESSED WASTE (CALC)	PROCESSED FORMULA	ASH DELIVERED TO LANDFILL (TONS)	MW SOLD TO THE GRID (MWhr)
JAN	28,726.73	24,381.07	671.02	-	53,778.82	83,072	53,778.82	4,342.25	-	-	49,436.57	50,095.33	14,823.46	15,841
FEB														
MAR														
APR														
MAY														
JUN														
JUL														
AUG														
SEP														
OCT														
NOV														
DEC														
YTD TOTAL														
12 MO														

\* NOTE: This is material brought in from the nearby counties in NC provided for under the Service Agreement.

**WHEELABRATOR PORTSMOUTH INC  
 AVAILABILITY  
 CALENDAR YEAR 2019**

<b>MONTH</b>	<b>BOILER AVAILABILITY (%)</b>	<b>BOILER PLANNED OUTAGES (HRS)</b>	<b>BOILER UNPLANNED OUTAGES (HRS)</b>	<b>TURBINE AVAILABILITY</b>	<b>TURBINE PLANNED OUTAGES (HRS)</b>	<b>TURBINE UNPLANNED OUTAGES (HRS)</b>
JAN	92%	166.90	67.40	90%	81.00	241.40
FEB						
MAR						
APR						
MAY						
JUN						
JUL						
AUG						
SEP						
OCT						
NOV						
DEC						
<b>YTD TOTAL</b>	92%	166.90	67.40	90%	81.00	241.40

**Wheelabrator Portsmouth Inc.**

**Monthly Report for the Month of January 2019**

This report is submitted as required by schedule 15 of the Service Agreement for the period indicated above. Paragraphs below are keyed to the items of Section 1.2 contained therein.

**Environmental Issues:**

**Tests Completed:**

Monthly Industrial Discharge Samples  
Fuel Oil Sample  
Storm water Sample(s)

**Tests Planned:**

Monthly Industrial Discharge Samples  
Fuel Oil Sample(s)  
Storm Water Sample  
Quarterly GHG Test

**Inspections:**

None

**Air Quality Violations:**

None

**Safety Issues:**

OSHA Recordable Accidents this period:	0
OSHA Recordable Accidents YTD:	0
Lost Time Accidents this period:	0
Lost Time Accidents YTD:	0

**Op Stats: see attached spreadsheet**

**Upcoming Planned Outages:**

2019 Outages

Jan 20-25	Boiler 2
Feb 17-24	Boiler 3
March 17-24	Boiler 4
April 14-21	Boiler 1
May	No outage
June 9-14	Boiler 2
July 14-19	Boiler 3
August 11-16	Boiler 4
September 15-20	Boiler 1
October	No outage
November 10-16	Boiler 2
December 15-20	Boiler 3

**WHEELABRATOR PORTSMOUTH INC**

**SUPPLEMENTAL INFORMATION**

**January 2019**

Total Waste received by SPSA:	28,727 tons
Waste delivered to RDF:	53,779 tons
Total RDF processed:	50,095 tons
Ash sent to landfill:	14,823 tons*
Electric power sold:	15,841 MW
Steam sold to Navy:	83,072 K-LBS
Overall Boiler availability:	92%
Overall Generator availability:	90%
Environmental Incidents	0

OSHA Recordable Accidents this period:	0
OSHA Recordable Accidents YTD:	0

**General Notes:**

\* This total includes 3643.67 tons of dry residue delivered to the landfill in January  
Outage completed #2 boiler to include bottom ash rebuilds, apron and RDF inspections, repairs, RDF feed screw replacement and furnace overlay.

B. EXECUTIVE DIRECTOR UPDATES

Liesl DeVary

1. Presentation 2019 Airspace Management Report
2. Division Productivity – January 2018 to January 2019
3. Landfill Operational Summary
4. Construction Status Report
5. Executive Committee Minutes – 12/5/18

Transfer Stations Division				Transportation Division			
Area Measured	2018	2019	Diff	Area Measured	2018	2019	Diff
Tons Loaded	46,677	49,253	+2,576 <sup>1</sup>	Tons Hauled	39,540 <sup>2</sup>	39,419 <sup>2</sup>	-121 <sup>3</sup>
Equipment Hrs.	2,118	2,113	-5 <sup>4</sup>				
Man Hours	5,249	4,835	-414 <sup>5</sup>	Man Hours	5,385	4,268	-1,117 <sup>5</sup>
				Miles Traveled	56,960	65,868	+8,908 <sup>6</sup>

<sup>1</sup> Reflects an increase in tons handled at the transfer stations in January 2019 compared to January 2018, due to an increase in waste handled at CTS, LTS, NTS, OTS, STS, and FTS in January 2019 compared to January 2018.

<sup>2</sup> Reflects the waste hauled by SPSA Transportation Department; which includes Norfolk Water Treatment Plant Sludge, Shredded Tire, Leachate Water from the Transfer Stations, and pumps and haul leachate from the landfill.

<sup>3</sup> This reflects a decrease in tons hauled by the Transportation Department in January 2019 compared to January 2018, offset waste was haul by MBI out of CTS and NTS. SPSA hauled 1,018,600.00 gallons of leachate in the month of January 2019 which is not illustrated in the corresponding graphs.

<sup>4</sup> Reflects a very small decrease in the hours used on the equipment at the Transfer Stations in January 2019 compared to January 2018, due to a decrease in on-equipment training at the transfer stations during the month.

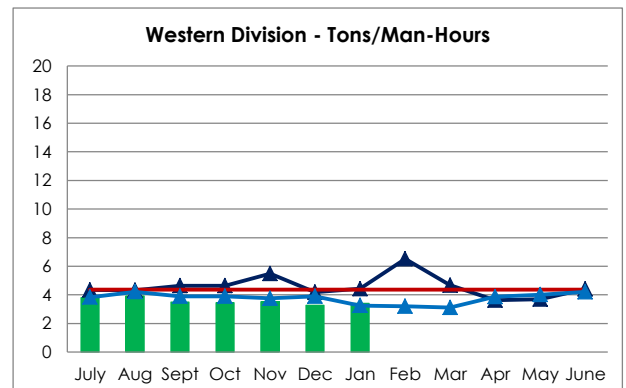
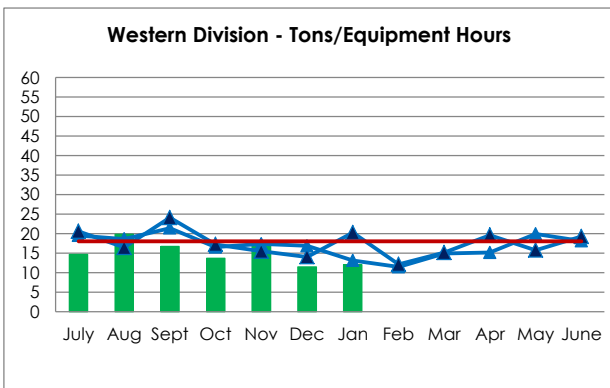
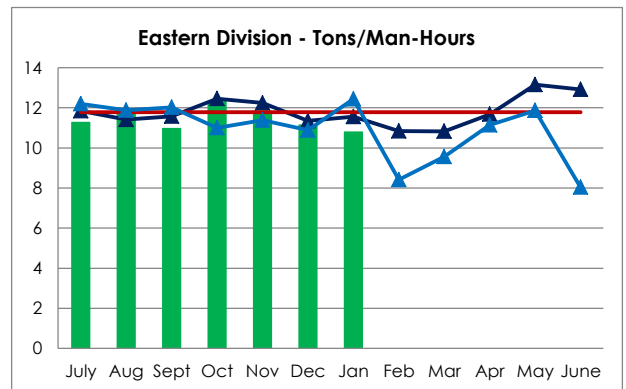
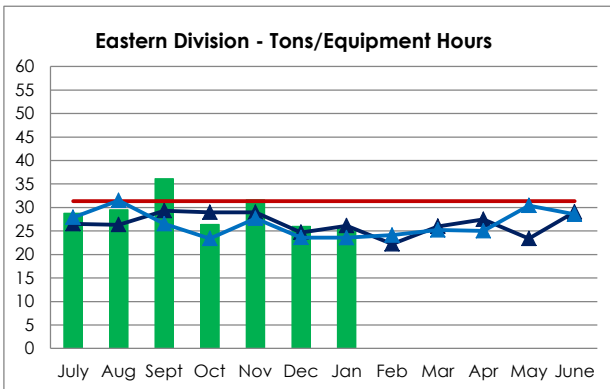
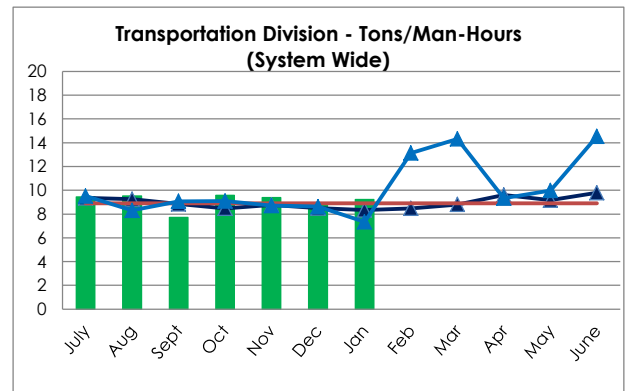
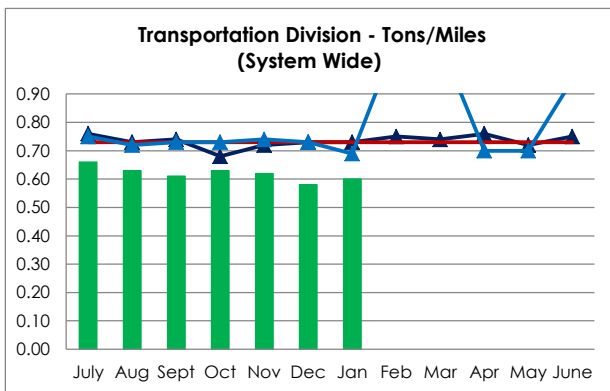
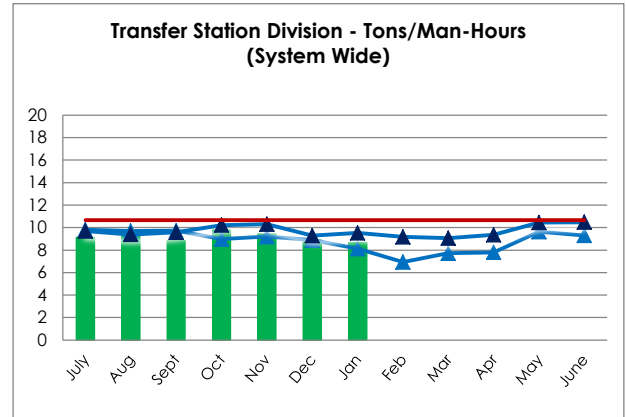
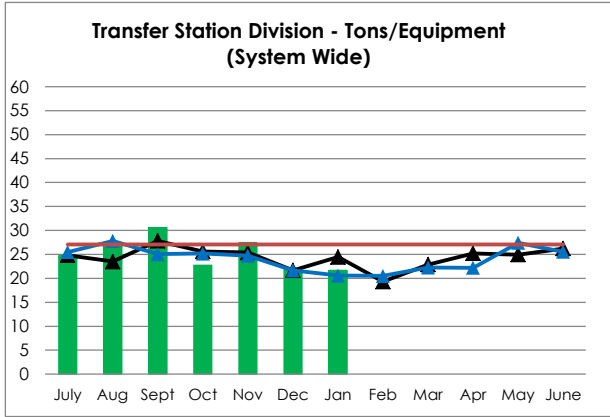
<sup>5</sup> Reflects a decrease in man-hours used at the Transfer Stations and the Transportation Department in January 2019 compared to January 2018, due to a decrease in overall overtime and a decrease in tons hauled by the Transportation Department.

<sup>6</sup> Reflects an increase in the total miles traveled by SPSA Transfer Vehicles in January 2019 compared to January 2018, this is due to SPSA's Tankers hauling 1,018,600.00 gallons of leachate in the month of January 2019. The leachate gallons hauled are not illustrated in the corresponding graphs.



# Southeastern Public Service Authority Monthly Comparison of Divisions Productivity

■ FY 2019 bar  
— Benchmark Rates (New)  
▲ FY 2018  
▲ FY 2017



**SPSA Regional Landfill Operational Summary**

Period January 1, 2019 to January 31, 2019

**KEY:**

Change Since Last Report  
 All Is Well  
 Working On  
 Noted Issue



Item	Metric Item	Metric	Performance/Comment	Status Code	Comments/Corrective Actions
<b>1</b>	<b>Regulatory Compliance</b>				
1.1	Notice of Violations	None	In Compliance		
1.2	Environmental compliance and reporting	Compliance	All submissions made.		
1.2.1	Solid waste operations	Compliance	In Compliance		No issues during the reporting period
1.2.2	Title V	Compliance	In Compliance		Annual Emissions Report and Title V Reporting submitted to VDEQ for re-issuance of Title V Permit on 05/16/2017. Spoke with DEQ on 9/12/18 and was advised that they still have not performed the technical review or administrative review. They are short handed and we should not expect feedback for another six months to one year.
1.2.3	VPDES	Compliance	In Compliance		4th quarter sampling is complete. E-DMR for 4th quarter 903 and 2nd semi-annual due Jan, 10th 2019.
1.2.4	Financial Assurance	Compliance	In compliance		
1.2.5	Wetlands	Compliance	In Compliance		
1.2.6	Groundwater	Compliance	In Compliance		4th quarter groundwater completed December 19th. Report is due in March 2019.
1.2.7	Storm water system operating and in compliance with VPDES permit	Systems operational and in good order	In Compliance		In compliance
<b>2</b>	<b>Landfilling Operations</b>				
2.1	Tonnage Landfilled	Actual Tons	29,348		
2.2	No. staff	15.5 FTE	13.5-FTE		2 - Vacancies
2.2	Equipment Utilization	Key equipment fully operational and deployed	All equipment operating and deployed with appropriate spares		Several pieces are down for routine maintenance and repair but appropriate spares are operating.
<b>3</b>	<b>Cover Operations</b>				
3.1	Total Cover Material Received	Actual Tons	14,072		Ash and Clean Fill (Clearfield)
3.2	Date of last aerial survey	12/17/2018			
3.3	December 2018 Operational In-Place Density (lbs./cy)	1,600-1,800lbs/cy	1,788 lbs./cy or AUF = .89		
3.4	December 2018 Effective In-Place Density (lbs./cy)	1,600 lbs./cy	2005 lbs./cy or AUF = 1.00		
<b>4</b>	<b>Leachate Management</b>				
4.1	Pump stations operational during period	100 % Operational	All pump stations are operational, pump performance is being monitored, and repairs/replacements made as necessary.		Scada system is operational on all vaults and tracking leachate volumes.
4.2	SCADA system operational during period	100 % Operational	Fully operational		Phase I of the Scada project is complete. Additional Scada will be installed as part of the load out facility project which is nearing completion.
4.3	Flow meter system functional during period	100 % Operational	All 8 Cell V/VI Pump Stations are now operational		Flow Meters can now be logged to history in Scada system and reviewed as needed.
4.4	Leachate Levels	In compliance	In compliance.		1. In compliance at all 8 pump station locations. 2. Flow generation remain < 40,000 GPD typically.

Item	Metric Item	Metric	Performance/Comment	Status Code	Comments/Corrective Actions
4.5	Leachate Disposal	In compliance	Hauling for disposal quantities in excess of 50,000 GPD that can be pumped to Nansemond. COD Concentrations > 2,000 mg/L.		SPSA continues to pump and haul. Reserve capacity of leachate lagoons are measured and recorded each day. Calculations are performed daily on the volume hauled, volume produced and storage capacity to determine the quantity of leachate that needs to be hauled each day.
4.5.1	Quantity of leachate pumped to HRSD during period	x gallons	738,332		From 1/1 to 1/31
4.5.1.1	Cell V, Sumps 1-4	x gallons	422,970		From 1/1 to 1/31
4.5.1.2	Cell VI, Sumps 5-8	x gallons	465,840		From 1/1 to 1/31
4.5.2	Quantity of leachate hauled for disposal during period	x gallons	1,018,600		From 1/1 to 1/31
4.5.3	Disposal costs in period: \$		\$ 16,919		From 1/1 to 1/31
4.5.4	Any issues relative to leachate quality and acceptance at WWTPs?	No constraints	No constraints		
5	<b>Landfill Gas Management</b>	Compliance	In compliance		Surface emissions monitoring for 4th quarter completed 11/27/18, no deficiencies. Gas monitoring for 4th quarter completed 12/18/18, no deficiencies. Annual Report due March 1st, 2019.
6	<b>Odor Complaints</b>	No complaints	No complaints		From 1/1 to 1/31
7	<b>HRSD Force Main</b>	Contract Schedule	None provided to date.		Still only have (unofficial) tentative date of completion to be in 2022

#### Acronym Definitions

**ACOE**- Army Core Of Engineers **AUF**- Airspace Utilization Factor **BOD**- Biological Oxygen Demand **CAP**- Corrective Action Plan **COD**- Chemical Oxygen Demand **CSCE**- Comprehensive Site Compliance Evaluation **DMR**- Discharge Monitoring Report **GPS**- Groundwater Protection Standards **LCL**- Lower Confidence Limit **NOV**- Notice Of Violation **SCADA**- Supervisory Control And Data Acquisition **SWIFT**- Sustainable Water Initiative For Tomorrow **SWPPP**- Storm Water Pollution Prevention Plan **VPDES**- Va. Pollution Discharge Elimination System **WWTP**- Waste Water Treatment Plant **PLC**- Programmable Logic Controller **GPM**- Gallons Per Minute **GPD**- Gallons Per Day

## Construction Project Update For January 1, 2019 through January 31, 2019

	Original Contract	Cumulative Change Orders	Change Orders This Month	Total Contract Value	% of Original Contract in CO's	Scheduled Completion Date	Current Completion Date	Percent Complete
<b>SCADA Upgrade</b>	\$1,473,470	\$56,312	\$0	\$1,529,782	3.80%	8/30/2018	12/11/2018	100%
<b>Leachate Loadout Project</b>	\$1,276,600	\$178,174	\$88,771	\$1,454,774	14% *	8/30/2018	2/22/2018	99%

### Individual Change Orders for SCADA Project

Description	Amount
CO-1 Switch from black iron to stainless steel discharge piping to eliminate corrosion from leachate.	\$12,850
CO-2 Replace corroded 480 volt underground feeder cables feeding vaults 2 and 3	\$19,646
CO-3 Remote Access which allows staff 24 hour access to SCADA from anywhere using handheld device	\$18,696
CO-4 Install power monitors to provide SCADA with electrical data from pumps and other devices to be trended	\$5,120

### Individual Change Orders for Leachate Loadout Project

Description	Amount
CO-1 Correct drainage elevation and install Drop Inlet and Pipe	\$12,849
CO -2 Additional Time Request Granted Due to weather, permit delays and material availability	\$0
CO-3 Switch to Low Flow Pumps to allow pumping to HRSD SWIFT Plant (funded by HRSD)	\$76,554
CO-4 Replace Underground Feeder Cables to vaults 5,6,7 and 8 in Cells V and VI	\$88,771

\* \$76,554 will be reimbursed from HRSD for low flow pumps

## Engineering Task Orders

	Engineering Firm	Value	Invoiced To Date	Balance
<b>SCADA Design and Construction Management</b>	HDR	\$175,000	\$157,979.86	\$17,020.14
<b>Leachate Loadout Design and Construction Management</b>	HDR	\$253,164	\$223,526.41	\$29,637.59

**MINUTES OF THE  
EXECUTIVE COMMITTEE  
SOUTHEASTERN PUBLIC SERVICE AUTHORITY OF VIRGINIA  
December 5, 2018**

A meeting of the Executive Committee was held at 9:30 a.m. in the second floor conference room of the SPSA Regional Building in Chesapeake, Virginia, and was called to order by Chairman John Keifer. The other Committee Members present at this meeting were Mr. Luke McCoy, Mr. Randy Keaton and Mr. Bill Sorrentino. Also in attendance were Executive Director, Liesl R. DeVary, Deputy Executive Director, Dennis Bagley, Blanche Christian and General Counsel Warren Tisdale \* Mr. Randy Keaton left at 11:08 a.m.

Items for Discussion:

1. Review and approve Executive Committee Minutes

Mr. Sorrentino (VB) moved, seconded by Mr. McCoy (PO) to approve the Executive Committee minutes of the September 19, 2018 meeting. All were in favor.

2. Executive Director Reports / December Board Meeting Agenda

With changes to regulations, we are able to use the corporate financial test for the DEQ Financial Assurance, which means we will not have to put money aside. We have received the preliminary approval; once this is finalized, we will bring it to the Board.

Accomack County has contacted the landfill in regards to tire disposal. They will pay the normal tire disposal rate and we can use the shredded tires at the landfill.

We are having difficulty hiring truck drivers, as well as heavy equipment operators, but our member localities are having some of those struggles as well. We are having several retirements that are occurring too. We have had five since July and we have several more in the upcoming months.

The Audit Committee met earlier this week. Leslie Roberts from Brown Edwards will present the Audit at the board meeting.

The HDR contract will be presented at the board meeting. It is based on a calendar year and this will utilize option year two of four. The contract term is from January 1, 2019 through December 31, 2019 and the hourly rates will increase by 2%.

Two contracts will be presented in an attempt to improve our technology. A contract through Dell for the replacement of 51 desktop computers as our current system is outdated. In addition to the computers, we will be replacing our current timekeeping software KRONOS to Executime, which will tie in with our enterprise resource planning software Munis.

There will be several contracts for the landfill. The replacement of the original 1982 overhead garage doors at the Regional Landfill Shop and a tractor to help with slope/ditch mowing will be presented.

Our current household hazardous waste disposal contract expired. A new contract was bid and will be presented at the board meeting. The initial contract will be a partial year with option years to renew each subsequent year on July 1.

The change order for the leachate load out project is to replace the original pumps that are designed to pump all at once to low flow pumps. This system was engineered to be a low-flow pump that monitors HRSD pressures in their line and the drives on the variable frequency drive (VFD). So that an increase or decrease, depending on what we need to do to pump a certain volume of leachate. These pumps will be tied into our SCADA system and will be controlled and monitored by our SCADA system 24 hours a day. The cost of the project is \$76,554 and HRSD has agreed to pay up to \$76,554, which we have in writing.

The City of Chesapeake has requested that SPSA open the Chesapeake transfer station an hour early, at 7 a.m. on Wednesday, Thursday, and Friday, for exclusive use by Chesapeake trash trucks. The city will pay SPSA the associated costs for that extra hour. We have been doing this since July 1, 2018. The City of Chesapeake has reviewed and agreed and a resolution will be presented at the meeting.

The Executive Director Performance review will be provided to the board members at the meeting. An electronic version will also be provided. Completed forms will be sent either via email or mail to Blanche Christian by December 31, 2018.

3. Closed Session:

Mr. Warren Tisdale read the following closed session motion:

Motion to Approve Request for Closed Meeting.

*I move that a closed session be held for discussion regarding (i) a proposed temporary access agreement between Atlantic Coast Pipeline, LLC and SPSA that would provide road access to ACP across SPSA's property for purposes of installing a gas pipeline on adjacent property not owned by SPSA, in accordance with Virginia Code Section 2.2-3711(A)(3) for the purpose of discussion of the disposition of real property, and in accordance with Virginia Code Section 2.2-3711(A)(8) for the purpose of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, and (ii) the delivery of ash by Wheelabrator Portsmouth, Inc. to SPSA under the current Services Agreement between Wheelabrator and SPSA, and under the Waste Disposal and Services Agreement between Wheelabrator and SPSA with commencement date February 1, 2019, for the purpose of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel.*

Mr. Sorrentino (VB) moved, seconded by Mr. Keaton (IW) to approve the certification as read. All were in favor.

Motion to Approve Certification after Closed Meeting.

*The Committee hereby certifies that, to the best of each member's knowledge: (a) only public business matters lawfully exempted from open meeting requirements by Virginia law under the*

*Virginia Freedom of Information Act were discussed in the closed meeting to which this certification applies; and (b) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting just concluded.*

Mr. McCoy (PO) moved, seconded by Mr. Sorrentino (VB) to approve the certification as read. All were in favor.

4. Adjournment

There being no further business to come before the Executive Committee, the meeting was adjourned at 11:49 a.m.

C. CHAIRMAN’S COMMENTS. . . . . Chairman Keifer

**2. ACTION AGENDA**

A. MINUTES OF BOARD MEETING . . . . . Chairman Keifer

The minutes of the January 23, 2019 Board meeting are attached for your review and approval.

**RECOMMENDED ACTION:** Approve the minutes as presented.

**MOTION:** Do I hear a motion that the January 23, 2019 minutes of the SPSA Board of Directors meeting be approved as presented.



**MINUTES OF THE BOARD OF DIRECTORS OF THE  
SOUTHEASTERN PUBLIC SERVICE AUTHORITY OF VIRGINIA**

**January 23, 2018**

The Regular Meeting of the Board of Directors of the Southeastern Public Service Authority (SPSA) was held at 9:30 a.m. in the Regional Board Room at the Regional Building, 723 Woodlake Drive, Chesapeake, Virginia. The following members were in attendance or as noted:

Mr. John Maxwell <i>absent</i>	(CH)	Mr. Steven Jenkins	(CH)
Ms. Sheryl Raulston	(FR)	Mr. H. Taylor Williams	(FR)
Mr. Dale Baugh	(IW)	Mr. Randy Keaton	(IW)
Mr. John Keifer	(NO)	Mr. Richard Broad	(NO)
Mr. C.W. "Luke" McCoy	(PO)	Mr. Solomon Ashby <i>absent</i>	(PO)
Mr. Mark Hodges	(SH)	Ms. Lynette Lowe	(SH)
Mr. David Arnold	(SU)	Mr. Patrick Roberts	(SU)
Mr. William Sorrentino	(VB)	Mr. John Barnes	(VB)

\* Indicates Late Arrival

\*\* Indicates Early Departure

(CH) Chesapeake; (FR) Franklin; (IW) Isle of Wight; (NO) Norfolk; (PO) Portsmouth, (SH) Southampton County; (SU) Suffolk; (VB) Virginia Beach

Others present at the meeting included the Alternate Ex-Officio Members, Mr. Eric Martin (CH), Mr. Michael Etheridge (IW) \*9:35, Mr. Harvey Howard (NO), Ms. Erin Trimyer (PO), Mr. Hart council (SH), Mr. Scott Mills (SU) and the following SPSA executives, Ms. Liesl R. DeVary, Executive Director and Treasurer, Ms. Blanche Christian, Administrative Coordinator and Secretary, and Warren Tisdale, General Counsel.

**1. INFORMAL ITEMS: DISCUSSION ONLY**  
**A. MONTHLY REPORT ON WTE OPERATIONS**

Mr. Stratton began the operational report for the month of December 2018 for Wheelabrator Portsmouth. There were only three OSHA recordables for the year, which is our best year in the history of the facility. In 2010, we started with 15, and since have slowly carved it down. Last quarter we had some issues with wait times at the facility, and that is something we always try to minimize. Since July, we have had a tremendous amount of trips on the electrical system where we have had a black plant and a turbine down for 13 days. That is a tremendous hit on the facility, and we incurred about \$400,000 worth of damages. Due to the issue, we were diverting tons and trying to manage the wait times for our customers. I had a meeting with the Navy yesterday to address it and we have a plan to take a 12-hour outage, which means no external power, but I will be able to process boilers and keep steam flowing to the yard. I will share that plan with Liesl, once finalized.

These repairs to the underground powerlines should resolve the issue. We do appreciate the support and partnership here, and we are certainly looking forward to getting these repairs done so we can move forward.

## Wheelabrator Portsmouth December 2018



### Operational Data

<b>41,516 Tons</b>	<b>52,894 Tons</b>	<b>51,468 Tons</b>	<b>12,432 Tons</b>	<b>14,443 MW</b>
Total waste received by SPSA	Waste delivered to RDF	Total RDF processed	Ash sent to landfill	Electric power sold
<b>75,906 K-LBS</b>	<b>94%</b>	<b>95%</b>	<b>0</b>	<b>3</b>
Steam sold to U.S. Navy	Overall boiler availability	Overall generator availability	Environmental incidents and OSHA recordable accidents	OSHA recordable accidents YTD

### B. EXECUTIVE DIRECTOR UPDATES

Ms. DeVary commented that SPSA is operating effectively and efficiently and our staff are doing a terrific job. Come Friday it has been one year since the new Use & Support Agreements became effective and I think everything is going very well.

Ms. DeVary welcomed Rex Cuffee; he retired on January 1. Rex came to us from the U.S. Army and he remained in the Virginia National Guard after starting with SPSA in December of 1984. He was hired as a Transfer Vehicle Operator (TVO), a truck driver, and then was promoted to a lead TVO in 2012, where he has served since then. He also served several years on our safety committee, and we are sorry to see him go, but he has his 30 plus years. We wish him the best and he has been a great asset to SPSA.

Ms. DeVary continued that there are several handouts at your seat. An updated board manual and a 2018 highlights listing have been provided. The highlights are for your information in case you want to report back to any of your localities on some of the items we've accomplished.

We continue to work with the HRPDC on the Regional Solid Waste Management Plan. We met with them before Christmas, and it has been determined that the HRPDC is the solid waste planning unit and SPSA is a large stakeholder in that plan. SPSA is not required nor expected to adopt the plan. Once it is final, HRPDC might provide a brief presentation to you. We are excited about working with HRPDC, and we hope to improve our flow of communication so we can to continue to exchange information. I believe the HRPDC will be getting together with the CAOs sometime this month to talk about the update.

We submitted the leachate Corrective Action Plan update to DEQ on January 8. We are close to finishing all of the items requested and once completed, we will request DEQ to close this, but we will keep you informed.

Recently House Bill 2391 was introduced in this 2019 session. They are proposing a one dollar per 500 pounds of waste disposal fee, which equates to four dollars per ton for a new Greenhouse Gas Fund. The Greenhouse Gas Fund will be promoting the reduction of greenhouse gases in the Commonwealth. We are certainly hoping this does not pass, but it is something we all have to keep in mind for this budget. For any of those at the localities, you need to get with your liaison in Richmond and make sure to let them know how you are opposed to this.

SPSA met with VDOT, HRPDC, the City of Suffolk and City of Chesapeake met in December. We are waiting on VDOT to coordinate a meeting again, and come up with a scope of work to do a study on where might be the best place to place a flyover at the Regional Landfill. We should be having a meeting in the next couple of weeks, but I will keep you informed.

We had a pre-application meeting with DEQ and the Corps of Engineers last week regarding Cells 8 and 9 for landfill expansion. Jeff Murray provided a PowerPoint presentation on where we are and what we believe we need to do. It is certainly going to be an uphill climb, but I think we all knew that. We also received from Jeff an updated cost estimate for the Cell VII construction from HDR. We have not had a chance to go over it, but I will tell you it is approximately \$4 million more than the original estimate he gave me in 2017. The plan is to meet with HDR and firm up the cost estimates for constructing Cell VII and expanding 8 and 9 so that we can come up with a firm plan on funding; when the money is going to be needed and how much we need to set aside. That will be presented in March. The joint permit application for the hydrogeologic work has been submitted, but there is a bit of a snag because of the government shutdown. HDR needed access to a system for GPS coordinates so we might be delayed on that. Another important piece on expanding Cells 8 and 9 is showing demonstration of need analysis. We are fine-tuning that with different capacity scenarios; and hope to have all of this in the next couple of months to give you a complete overview. We are expecting to receive the updated air space study any day.

On January 7, I made a presentation to the Portsmouth City Council. Mr. Keifer and Mr. McCoy joined as well. We thought that this would be a good start for a road show for each of our member communities. It lets your city council get an idea on how we are governed, SPSA operations, a general overview of SPSA and where we are. I would like to be able to set up times to come to each of your communities to make this presentation sooner than later. The presentation was at a work session, which might be what you would suggest too. It lasted about 30 minutes, with another 10-15 for questions. I am anxious to share all the good things going on with SPSA.

Chairman Keifer (NO) commented that I would encourage all of you to have Liesl make this presentation to your governing bodies. We have some good news to share. One of the things that we talked about in the past year was the need to get out and make contact with communities who want to know about SPSA. Luke and I will attend if you like, but I would encourage each of you set something up and I would leave it up to you to contact Liesl. I think it is something we continue to do this in the future.

Mr. McCoy (PO) commented that it was well received by our city council, and we received a letter from the mayor thanking us for the presentation and the amount of information they were able to receive.

Ms. DeVary continued; DEQ regulations require financial assurance for the closure and post closure of the regional landfill and our transfer stations be certified each year. The current projected costs are \$23.6 million, of which the landfill is the bulk of it at \$23.3 million and transfer stations around \$275,000. In years past, SPSA demonstrated the financial assurance through a combination of what's called the Local Government Financial Test and setting up a restricted sinking fund for \$3.95 million. Due to changes in the legislation, SPSA would have to establish a trust account versus a restricted sinking fund. Following further review of the regulations, SPSA could utilize the corporate financial test, and we would not be required to establish a trust fund or even be required to set money aside. DEQ has approved the cost estimates and the use of the corporate financial test to demonstrate financial assurance. Although DEQ did not require SPSA to set aside funds for closure and post closure, SPSA does have over \$16.8 million set aside for landfill expansion and closure.

Ms. DeVary asked Mr. Bagley to provide the operations report.

Mr. Bagley commented that SPSA is at a critical point in the life of SPSA in that many of our employees are at that age where they are retiring, as Rex was earlier today. We had our fleet manager retire just before the first of the year and went on a search for a new fleet manager. I want to welcome Angie Hutchins our new fleet manager. Angie has 34 years' experience and has done everything you can think of in fleet management, from oil changes to motor replacements to selling parts to operating the storeroom. We are certainly fortunate to have her and welcome her aboard.

Mr. Bagley reported that 34,835 tons of materials were placed in the landfill during this reporting period. The total leachate hauled was 1,524,825 gallons. The large increase in leachate hauled was mainly due to the heavy rains. We are moving ten tractor-trailer loads of leachate per day, and that number should be going down now because the SWIFT plant has closed temporarily for some technical issues. They have allowed us to start pumping that leachate back for 30 days at the full rate. So not only are we pumping the 50,000 to Nansemond plant, we're also moving loads with our tractor-trailers to bring the levels down so hopefully we don't have to run ten tractors a day once we stop pumping then. There were no odor complaints during the reporting period.

We were at a meeting with DEQ last week, and we are the gold standard when it comes to leachate management and management on environmental impacts. Next month we are going to give you a live demo of the SCADA system; the amount of information that the SCADA system can extract is unbelievable. I think you will be really impressed, it certainly lets me sleep well at night because we can account for every gallon of leachate we produce, where it is, where it's going, and where it's been.

While the SCADA and loadout project are two different projects, they really are one and the same because the SCADA system is connected to the loadout project and it's an integral part to manage the loadout process. We had pumps with pipes running over top of the ground and we had containment areas for the trucks. If we were to have a problem, the leachate would come up into the containment area and cause these floats to come up to prevent leakage. Mr. Bagley welcomed Henry Strickland to expand on the loadout project.

Mr. Strickland commented that the permanent loadout facility has concrete curbing. It has a good grade to it so that any leachate that escapes would drain directly to the center and drain back to your

pumps. The pipes aboveground are insulated and taped so they will not freeze. There are several different connections and valves where you can control where your trucks hook from, which enables you to pump at various different types of tanks. The SCADA system allows us to program the filling of the trucks. All your driver has to do is hit a simple start button and it is pre-programmed to gallons. It will not fill more than what it is supposed to and once it reaches the pre-programmed gallons it cuts off. You cannot restart it or reset it to fill the same truck, which enables us to prevent any overflows.

Mr. Bagley stated this is not just solid management practices, there's not another landfill in the state that is managing the environmental impacts the way we are with the systems and the investment made in the project.

Ms. DeVary continued future meeting topics include updating the financial policies, meeting with the investment committee and presentation of the fiscal year '20 operating and capital budget.

Mr. Sorrentino (VB) commented we had a wakeup call with the leachate and we did some incredible things, I think that is awesome. We were wringing our hands last year over this and now, we are having tours of our control system. I notice on the landfill matrix that there has never been so much green. From an operational standpoint of the metrics that we have set for the landfill, this is fantastic. So again, Dennis, Liesl, staff of SPSA, absolutely super job. Why has the leachate amount gone way up?

Mr. Bagley commented the rain probably has the most impact.

Mr. Strickland commented the Landfill is producing the same amount of leachate it always has since we started monitoring with our system. The increase you see is from your transfer stations. That is where your runoff is. That is where the majority of your increase will come from, not from the landfill itself. It is somewhat confusing because from our transfer station, it is delivered back to the landfill, put into the treatment ponds and pumped from there. It is at our end number, but it does not start at the landfill.

Ms. DeVary commented that we are looking at the cost to see if it would be prudent at the transfer stations to have that leachate go back to HRSD force main. Instead of us having to gather it in the tank and haul it there and haul it somewhere else.

### C. CHAIRMAN'S COMMENTS

Chairman Keifer (NO) congratulated all the good work at the landfill. It is nice to see somebody who is getting excited about being able to check on leachate 24 hours a day. We have a lot of encouraging news. I would recommend that everybody get Liesl out to speak to your governing bodies while the news continues to be good. Last year we did a lot of work, accomplished a lot to get operations under control and in good shape for the immediate future. Now, as you see from Liesl's remarks, we are talking about stuff far into the future. Warren sent out an e-mail on the financial disclosures. If you have not filled out that form, please give it into him.

## 2. ACTION AGENDA

A. MINUTES OF BOARD MEETING

Chairman Keifer (NO) moved to the action agenda. The minutes of the December 12, 2018 Board meeting have been distributed. He asked if there were any additions or changes.

**Mr. McCoy (PO) moved, seconded by Mr. Broad (NO) to approve the December 12, 2018 minutes of the SPSA board as presented. The vote of the motion was unanimous.**

B. FINANCIAL MATTERS

1. Financial Reports

Ms. DeVary began by stating for the month ending December 31, 2018, total revenues received year-to-date exceeded expenses by approximately \$4.3 million as compared to \$2.9 million in the previous fiscal year. Tipping fees, fiscal year-to-date, reflect a 5.2% decrease or approximately \$1.2 million as compared to fiscal year 2018 because you were paying a higher rate up until February of last year. The municipal waste tons are up approximately 13% or 25,811 tons due to the bulk waste deliveries and weighing of the residential waste. At the end of December, municipal waste tonnages for the fiscal year totaled 224,956 tons as compared to 199,145 a year ago. Total expenses at the end of December were approximately \$20 million as compared to \$21.1 million in the prior fiscal year. Total expenses are actually slightly under budget. Cash balances are at \$29.1 million, and are designated with \$5.7 million in the operating fund, .57 million for fiscal year '18 rolled purchase orders, and that is largely due to the SCADA and the loadout system \$3.3 million in undesignated fund balance \$2.5 million for the HRSD force main and \$16.9 million for landfill closure.

**Mr. Sorrentino (VB) moved, seconded by Mr. Jenkins (CH) to approve the financial reports subject to audit as presented. The vote of the motion was unanimous.**

Ms. DeVary asked Mr. Bagley to present the next two contracts for the Board's consideration.

2. Contracts

A. Contract Awards

1. Leachate Loadout – Change Order

Mr. Bagley commented the first contract is a change order for the loadout project to replace the underground feeder cables to Vaults 5, 6, 7 and 8. Wiring for Vaults 1, 2, 3 and 4 were replaced approximately six months ago under change order #2 due to failure. The original wire was aluminum while the connectors used were for cooper wire, which caused deterioration. Staff recommends replacing the remainder of the deteriorated underground feeder cable around the perimeter of Cells V and VI at a cost of \$88,771 to REW, which is higher than the previous change order because of the distance of wiring needed.

**Mr. Sorrentino (VB) moved, seconded by Mr. Jenkins (CH) to award the change order to REW, Corporation as presented. The vote of the motion was unanimous.**

2. NTS & LTS Scale Replacement

Mr. Bagley continued the next contract is for three aboveground scales, two at the Landstown transfer station and one at the Norfolk Transfer Station. We issued an RFP and received four proposals, Fairbanks Scales, Apple Valley, Carlton Scales, and Contracting Solutions. Contracting Solutions is not a scale company, they are general contractors, but had a scale company working with them. This contract provides for the replacements of the inbound scale at the Norfolk scale house and the inbound and the outbound scales at Landstown with above ground scales. It will also allow for an unattended after hours scale house on the outbound scale of Landstown. It was budgeted at \$255,000 and the price came in at \$276,323.40 after negotiation. The recommendation is to award the contract to Fairbanks Scales for \$276,323.40.

**Ms. Raulston (FR) moved, seconded by Mr. Keaton (IW) to award the contract to Fairbanks Scales as presented. The vote of the motion was unanimous.**

Ms. DeVary commented we are always looking at ways to improve customer service. At the Norfolk Transfer Station, customers have to get out of their vehicle and walk over to the scale house. In addition to replacing the scale, we are changing the location of the window too. It will face the scales just like at the other transfer stations. Instead of removing the old scale, it will be locked down. The new scale will be placed closer to the window so that customers do not have to get out of their vehicle and this should help the flow of traffic.

Mr. Bagley commented that the change in location did not increase the cost.

### **3. CLOSED SESSION**

Warren Tisdale, General Counsel read the following closed session certification:

*I move that a closed session be held for discussion regarding (i) a proposed temporary access agreement between Atlantic Coast Pipeline, LLC and SPSA that would provide road access to ACP across SPSA's property for purposes of installing a gas pipeline on adjacent property not owned by SPSA, in accordance with Virginia Code Section 2.2-3711(A)(3) relating to the disposition of publicly held real property, and in accordance with Virginia Code Section 2.2-3711(A)(8) for the purpose of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, (ii) the delivery of ash by Wheelabrator Portsmouth, Inc. to SPSA under the current Services Agreement between Wheelabrator and SPSA, and under the Waste Disposal and Services Agreement between Wheelabrator and SPSA with commencement date February 1, 2019, in accordance with Virginia Code Section 2.2-3711(A)(8) for the purpose of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, and (iii) the annual performance review of the Executive Director, in accordance with Virginia Code Section 2.2-3711(A)(1) relating to the performance of a specific public officer.*

**Mr. Sorrentino (VB) moved, seconded by Mr. McCoy (PO) to approve the certification as read. The vote of the motion was unanimous.**

#### 4. ACTIONS ARISING FROM CLOSED SESSION

Immediately upon completion of the closed meeting, General Counsel, Warren Tisdale, read the following certification:

*The Board hereby certifies that, to the best of each member's knowledge: (a) only public business matters lawfully exempted from open meeting requirements by Virginia law under the Virginia Freedom of Information Act were discussed in the closed meeting to which this certification applies; and (b) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting just concluded.*

**Mr. Sorrentino (VB) moved, seconded by Mr. Williams (FR) to approve the certification as read. The vote of the motion was unanimous.**

#### 5. OLD/NEW BUSINESS

Chairman Keifer (NO) commented this relates to the annual compensation of the Executive Director. I would start by saying that Liesl had some exceptional challenges this year. The first year there have been many new things to be done.

**Chairman Keifer (NO) moved, seconded by Mr. Sorrentino (VB) that the Board increase the annual compensation of pay to the Executive Director pursuant to employment agreement by 5%, effective February 1<sup>st</sup> in connection with the Executive Director's annual review and authorize the Chair to execute an amendment to the Executive Director's employment agreement so that the performance is evaluated annually on or about January 1 instead of on or about July 1. The vote of the motion was unanimous.**

#### 6. ADJOURN MEETING

There being no other business to come before the Board of Directors the regular meeting was adjourned at 10:17 a.m.

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Liesl R. DeVary  
Executive Director

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Submitted by: Blanche Christian  
Secretary, SPSA Board of Directors



## 1. Financial Reports

**Statement of Revenue and Expenses – Budget to Actual Comparison**

For the month ending January 31, 2019, total revenues exceeded total expenses by approximately \$4.9 million as compared to \$2.1 million in the previous year.

Tipping fee revenue received FYTD reflects a decrease of less than 1% or approximately \$240,000 as compared to fiscal year 2018. Municipal waste tons are up approximately 14% or 32,753 tons as compared to fiscal year 2018. The increase in the municipal waste stream is largely due to receiving bulk waste.

For the month ending January 31, 2019, total expenses were approximately \$23.6 million as compared to \$24.8 million incurred in the previous fiscal year.

**Monthly Expense Line Items**

This report provides the actual expenses by month by the type of expense. The majority of the line items vary in amounts from month to month because they are either: (1) dependent on usage, or (2) timing of payment and/or check date.

**Monthly Comparison of Revenues and Expenses**

This report illustrates the monthly revenues and expenses. An explanation is included under each graph if there is a sizeable variance. The straight line in each graph represents the fiscal year 2019 budget on a straight-lined basis and the line graph represents the prior fiscal year for comparison.

**Waste Stream Report**

This report has been developed to provide the status of tonnages received as compared to the amounts budgeted. For the month ending January 31, 2019, municipal waste tonnages reflect an increase of 14% or approximately 32,753 tons as compared to December 2018.

**Treasurer's Report of Cash Balances**

This report captures the monthly activity in each of the depository accounts grouped as either unrestricted and designated funds or trust funds. As of January 31, 2019 operating cash balances were approximately \$29.9 million representing approximately \$6.9 million in the operating account, \$3.3 million in undesignated fund balance, \$366,452 for FY 2018 Rolled Purchase Orders, \$2.5 million reserved for FY 2019 capital projects and \$16.9 million designated for landfill expansion/closure.

**RECOMMENDED ACTION:** Approve the financial reports as presented.

**MOTION:** Do I hear a motion that the SPSA financial reports subject to audit be approved as presented.

**Southeastern Public Service Authority**  
**Statement of Revenue and Expenses - Budget to Actual Comparison**  
**For the Period Ending January 31, 2019**

	January 2019				January 2018			
	Adjusted Budget	Month	FYTD	% of Budget	Adjusted Budget	Month	FYTD	% of Budget
<b>REVENUES</b>								
Tipping Fees	\$ 37,720,239	\$ 3,600,685	\$ 25,342,603	67.2%	\$ 42,407,666	\$ 2,655,152	\$ 25,582,696	60.3%
Tire program	332,000	66,140	349,322	105.2%	292,000	27,599	215,837	73.9%
Household Hazardous Waste Revenue	250,000	14,851	151,555	60.6%	225,000	6,742	144,089	64.0%
White Goods Program	40,000	635	11,444	28.6%	40,000	881	19,267	48.2%
Landfill Gas Recovery	335,000	28,177	179,480	53.6%	335,000	32,040	170,854	51.0%
Miscellaneous Income	214,950	64,867	441,158	205.2%	639,390	109,178	629,003	98.4%
Interest Earnings	180,000	21,501	207,902	115.5%	180,000	19,876	126,266	70.1%
<b>A</b> Fund Balance / Capital / Rolled PO's	2,173,044	392,870	1,806,591	83.1%	351,971	-	-	0.0%
Fund Balance / Contingency	2,500,000	-	12,203	0.5%	592,448	-	-	0.0%
Fund Balance / Tip Fee Stabilization Fund	-	-	-	N/A	-	-	-	N/A
<b>TOTAL REVENUES</b>	\$ 43,745,233	\$ 4,189,726	\$ 28,502,258	65.2%	\$ 45,063,475	\$ 2,851,469	\$ 26,888,012	59.7%
<b>OPERATING EXPENSES</b>								
Administration								
Salaries / Wages	\$ 882,617	\$ 49,196	\$ 372,327	42.2%	\$ 773,361	\$ 41,588	\$ 315,102	40.7%
Employee Benefits	227,468	13,011	93,275	41.0%	213,478	12,074	88,868	41.6%
<b>A</b> Professional / Contracted Services	645,915	32,303	327,405	50.7%	609,426	80,259	536,667	88.1%
Other Operating Expenses	208,900	14,530	107,990	51.7%	152,580	11,667	90,141	59.1%
Materials / Supplies	15,498	1,377	3,404	22.0%	16,515	1,135	12,149	73.6%
Total Administration	\$ 1,980,398	\$ 110,417	\$ 904,402	45.7%	\$ 1,765,360	\$ 146,723	\$ 1,042,926	59.1%
Environmental Management								
Salaries / Wages	\$ 284,161	\$ 21,577	\$ 152,600	53.7%	\$ 281,909	\$ 19,558	\$ 149,608	53.1%
Employee Benefits	96,980	8,429	57,369	59.2%	96,178	7,717	58,543	60.9%
<b>A</b> Professional / Contracted Services	43,160	20,058	25,105	58.2%	43,100	114	13,267	30.8%
Other Operating Expenses	7,168	373	3,429	47.8%	6,915	366	2,637	38.1%
Materials / Supplies	20,620	809	11,817	57.3%	20,680	790	4,529	21.9%
Total Environmental Management	\$ 452,089	\$ 51,247	\$ 250,320	55.4%	\$ 448,782	\$ 28,546	\$ 228,584	50.9%
Operations								
Salaries / Wages	\$ 5,539,339	\$ 413,916	\$ 2,945,421	53.2%	\$ 5,788,014	\$ 449,838	\$ 3,066,028	53.0%
Employee Benefits	1,924,879	151,270	1,054,309	54.8%	2,043,058	161,897	1,208,269	59.1%
<b>A</b> Professional / Contracted Services	2,868,719	246,813	1,438,416	50.1%	2,975,818	284,161	1,565,584	52.6%
Other Operating Expenses	864,252	61,994	396,692	45.9%	1,049,253	63,251	477,542	45.5%
Materials / Supplies	1,776,064	123,238	873,590	49.2%	1,728,439	110,270	793,254	45.9%
Total Operations	\$ 12,973,253	\$ 997,230	\$ 6,708,429	51.7%	\$ 13,584,582	\$ 1,069,417	\$ 7,110,677	52.3%
<b>TOTAL OPERATING EXPENSES</b>	\$ 15,405,740	\$ 1,158,894	\$ 7,863,152	51.0%	\$ 15,798,724	\$ 1,244,686	\$ 8,382,187	53.1%
<b>CAPITAL PROJECTS / EQUIPMENT REPLACEMENT</b>								
<b>A</b> RLF - Pump House Rebuild	\$ 26,854	\$ -	\$ 26,854	100.0%				
<b>A</b> RLF - SCADA System Leachate System	378,985	53,320	290,905	76.8%				
<b>A</b> Leachate System Improvements	19,622	-	1,873	9.5%				
<b>A</b> NTS - Tip Floor/Drain Repairs	304,240	-	304,240	100.0%				
<b>A</b> Permanent Pump/Haul Loadout	1,191,486	339,550	898,023	75.4%				
<b>A</b> RLF - Site Maintenance	11,000	-	2,250	20.5%				
<b>A</b> HHW Facility Improvements	212,212	-	212,212	100.0%				
<b>A</b> HHW Trailers	8,400	-	8,400	100.0%				
HHW Relocation	115,000	-	-	0.0%				
GPS Rover Grade/Compaction	150,000	-	-	0.0%				
HRSD Force Main	2,032,760	-	-	0.0%				
Four-Post Lift (RLF Shop)	26,729	26,729	26,729	100.0%				
Shop Doors (RLF Shop)	39,325	-	-	0.0%				
Electric Forklift (OPC Shop)	28,454	-	28,454	100.0%				
MSW Tractors	976,399	-	-	0.0%				
BKNS - Compactor & 2 Boxes	75,039	75,039	75,039	100.0%				
CTS - Interior Repairs	121,000	-	-	0.0%				
CTS - Wheeled Excavator	260,904	-	-	0.0%				
CTS - Tip Floor Repairs	39,000	-	-	0.0%				
CTS - Asphalt/Concrete Repairs	28,215	28,215	28,215	100.0%				
LTS - Replace A/C Units	53,875	-	-	0.0%				
LTS - Pressure Wash/Paint	29,440	-	-	0.0%				
NTS - Replace Scale In/Outbound	185,485	-	-	0.0%				
NTS - Inbound Scale	90,839	-	-	0.0%				
STS - Wheeled Excavator	260,904	-	-	0.0%				
MUNIS Upgrade/Servers	15,999	-	15,999	100.0%				
Scalehouse Server	8,399	-	8,399	100.0%				
Computer Desktop Replacements	59,009	-	1,460	2.5%				
Scalehouse Software	158,360	-	-	0.0%				
TPF - Wheeled Loader	216,992	-	-	0.0%				
Cell 8/9 Permitting	467,240	-	12,203	2.6%				
FTS - Drainage Improvements	24,766	-	-	0.0%				
IT - Executime Software	56,963	-	-	0.0%				
RLF - Tractor	59,428	-	-	0.0%				

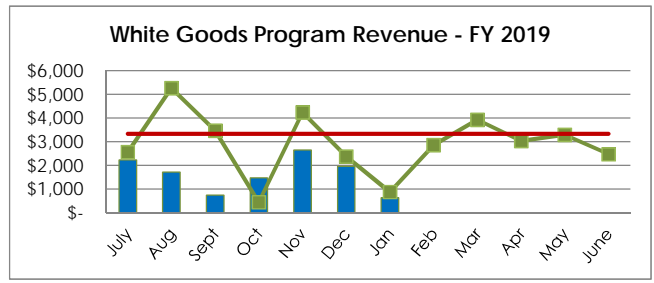
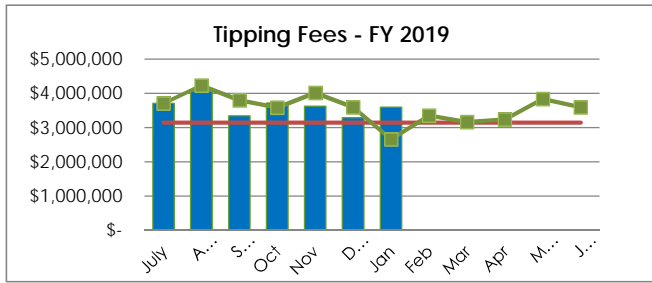
	January 2019				January 2018			
	Adjusted Budget	Month	FYTD	% of Budget	Adjusted Budget	Month	FYTD	% of Budget
<b>CAPITAL PROJECTS / EQUIPMENT REPLACEMENT - CONT'D</b>								
Access Control System	18,674	-	-	0.0%				
IOW - Concrete Landing Pads	30,000	-	-	0.0%				
System Domain Servers	16,600	-	-	0.0%				
MS Exchange Upgrade	15,650	-	-	0.0%				
Undesignated	7,477	-	-	0.0%				
<b>Total Capital/Equipment Replacement</b>	<b>\$ 7,821,724</b>	<b>\$ 522,853</b>	<b>\$ 1,941,255</b>	<b>24.8%</b>	<b>\$ 7,040,114</b>	<b>\$ 1,032,582</b>	<b>\$ 2,248,609</b>	<b>31.9%</b>
<b>DEBT SERVICE</b>								
Principal (transfers to trustee)	\$ -	\$ -	\$ -	N/A	\$ 2,473,750	\$ -	\$ 2,473,750	100.0%
Interest (transfers to trustee)	-	-	-	N/A	85,527	-	85,527	100.0%
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ 2,559,277</b>	<b>\$ -</b>	<b>\$ 2,559,277</b>	<b>100.0%</b>
Service Fee to Wheelabrator								
Annual Fee Paid over 12 Months	\$ -	\$ -	\$ -	N/A	\$ 14,677,421	\$ 1,677,419	\$ 14,677,419	100.0%
Less: Steam Energy Revenue	-	-	-	N/A	(592,360)	(69,159)	(540,177)	91.2%
Less: SPSA Hauling Fee	-	-	-	N/A	(1,694,381)	(175,070)	(1,695,361)	100.1%
Less: Loading Fee	-	-	-	N/A	(171,888)	(13,764)	(167,805)	97.6%
Less: Proprietary Waste Revenue	-	-	-	N/A	(55,983)	(3,894)	(71,206)	127.2%
Less: Fuel Surcharge	-	-	-	N/A	(55,611)	(13,636)	(85,549)	153.8%
Less: Overtime Per Addendum 4	-	-	-	N/A	(30,303)	(3,483)	(30,473)	100.6%
Less: Cost for Ash Disposal	-	-	-	N/A	(447,310)	(47,439)	(507,266)	113.4%
Less: Diverted Waste Disposed by SPSA	-	-	-	N/A	-	-	(10,736)	N/A
<b>Net Fee to Wheelabrator</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ 11,629,585</b>	<b>\$ 1,350,975</b>	<b>\$ 11,568,847</b>	<b>99.5%</b>
Contracted Waste Disposal	\$ 17,106,830	\$ 1,568,219	\$ 11,809,494	69.0%	\$ 8,030,775	\$ -	\$ -	0.0%
Suffolk Environmental Trust Fund	5,000	-	-	0.0%	5,000	-	-	0.0%
Reserves for Landfill Expansion/Closure	3,405,939	283,828	1,986,796	58.3%	-	-	-	N/A
<b>Total Other Uses</b>	<b>\$ 20,517,769</b>	<b>\$ 1,928,599</b>	<b>\$ 13,796,290</b>	<b>67.2%</b>	<b>\$ 19,665,360</b>	<b>\$ 1,350,975</b>	<b>\$ 11,568,847</b>	<b>58.8%</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 43,745,233</b>	<b>\$ 3,610,346</b>	<b>\$ 23,600,697</b>	<b>54.0%</b>	<b>\$ 45,063,475</b>	<b>\$ 3,628,243</b>	<b>\$ 24,758,919</b>	<b>54.9%</b>
<b>NET REVENUES / (EXPENSES)</b>	<b>\$ -</b>	<b>\$ 579,381</b>	<b>\$ 4,901,561</b>		<b>\$ -</b>	<b>\$ (776,774)</b>	<b>\$ 2,129,093</b>	

A Budget has been adjusted by \$2,173,044 for purchase orders rolled over from FY 2018.

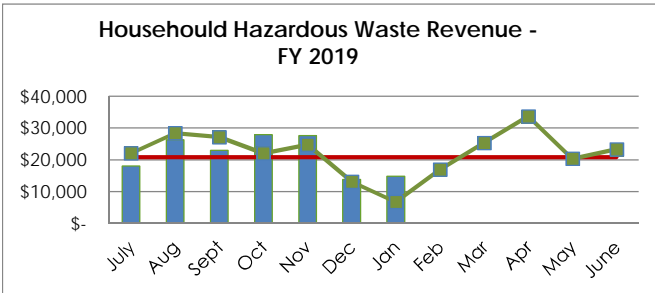
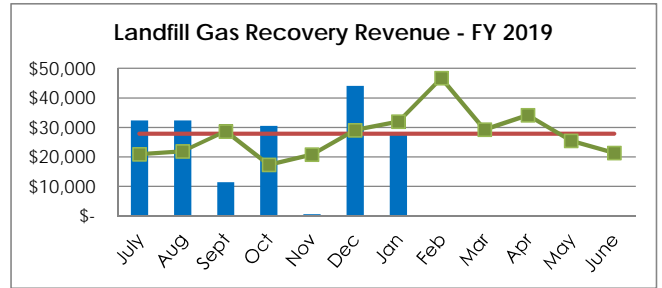
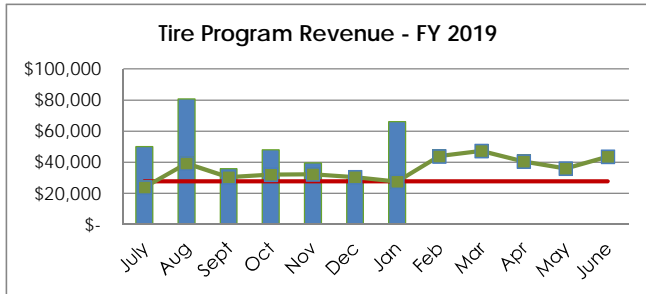
**Southeastern Public Service Authority**  
**Monthly Expense Line Items - Preliminary**

Description	FY 2019 Budget	Nov-18	Dec-18	Jan-19	FYTD	From Previous Month \$ Change	% Change
<b>Expenses</b>							
Salaries Exempt	\$ 1,971,248	\$ 135,423	\$ 131,768	\$ 129,114	\$ 969,682	\$ (2,654)	-2.0%
Salaries Non-Exempt	4,512,794	320,061	322,434	320,795	2,281,459	(1,639)	-0.5%
Overtime	222,075	26,218	31,829	34,780	219,207	2,951	9.3%
Fica / Medicare Tax	513,017	34,336	34,681	35,445	250,809	764	2.2%
VRS Retirement	37,470	2,756	2,719	2,727	19,625	8	0.3%
Health Insurance	1,403,597	110,652	109,467	111,264	783,665	1,798	1.6%
Vrs Group Life Insurance	81,766	6,286	6,187	6,158	44,226	(29)	-0.5%
Unemployment Insurance	9,853	58	64	2,271	2,721	2,207	3464.9%
Workers Compensation	203,624	14,844	14,844	14,844	103,908	-	0.0%
Medical Fees	12,200	195	530	726	3,510	196	37.0%
Security Service	81,504	5,182	6,902	6,559	39,337	(343)	-5.0%
Professional Services	170,442	14,095	34,861	893	69,172	(33,967)	-97.4%
Engineering Services	300,000	22,437	12,558	17,333	84,958	4,775	38.0%
Landfill Survey	15,000	-	-	-	1,500	-	N/A
Legal Fees	325,000	16,323	12,055	7,022	176,478	(5,033)	-41.7%
Environmental Testing	103,400	525	21,826	1,121	45,007	(20,705)	-94.9%
Fire Protection	7,000	194	-	473	3,153	473	N/A
Uniform Rental	30,693	2,213	1,500	1,378	12,500	(122)	-8.1%
Maintenance Service Agreements	140,173	3,554.23	3,191	3,036	56,472	(155)	-4.9%
Grounds Maintenance	108,000	5,770	717	8,664	38,822	7,947	1108.1%
Hazardous Waste Disp/Cleanup	27,000	-	-	19,950	20,553	19,950	N/A
Equipment Maintenance	973,823	56,819	41,797	130,630	548,165	88,833	212.5%
Building / Site Maintenance	536,589	61,987	57,738	45,047	302,214	(12,692)	-22.0%
Leachate Pumping Station Maint	50,000	1,995	25	1,994	21,457	1,969	7874.3%
Pump & Haul Leachate	4,999	-	-	-	4,899	-	N/A
Printing	300	-	-	-	-	-	N/A
Advertising	13,700	1,621	-	-	2,238	-	N/A
Permit Fees	74,462	-	-	-	56,965	-	N/A
Suffolk Host Fee	580,000	43,112	39,012	54,348	303,528	15,336	39.3%
Electricity	218,275	8,800	19,155	22,084	114,275	2,929	15.3%
Heating/Gas/Propane	14,700	306	1,885	3,832	6,289	1,947	103.3%
Water / Sewer	48,442	7,398	4,759	2,548	22,761	(2,212)	-46.5%
Leachate Treatment	255,001	9,316	7,617	9,078	49,379	1,460	19.2%
Telephone	108,000	10,275	7,778	7,941	49,701	163	2.1%
Postage	2,460	174	116	216	1,028	100	86.2%
Radio Communication & Repair	11,200	-	-	50	4,006	50	N/A
Insurance & Bonding	185,364	15,447	15,447	15,447	108,629	-	0.0%
Equipment Rental	39,500	180	1,278	558	28,011	(719)	-56.3%
Land Lease Payment	3,500	292	292	292	2,042	-	0.0%
Tire De-Rimming Service	10,000	-	-	-	1,365	-	N/A
Travel And Training	13,270	1,019	705	903	5,656	197	28.0%
Road Tolls	121,675	11,386	10,713	11,085	80,158	373	3.5%
Membership & Professional Dues	3,933	-	-	-	1,846	-	N/A
Bank Fees	35,000	3,591	3,156	2,819	23,714	(338)	-10.7%
Awards Programs	9,000	7,320	174	45	8,316	(130)	-74.3%
EMS Support Program	1,000	-	-	-	935	-	N/A
Office Supplies	13,680	856	156	1,026	6,858	870	556.6%
Dues & Subscriptions	1,750	-	-	-	445	-	N/A
Other Operating Supplies	92,210	3,232	1,629	11,918	40,550	10,288	631.4%
Vehicle / Equipment Fuel	871,024	64,825	54,396	51,391	421,505	(3,004)	-5.5%
Vehicle / Equipment Tires	772,300	58,778	63,209	52,028	384,783	(11,182)	-17.7%
Safety Apparel & Equipment	27,750	915	1,004	2,758	9,215	1,754	174.6%
Small Equipment	23,668	7,256	478	5,106	23,977	4,627	967.2%
Computer Hardware	9,800	-	-	1,198	1,478	1,198	N/A
<b>Total Operating Expenses</b>	<b>\$ 15,402,238</b>	<b>\$ 1,098,022</b>	<b>\$ 1,080,653</b>	<b>\$ 1,158,894</b>	<b>\$ 7,863,152</b>	<b>\$ 78,241</b>	<b>7.2%</b>
Capital Projects/Equip Replacement	\$ 7,821,724	187,956	25,270	522,853	1,941,255	497,583	1969.0%
Contracted Waste Disposal	17,106,830	1,591,220	1,568,219	1,644,771	11,809,494	76,553	4.9%
Suffolk Environmental Trust Fund	5,000	-	-	-	-	-	N/A
Reserves for Landfill Expansion/Closure	3,405,939	283,828	283,828	283,828	1,986,796	-	0.0%
<b>Total Expenses</b>	<b>\$ 43,741,731</b>	<b>\$ 3,161,025</b>	<b>\$ 2,957,970</b>	<b>\$ 3,610,346</b>	<b>\$ 23,600,697</b>	<b>\$ 652,376</b>	<b>22.1%</b>

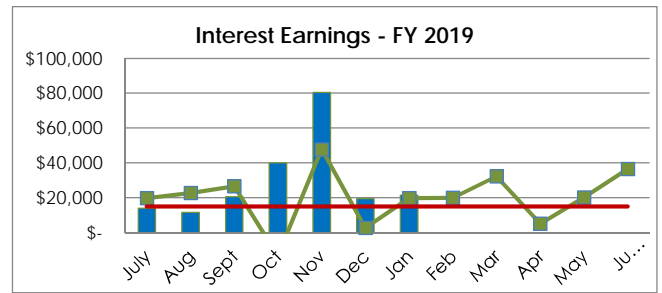
**Southeastern Public Service Authority  
Monthly Comparison of Revenues and Expenses**



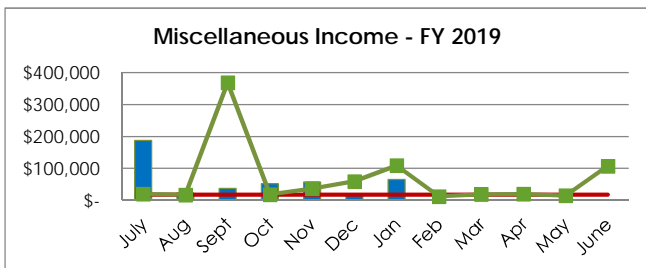
\* Monthly revenue is dependent on users.

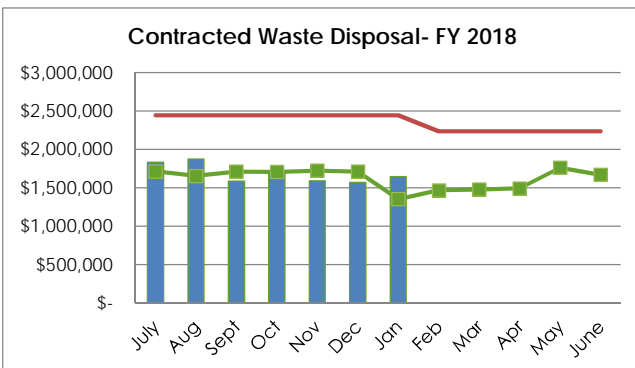
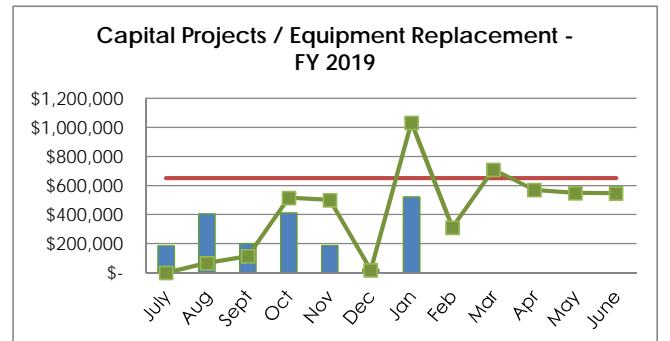
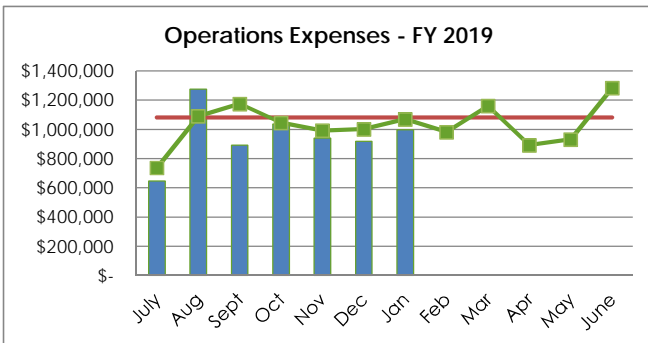
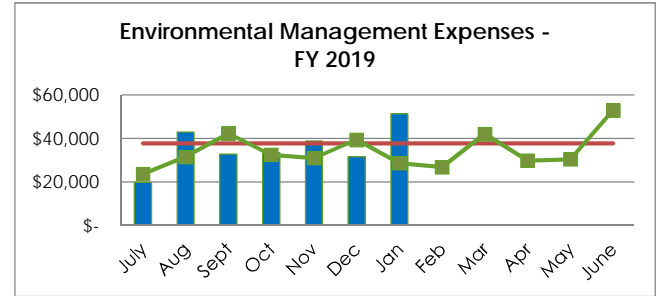
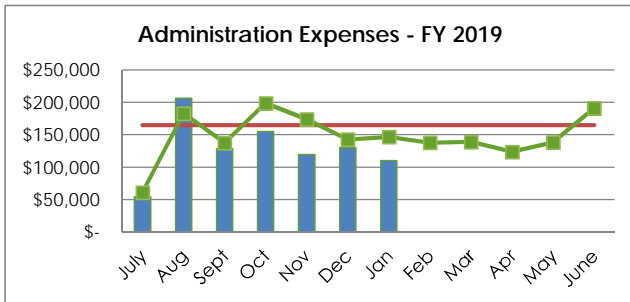


\* Monthly revenue is dependent on users.



Interest payments vary based on investment date and maturity date.

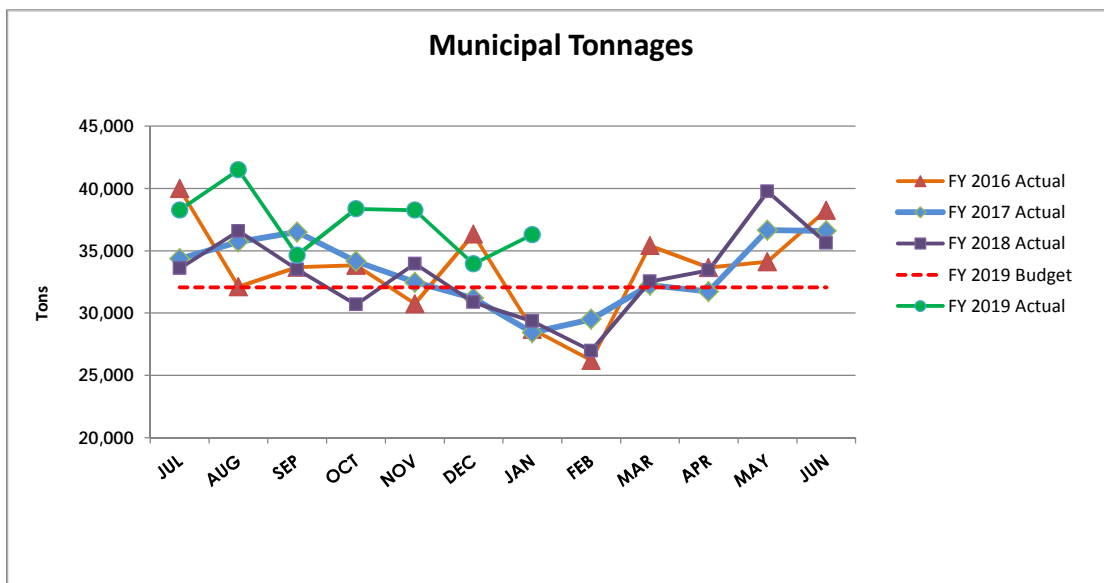




# Southeastern Public Service Authority (SPSA) Waste Stream

Waste Category	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2019	
	Actual (Tons)	Actual (Tons)	Actual (Tons)	Actual (Tons)	Budget	Actual (Tons) as of 1/31/2019	% of Budget
<b>Waste Stream Budgeted under Tipping Fees</b>							
<b>Municipal Waste</b>							
Chesapeake	92,072	94,981	90,926	90,896	92,987	61,787	66.4%
Franklin	2,524	2,592	2,690	2,698	2,915	1,756	60.2%
Isle of Wight	16,070	16,513	15,180	16,883	16,331	10,164	62.2%
Norfolk	62,296	66,240	64,575	62,587	80,746	53,168	65.8%
Portsmouth	28,439	29,089	30,023	32,769	35,231	23,191	65.8%
Southampton	8,107	8,385	8,593	8,910	8,726	6,035	69.2%
Suffolk	43,337	40,068	45,645	40,847	41,571	23,988	57.7%
Virginia Beach	133,304	134,285	130,645	127,483	137,983	81,157	58.8%
Residential (Free of Charge)	9,331	10,096	11,223	13,711	-	-	N/A
<b>Total Municipal Waste</b>	<b>395,480</b>	<b>402,249</b>	<b>399,500</b>	<b>396,784</b>	<b>416,490</b>	<b>261,246</b>	<b>62.7%</b>
Sludge - Norfolk	5,866	4,611	4,782	5,586	4,900	3,755	76.6%
Navy Waste	25,357	24,725	24,500	26,653	4,083	15,290	374.5%
SPSA Contracted Waste	-	-	26,437	65,936	104,000	84,224	81.0%
Construction & Demolition Debris	10,066	11,486	14,252	14,850	15,000	5,997	40.0%
Non-Contract Waste	-	-	-	15,469	30,000	21,006	70.0%
<b>Total Other Waste</b>	<b>41,289</b>	<b>40,822</b>	<b>69,971</b>	<b>128,494</b>	<b>157,983</b>	<b>130,272</b>	<b>82.5%</b>
<b>Total Waste Stream</b>	<b>436,769</b>	<b>443,071</b>	<b>469,471</b>	<b>525,278</b>	<b>574,473</b>	<b>391,518</b>	<b>68.2%</b>

Note: Effective July 1, 2018 residential waste tons is included with municipal waste tons.



**Southeastern Public Service Authority (SPSA)**  
**Regional Landfill Waste Stream**

Types of Waste (tons)	FY 2019											
	FY 2015	FY 2016	FY 2017	FY 2018	July	Aug	Sept	Oct	Nov	Dec	Jan	FY 2019
Construction and Demolition Debris	10,066	11,485	14,252	14,850	906	1,353	863	839	531	683	822	5,997
Water Treatment Plant Sludge	7,198	5,314	4,927	5,717	649	636	391	511	613	461	493	3,754
Industrial Waste	1,552	874	846	379	60	23	19	25	28	14	7	176
Soils for Use as Alternate Daily Cover	34,168	66,380	18,935	9,990	670	725	716	990	774	809	1,158	5,842
Clean Fill	56,311	92,732	25,369	26,396	-	90	-	-	-	-	110	200
Peanut Residue/Hulls	2,894	3,202	5,650	9,366	223	234	194	357	350	293	358	2,009
Non-Processible Municipal Solid Waste <sup>1</sup>	6,189	1,788	5,765	3,791	61	62	59	60	85	62	73	462
Navy Waste <sup>2</sup>	36	88	150	154	19	10	6	60	71	1	20	187
Non-Processible Commercial Waste <sup>2</sup>	4,265	5,096	4,518	2,631	40	88	58	64	46	45	64	405
Fluff from BiMetals	5,708	-	-	-	-	-	-	-	-	-	-	-
Concrete/Asphalt	3,832	416	3	-	-	-	-	-	133	-	-	133
Shredded Tires	2,587	3,052	3,289	4,586	86	872	421	514	473	391	64	2,821
Ash	192,754	177,493	174,420	179,361	14,872	17,651	13,592	14,551	13,984	11,871	11,180	97,701
Non-Qualifying Ash	-	-	-	-	-	-	-	-	681	561	3,644	4,886
MSW from FTS, IWTS, STS	-	-	-	46,011	9,020	9,286	7,519	8,869	8,590	7,806	8,464	59,554
Clean Fill - Clearfield	33,899	32,400	28,226	14,496	3,345	4,328	5,802	6,180	-	11,718	2,892	34,265
Residual Waste - Clearfield	2,973	4,857	9,771	180	38	123	38	9	-	-	-	208
Diverted Processible Waste (fromTsf Stations)	22,402	1,780	11,337	201	-	-	-	-	-	120	-	120
<b>Total</b>	<b>386,833</b>	<b>406,957</b>	<b>307,458</b>	<b>318,109</b>	<b>29,989</b>	<b>35,481</b>	<b>29,678</b>	<b>33,029</b>	<b>26,359</b>	<b>34,835</b>	<b>29,349</b>	<b>218,720</b>

<sup>1</sup> Prior to January 25, 2018, Represents CDD from the City of Suffolk and City of Suffolk's Contractors

<sup>2</sup> Boats, Flour, Frozen Foods, Other items too large for Suffolk Transfer Station



**Southeastern Public Service Authority  
Treasurer's Report of Cash Balances  
For the Month Ending January 31, 2019**

<b>Fund Type</b>	<b>Beginning Balance</b>	<b>Deposits / Transfers In</b>	<b>Interest Earnings</b>	<b>Debt Service</b>	<b>Payables / Transfers Out</b>	<b>Payroll</b>	<b>Ending Balance</b>
<b>Unrestricted and Designated Funds (see footnote below):</b>							
Townebank Operating	\$ 4,469,389.06	\$ 3,347,024.10			\$ 3,494,320.53	\$ 518,040.22	\$ 3,804,052.41
Townebank Money Market	1,091,367.47		417.19				1,091,784.66
Townebank CD	6,000,000.00						6,000,000.00
Virginia Investment Pool (VIP)	7,584,173.23	1,500,000.00	17,315.46				9,101,488.69
Raymond James & Associates Investments	9,914,337.53		1,560.80		1,560.79		9,914,337.54
<b>Total Unrestricted and Designated Funds</b>	<b>\$ 29,059,267.29</b>	<b>\$ 4,847,024.10</b>	<b>\$ 19,293.45</b>	<b>\$ -</b>	<b>\$ 3,495,881.32</b>	<b>\$ 518,040.22</b>	<b>\$ 29,911,663.30</b>
<b>Trust Funds:</b>							
Environmental / Va. Beach Landfill	\$ 460,742.82		885.56				461,628.38
Environmental / Regional Landfill	444,941.31		1,322.17				446,263.48
<b>Total Trust Funds</b>	<b>\$ 905,684.13</b>	<b>\$ -</b>	<b>\$ 2,207.73</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 907,891.86</b>
<b>GRAND TOTAL</b>	<b>\$ 29,964,951.42</b>	<b>\$ 4,847,024.10</b>	<b>\$ 21,501.18</b>	<b>\$ -</b>	<b>\$ 3,495,881.32</b>	<b>\$ 518,040.22</b>	<b>\$ 30,819,555.16</b>

**Cash Balances Designated as follows:**

Operating Account	\$ 6,910,652.23
Undesignated (Fund Balance June 30, 2018)	3,294,353.25
Reserved for FY 2018 Rolled Purchase Orders	366,452.32
Reserved for FY 2019 Capital	\$2,487,797.50
Landfill Expansion / Closure (June 30, 2018)	16,852,408.00
<b>Total Designated Funds</b>	<b>\$ 29,911,663.30</b>

- 2. Contracts
  - A. Contract Awards
    - 1. Wetlands Environmental Impact Statement Coordination

<b>BID:</b>	N/A	<b>PROJECT:</b>	Wetlands Environmental Impact Statement Coordination
<b>ISSUED:</b>	N/A	<b>OPENED:</b>	N/A
<b>HDR Engineering Inc.      \$99,140</b>			
<b>STAFF RECOMMENDS AWARD TO:</b>		HDR Engineering Inc.	
<b>PROCEED WITH CONTRACT AWARD:</b>		Signature _____ Date _____ Chairman Board of Directors	
<b>HOLD UNTIL FURTHER NOTICE:</b>		Signature _____ Date _____ Chairman Board of Directors	

**COMMENTS:** This is Task Order LF 18/19-07 titled Wetlands Environmental Impact Statement Coordination. The purpose of this task order is to perform work required to initiate the commencement of the Environmental Impact Statement (EIS) for the proposed wetland disturbance associated with Cells VIII and IX. This work will include an updated jurisdictional wetlands delineation of the proposed site as well as coordination with the USACE and the third party EIS contractor selected by the USACE to oversee the EIS process on behalf of the USACE. This task order is only to provide the engineering and environmental services required to develop a scope for the EIS and to obtain a cost for the third party oversight required by the USACE. At the conclusion of this task order the USACE will have been provided the information needed to develop a clear scope of work for this project to commence. Staff recommends awarding this work to HDR Engineering Inc. in the amount of \$99,140.

**RECOMMENDED ACTION:** Award the Wetlands Environmental Impact statement coordination in the amount of \$99,140 to HDR, Engineering to develop a clear scope of work.

**MOTION:** Do I hear a motion to award the contract to HDR, Engineering as presented.

## **AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

### **SOUTHEASTERN PUBLIC SERVICE AUTHORITY AND HDR ENGINEERING, INC.**

#### **TASK ORDER LF 18/19-07**

This Task Order pertains to the Professional Service Agreement #21-19 by and between Southeastern Public Service Authority (“SPSA”) and HDR Engineering, Inc. (“CONSULTANT”) dated December 12, 2018 (“the Agreement”). Consultant shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been approved by SPSA. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

#### **PROJECT NAME:**

#### **Wetland Environmental Impact Statement Coordination**

#### **PART 1.0 PROJECT DESCRIPTION:**

HDR Engineering, Inc. (HDR) will provide engineering and environmental services associated with delineation of wetlands and assisting SPSA with coordinating with US Army Corps of Engineers for initiating the Environmental Impact Statement for the Cells VIII and IX expansion at the SPSA Regional Landfill (Landfill) located in Suffolk, Virginia.

#### **PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT ON THE PROJECT:**

The intent of the scope of services is to assist SPSA by performing work required to initiate the commencement of the Environmental Impact Statement (EIS) work for the proposed wetland disturbance required for the construction of Cells VIII and IX and support areas. Based on discussions with US Army Corps of Engineers (USACE), they can initiate the EIS prior to receipt of the Joint Permit Application for the proposed disturbance. The USACE has indicated that they would require project information, including an updated jurisdictional wetland delineation, purpose and need statement, , alternatives to be considered, preliminary scoping to identify areas of concern and range of impacts. The USACE also requested a list of preferred 3<sup>rd</sup> Party EIS Contractors that would prepare the final EIS document under USACE direction, while being contracted by SPSA. The 3<sup>rd</sup> Party EIS Contractor would review documentation submitted by SPSA and HDR in support of the EIS, and perform additional analyses as directed by USACE. The Joint Permit Application, to be completed by SPSA and HDR, would be filed near the completion of the EIS work.

HDR would complete the delineation, prepare the requested documentation to support the commencement of the EIS and assist SPSA with the identification of a qualified independent 3<sup>rd</sup> Party Contractor(s). HDR will provide SPSA with a list of qualified 3<sup>rd</sup> party firms to complete the EIS under USACE direction. Once the 3<sup>rd</sup> party Contractor is selected by the USACE, SPSA would need to contract with them to attend the Agency and Public Scoping meetings. Following development of the EIS Scope of Work, we would assist SPSA with

coordination with the 3<sup>rd</sup> Party Contractor, so that SPSA can execute an agreement for their services. As such, SPSA is retaining HDR for engineering services which include the following.

Services Provided by HDR:

1. Complete the necessary field work to delineate the jurisdictional wetlands on the area proposed for Cells VIII and IX and the support facilities encompassing 129 acres. While on-site we will also complete the delineation of the areas proposed for future Cells X, XI and XII, comprising approximately 220 acres, for future reference and incorporation into the EIS. HDR anticipates that most to the project area is wetlands, and the delineation work will focus on identifying upland areas.
2. Complete Threatened and Endangered Species and Cultural Resources Coordination for the areas being delineated in Cells VIII, IX, X, and XI.
3. Prepare jurisdictional wetlands report for submittal to USACE for acceptance.
4. Prepare Purpose and Need, suggested alternatives to be considered, potential range of impacts and background information on area resources for submittal to regulatory agencies. This document will be utilized by USACE for initiation of the scoping for the EIS. It is critical that this document be fact based and accurately characterize the history of development at the site, the previous alternatives that were evaluated, permitting constraints, the current use and support agreements and other community decisions to construct and operate Cell VII, VIII and IX, and desire by communities to maintain operations at this site in concert with the transfer station and transportation infrastructure that has long been established by SPSA for the management of the regions solid waste.
5. Coordinate with Agencies for the initiation of the EIS work and completing the Agency and Public Scoping meetings. Public Scoping meeting to be held at location near the site, and be coordinated by SPSA. HDR representative to attend both scoping meetings.

Deliverables:

1. Jurisdictional Wetlands Report
2. Project information, including purpose and need statement, alternatives to be considered, preliminary scoping to identify areas of concern and range of impacts.
3. List of Potential 3<sup>rd</sup> Party EIS Contractors for SPSA and/or USACE consideration

Clarifications:

1. After selection of the 3<sup>rd</sup> Party contractor, SPSA and HDR cannot communicate with them unless USACE is present or copied with all electronic communication.
2. HDR is prepared to assist with the EIS development work including assistance with alternatives analyses, coordination with agencies, and public outreach/communication, once the scope of the EIS and level of inquiry has been finalized; this work would be in addition to this scope of services.
3. Scope does not include preparation of Joint Permit Application

No work will be performed under this budget without prior approval from SPSA.

**PART 3.0 SPSA'S RESPONSIBILITIES:**

1. Provide approvals for work to be performed.
2. Complete survey of delineated wetland and upland areas.
3. Coordinate for location of Public Scoping meeting and provide security.

**PART 4.0 PERIODS OF SERVICE:**

Services are anticipated to occur from February 2019 through June 2019.

**PART 5.0 PAYMENTS TO CONSULTANT:**

HDR recommends a budget of **\$99,140** for this work. Work to be billed based on a time and materials basis, in accordance with the applicable Schedule of Billing Rates, and attached cost estimate. We will notify SPSA if work effort required will exceed the estimated fee.

HDR Engineering, Inc.  
 SPSA - Wetland Delineation and EIS Coordination  
 Estimated Budget

<i>Labor Category</i>	<b>Task</b>	<b>1.0</b>	<b>2.0</b>		
	<b>Rate</b>	Wetlands		<b>Total</b>	
	<b>\$/hr</b>	Delineation	EIS Coordination	Hours	Cost
Project Principal	\$ 236.50	2	42	44	\$ 10,406
Sr. Project Manager	\$ 216.00	12	80	92	\$ 19,872
Scientist III	\$ 164.50	56	140	196	\$ 32,242
Scientist I	\$ 113.00	166	80	246	\$ 27,798
Technician II	\$ 108.00	8	40	48	\$ 5,184
Accountant	\$ 108.00	4	4	8	\$ 864
Clerical/Admin	\$ 82.00	2	0	2	\$ 164
<b>Total Labor (hrs)</b>		<b>250</b>	<b>386</b>	<b>636</b>	
<b>Labor Costs</b>		<b>\$ 32,495</b>	<b>\$ 64,035</b>		<b>\$ 96,530</b>
<i>Other Direct Costs</i>					
Travel		\$ 1,531	\$ 579		\$ 2,110
Copy/Mail		\$ 125	\$ 275		\$ 400
Supplies		\$ 100	\$ -		\$ 100
<b>Total Direct</b>		<b>\$ 1,756</b>	<b>\$ 854</b>		<b>\$ 2,610</b>
<b>TOTAL COST</b>		<b>\$ 34,251</b>	<b>\$ 64,889</b>		<b>\$ 99,140</b>
<b>SAY</b>		<b>\$ 34,250</b>	<b>\$ 64,890</b>		<b>\$ 99,140</b>

C. TEMPORARY ACCESS EASEMENT AGREEMENT – ATLANTIC COAST PIPELINE

**RESOLUTION**  
**TEMPORARY ACCESS EASEMENT AGREEMENT – ATLANTIC COAST PIPELINE**  
**LLC**

WHEREAS, Atlantic Coast Pipeline, LLC, a company composed of subsidiaries of Dominion Resources, Duke Energy, Piedmont Natural Gas and Southern Company Gas, the parent company of Virginia Natural Gas (“ACP”), requested from the Southeastern Public Service Authority of Virginia (“SPSA”) a permanent easement over a road on SPSA’s regional landfill (“Regional Landfill”) property for the purpose of accessing property immediately adjacent to the Regional Landfill to the East (“Adjacent Property”) owned by another party (“Adjacent Property Owner”) in order to construct and maintain a portion of a spur of ACP’s pipeline on the Adjacent Property, which spur will run from a location on the Virginia/North Carolina border to the City of Chesapeake, Virginia, for consideration in the amount of \$13,820;

WHEREAS, the road over which ACP requested access already is subject to a permanent ingress/egress easement granted by SPSA for the benefit of the Adjacent Property Owner, for purposes of timbering activities;

WHEREAS, in consultation with counsel, SPSA management has negotiated with ACP’s land agent, Doyle Land Services, the non exclusive Temporary Access Easement Agreement in the form attached hereto as Exhibit A (the “Easement Agreement”), which provides for a temporary easement over the subject road and will terminate five (5) years after execution of the Easement Agreement, with consideration in the amount of \$35,000;

WHEREAS, the Executive Director of SPSA and counsel have presented to the Board the terms and conditions of the Easement Agreement.

NOW THEREFORE, BE IT RESOLVED, by the Board of SPSA as follows:

1. The Board hereby ratifies, confirms and approves the actions of the Executive Director of SPSA in negotiating the Easement Agreement attached hereto as Exhibit A, and authorizes execution of the Easement Agreement by the Chairman of SPSA or the Executive Director, and delivery by the Executive Director.

2. The Board hereby authorizes and directs the Executive Director of SPSA, in the name of, and on behalf of SPSA, to do all such acts and prepare, execute, file and deliver all such other documents, instruments, certificates and agreements, each in the name of and on behalf of SPSA, as she may deem necessary or desirable to carry out the intent and purposes of the foregoing resolution.

3. The Board hereby authorizes and directs the Executive Director of SPSA, in the name of, and on behalf of SPSA, to take any and all steps and to do all things that she may deem necessary or advisable in order to effect the purposes of the foregoing resolutions.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**RECOMMENDED ACTION:** Adopt the resolution as presented.

**MOTION:** Do I hear a motion to adopt the Resolution for Temporary Access Easement Agreement for Atlantic Coast Pipeline on February 27, 2019 as presented.

This Agreement Prepared by  
Atlantic Coast Pipeline, LLC  
120 Tredegar Street  
Richmond, VA 23219

Upon Recording Return to:  
Doyle Land Services, Inc. in service to  
Atlantic Coast Pipeline, LLC  
P. O. Box 1208  
Colonial Heights, VA 23834

GPIN/TAX ID # 304305400

Consideration: \$35,000

#### TEMPORARY ACCESS EASEMENT AGREEMENT

Pipeline No.: AP 3

Tract(s): 26-060-A092.AR1

THIS TEMPORARY ACCESS EASEMENT AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ (the "Agreement"), for and in consideration of the sum of Ten and no/100 Dollars (\$10.00), the receipt of which is hereby acknowledged, SOUTHEASTERN PUBLIC SERVICE AUTHORITY OF VIRGINIA, a public body politic and corporate of the Commonwealth of Virginia, 723 Woodlake Drive, Chesapeake, VA, 23320, (hereinafter called "Grantor") hereby grants and conveys to ATLANTIC COAST PIPELINE, LLC, a Delaware limited liability company, of 120 Tredegar Street, Richmond, Virginia, 23219, its successors and assigns (hereinafter called "Grantee"), a non-exclusive temporary access easement (the "Easement") to use, maintain and improve the existing road located on a certain portion of Grantor's lands situated in Sleepy Hole Magisterial District, City of Suffolk, Virginia (the



“Easement Area”) for ingress and egress. The Easement Area is shown and designated as “40' Private Ingress/Egress Easement for the Benefit of Kirk Timber & Farming Company” on that certain plat entitled “Resubdivision Plat of the Property of Kirk Timber & Farming Company” prepared by Vanasse Hangen Brustlin, Inc., dated January 18, 2002, and recorded in the Clerk’s Office of the Circuit Court of the City of Suffolk, Virginia, in Plat Cabinet 3 at Slides 123A, 123B and 123C.

Grantee shall only use so much of the Easement Area as is reasonably necessary for the purposes and rights granted herein. Grantee’s use of the Easement shall at all times comply with all applicable laws, codes, rules, statutes and regulations of governmental authorities having jurisdiction thereof (collectively, “Laws”). **Grantee agrees that all vehicles of Grantee, and its agents, employees and contractors, that are larger than a light duty pickup truck with a utility bed (but with no trailer) are prohibited from turning left from the east bound lanes of Route 58 on to Bob Foeller Drive, and instead, such vehicles shall access Bob Foeller Drive only from the west bound lanes of Route 58.**

Grantee agrees and acknowledges that the Easement granted hereby does not extend to use by the public, but is limited to the use of Grantee, its agents, employees, and contractors.

Grantor represents that it is the owner of the surface of the Easement Area, and has the right to grant the Easement and otherwise enter into this Agreement.

The Easement will only be used during the initial construction and for restoration, clean-up, re-vegetation, and any repair or remediation required by initial pipeline installation by Grantee on property adjacent to Grantor’s property. Prior to the start of initial construction on the pipeline, Grantor will receive notice of the commencement of construction. The Easement will terminate five (5) years after the date of full execution of this Agreement.

Grantee is entitled to immediately commence the use, of the Easement, subject to the terms and conditions of this Agreement. Subject to compliance with applicable Laws, Grantee shall be permitted to clear, cut, trim and remove vegetation, trees, brush and overhead branches within the Easement Area to facilitate use of the Easement provided that Grantee promptly cleans up and disposes of all such cleared debris. Grantee agrees to repair any damage it causes to the existing road or other property of Grantor in connection with its use of the Easement. Grantor shall maintain the road in the Easement Area in good condition and repair.

Grantee will maintain, during the term of the Easement, commercial general liability insurance with combined single limit coverage of at least \$5,000,000 covering Grantee's use of the Easement under this Agreement, including contractual liability. All such insurance shall be primary and noncontributory to other insurance maintained by Grantor. The insurance provider shall be licensed or approved in the Commonwealth of Virginia with an A. M. Best rating of at least A-/VIII. Grantor shall be named as an additional insured on such policy. Grantee will provide Grantor a certificate of insurance evidencing such coverage prior to accessing the Easement Area and annually upon renewal.

Grantee agrees to protect, defend, indemnify and hold harmless the Grantor from any and all damages, claims for damages, demands, suits, recoveries, judgments or executions which may arise or be made by reason of injuries or damages to persons or property resulting from Grantee's exercise of the rights granted herein. This indemnification shall not extend to any claims, which arise from the sole negligence or willful or wanton misconduct by Grantor or unrelated third parties. The foregoing indemnification obligation shall survive the termination of the Easement and this Agreement.

This Agreement may be executed in counterparts and shall be binding upon each party executing any counterpart and upon their respective heirs, personal representatives, successors and assigns.

By acceptance of this Temporary Road Grant Agreement the Grantee agrees to perform and comply with all conditions and covenants contained herein.

Grantee acknowledges that the Easement granted hereby is non-exclusive and that the Easement Area and the roadway located thereon is subject to use by others. Grantee shall not obstruct any portion of the Easement Area with any structures, vehicles, equipment or materials. Grantee specifically acknowledges that the Easement Area is subject to that certain Deed of Easement and Agreement dated January 22, 2002 by and between Grantor and Kirk Timber and Farming Company, recorded in the Clerk's Office of the Circuit Court of the City of Suffolk, Virginia, as Instrument No. 020001148 (the "Kirk Timber Easement"), and Grantee agrees that its use of the Easement Area shall be in compliance with the terms of the Kirk Timber Easement.

[Signatures and Acknowledgements to follow.]

WITNESS the signature(s) of Grantor this date.

GRANTOR:

SOUTHEASTERN PUBLIC SERVICE AUTHORITY OF VIRGINIA, a public body politic and corporate of the Commonwealth of Virginia

BY: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

COMMONWEALTH OF VIRGINIA

COUNTY/CITY OF \_\_\_\_\_ to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ as \_\_\_\_\_ and authorized representative of SOUTHEASTERN PUBLIC SERVICE AUTHORITY OF VIRGINIA, a public body politic and corporate of the Commonwealth of Virginia, who personally appeared before me in the aforesaid jurisdiction on behalf of said corporation and did acknowledge that he/she signed, sealed and delivered the foregoing instrument as his/her voluntary act and deed of said corporation for the purposes herein contained. He/She is  personally known to me or  produced \_\_\_\_\_ as identification.

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

(AFFIX SEAL)

Registration #: \_\_\_\_\_

GRANTEE:

ATLANTIC COAST PIPELINE, LLC, a Delaware limited liability company

BY: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ as \_\_\_\_\_ and authorized representative of ATLANTIC COAST PIPELINE, LLC, a Delaware limited liability company, who personally appeared before me in the aforesaid jurisdiction on behalf of said company and did acknowledge that he/she signed, sealed and delivered the foregoing instrument as his/her voluntary act and deed of said corporation for the purposes herein contained. He/She is  personally known to me or  produced \_\_\_\_\_ as identification.

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

(AFFIX SEAL)

Registration #: \_\_\_\_\_

3. **CLOSED SESSION**

*I move that a closed session be held for discussion regarding the delivery of ash by Wheelabrator Portsmouth, Inc. to SPSA under the Waste Disposal and Services Agreement between Wheelabrator and SPSA with commencement date February 1, 2019, in accordance with Virginia Code Section 2.2-3711(A)(8) for the purpose of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel.*

4. **ACTIONS ARISING FROM CLOSED SESSION**

*The Board hereby certifies that, to the best of each member's knowledge: (a) only public business matters lawfully exempted from open meeting requirements by Virginia law under the Virginia Freedom of Information Act were discussed in the closed meeting to which this certification applies; and (b) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting just concluded.*

5. **OLD/NEW BUSINESS**

6. **ADJOURN MEETING**

LUNCH **WILL NOT** BE SERVED WITH THIS MEETING