

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

August 28, 2019

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	(CH)	Mr. Steven Jenkins	(CH)
Ms. Sheryl Raulston	(FR)	Ms. Amanda Jarratt	(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	(PO)
Mr. Mark Hodges <i>(absent)</i>	(SH)	Ms. Lynette Lowe	(SH)
Mr. David Arnold <i>(absent)</i>	(SU)	Mr. Patrick Roberts	(SU)
Mr. William Sorrentino <i>(absent)</i>	(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, Ms. Erin Trimyer (PO), Mr. Eric Martin (CH), Mr. Scott Mills (SU), and the following SPSA executives, Ms. Liesl R. DeVary, Executive Director and Treasurer, Mr. Dennis Bagley, Deputy Executive Director, Ms. Sandy Schreiber, Accounting Manager and Secretary and Warren Tisdale, General Counsel.

1. CALL MEETING TO ORDER

Chairman Keifer (NO), Chairman of the Board, called the meeting to order at 9:30 AM.

- 2. PUBLIC COMMENT** – Mr. Geduldig-Yatrofsky of Portsmouth, VA addressed the board by stating he was puzzled by the qualification requirements of the citizens we are seeking to serve on the Citizens Advisory Committee. He commented that domestic engineers were not mentioned, but often are the most aware of the household disposable waste flow. Mr. Geduldig-Yatrofsky continued by saying that based on SPSA comments, it appears we are looking for the Citizens Advisory Committee to validate the decisions we make. He thinks it would be more valuable to let the committee reach conclusions not within the balances of prescribed framework. He followed with a question of why this meeting would be followed by an Executive Committee meeting.

3. CHAIRMAN'S COMMENTS

Mr. Keifer (NO) commented that we will address the issues Mr. Mark Geduldig-Yatrofsky presented as we go through the board agenda. He had no other comments.

4. APPROVAL OF MINUTES

The minutes of the July 24, 2019 Board meeting have been distributed. Ms. DeVary noted there were some corrections to the minutes of the prior month's meeting, to include a date correction to July 24, 2019 and Mr. Broad was named as seconding the election of officers, it was actually Mr. Sorrentino. Mr. Maxwell also requested a correction of his location from Norfolk (NO) to Chesapeake (CH).

Mr. Luke McCoy (PO) moved, seconded by Ms. Lynette Lowe (SH) to approve the July 24, 2019 minutes of the SPSA board with noted corrections. The vote of the motion was unanimous.

5. EXECUTIVE DIRECTOR UPDATES

Ms. DeVary began by stating that SPSA staff continue to keep operations running smoothly. Ms. DeVary reported that a meeting was held with Wheelabrator senior management after the July board meeting. Wheelabrator was very responsive to our concerns about operating issues at the plant, and she believes it was a beneficial meeting for both SPSA and Wheelabrator. We have seen a tremendous improvement. Wheelabrator is now providing plant status reports twice each day which is helping to improve communication. In addition, Mr. Bagley will be having monthly meetings with Ronnie "Clint" Stratton to discuss any issues. Further, Wheelabrator has agreed to hire additional staff and focus on the cleanliness of the grounds.

Ms. DeVary stated that over the next few months, SPSA Environmental staff will be presenting three presentations, the presentation at today's meeting will be related to our HRSD permit.

Ms. DeVary continued with an update on Cells VIII and IX permitting process. We are in the process of preparing a draft RFP that will solicit third parties to prepare an environmental impact statement for the US Corps of Engineers. The Executive Committee is meeting later today to review the draft purpose and needs statement that HDR has prepared. As the board directed, Ms. DeVary is reviewing these items with the Executive Committee before they are presented to the full board.

The purpose and need statement provides an estimate, based on tonnages and projections, for when we will need additional landfill space. There may be alternative disposal options available, but this does not eliminate the need for landfilling.

Ms. DeVary continued that the majority of the purpose and need statement provides a background of SPSA and basically provides a narrative of the HDR board presentation from May 2019.

Chairman Keifer (NO) followed by stating the board delegated the authority to prepare the purpose and need statement to the Executive Director a few meetings ago. The Executive Committee received the draft at their last meeting. It is a 27-page document and the Executive Committee was allowed time to review the draft and will discuss at the meeting later today. A copy of the draft is available to anyone on the board who wishes to review it.

Ms. DeVary commented that another step in the permitting process is preparing a communications plan. A strategic communications task order was approved and a draft of the plan has been received. The board will be made aware of all communications and the timing of the communications.

Ms. DeVary continued that the next step in the process is to send the Corps the draft purpose and need statement and RFP for review. The purpose and need statement is the basis for what the scope of work will be for the 3rd party consultant, who will be preparing the environmental impact statement. Ms. DeVary added that this part of the process is primarily for the wetlands permitting, but we are working on the DEQ permit concurrently.

Ms. DeVary stated that the Citizens Advisory Committee (CAC) is a regulatory requirement referenced in the Virginia Waste Management Act 10.1-1408-1. This is one of several steps required prior to filing a notice of intent for landfill expansion with DEQ. In order to file the notice of intent, SPSA must provide a statement of the steps taken to seek comments from the residents of the area expansion area. DEQ treats expansion of an existing landfill the same as a new landfill. Per the code, the steps required for seeking public comment include forming a citizens advisory committee to assist SPSA with the selection of the proposed site for expansion. The scope of the CAC is narrow; it is not to look at all possible disposal options but solely to look at whether we should site a new landfill in another member jurisdiction, or expand the existing landfill.

A revised Citizens Advisory Committee roles and responsibility summary was e-mailed to all board members on Monday, August 26th and hard copies are provided today. The revised summary references the Administrative Code and the Code of Virginia. The Administrative Code 9 VAC 20 speaks to a public comment period, but not to the citizens advisory committee. The CAC is solely in the Code of Virginia. Mr. Tisdale has searched for guidance on how the committee should be set up and who should be on it, but there is no guidance available. Ms. DeVary previously provided the information on how SPSA formed a similar committee in 2006, and that is what was used as the basis for forming the CAC.

The revision to the roles and responsibilities includes instruction that the CAC mission is to provide a recommendation to the SPSA board, either in the form of a letter or oral presentation to the board. The revision also includes information regarding the meetings of the CAC, which will be facilitated by a consultant (HDR), who will provide the agenda. The CAC will appoint a chairperson to the committee. SPSA staff will provide support to the CAC in the form of administrative assistance, information gathering and technical expertise. A preliminary meeting schedule is included with the first meeting date expected to be October 29th, 2019. In this meeting, HDR will review the regulatory sighting criteria and some of the analysis that was done previously for the Cell VII permitting. After this meeting,

tours of the landfill will be scheduled at various times for committee members. The committee is expected to finish up their work in January or February 2020. A contact information sheet for each member of the CAC was also included.

Mr. Jenkins (CH) asked for clarification on whether it is expected that the mayor appoint CAC members for his community or is it up to the community to decide.

Ms. DeVary responded that every community is different so we revised the wording to state that each member community should appoint CAC members. Ms. DeVary continued by saying a clean copy of the CAC Roles and Responsibilities will be emailed. The form can be distributed to any potential committee members or to your localities' boards.

Ms. DeVary continued by saying in addition to the CAC, we are also required by the Administrative Code and the Code of Virginia to advertise and hold at least one public meeting in Suffolk to identify issues of concern, facilitate communication and establish a dialogue between SPSA and the persons who may be affected by the issuance of this permit. That meeting would be held sometime in 2020 and will be coordinated with the City of Suffolk. The board will be made aware of the meeting beforehand and we are required to advertise it in the newspaper multiple times. Our timeline for submitting the notice of intent to DEQ is April 2020.

Mr. Barnes (VB) commented that he was involved in 2006 and there was a lot of time spent looking at other potential landfill sites in the region. It was contentious and not very fruitful. Our current direction for the CAC will avoid that or utilize the benefit of having done that previously to demonstrate that sighting another landfill would be extremely difficult, if even possible.

Ms. DeVary added that the purpose and need statement references the previous research on two sites that were considered then; one in Southampton County and one in Isle of Wight. The response of both communities was no, they did not want a landfill located in their community.

Mr. McCoy (PO) followed by stating the cost to generate a new landfill in 2006 far exceeded the cost of the landfill expansion in Suffolk; and he would expect the cost of a new site today to be even greater than it was then. He added that it is important for the board members to get their recommendations for CAC members back into SPSA within the time frame so we can stay on schedule.

Chairman Keifer (NO) agreed and added that the members appointed to the CAC is not restricted. It is up to the communities to appoint them and we are not going to decline anyone.

Mr. Bagley began the Operations Report by noting he has been working closely with Mr. Stratton at Wheelabrator since the meeting the previous month and there has been significant improvement.


In July 2019, 46,233 tons of material were placed in the landfill—an increase of 7,796 tons compared to June. Wheelabrator delivered 11,673 tons of residue to the landfill and 9,442 tons were reclassified as non-qualifying. That number is still high. So far in August the non-qualifying residue totals have decreased because of some corrections to the screener. We believe if the screener stays operational, using the current process, we can be well under 10% of residue being reclassified.

Mr. Bagley continued with July’s total leachate hauled of 528,412 gallons and the total leachate for the month was 1,523,252 gallons. This represents an increase of 93,907 gallons from the previous month. We had no odor complaints in July.

Mr. Bagley introduced Daniel Brown, a new employee in Fleet Maintenance. Mr. Brown has a wealth of military experience and will be able to focus on training and leading our mechanics.

Ms. DeVary introduced Brittany Collins, Landfill and Environmental Compliance Specialist, who will be giving the presentation on environmental compliance.

<p style="text-align: center;">Environmental Compliance Series</p> <p style="text-align: center;">Part 1: HRSD Wastewater Discharge Permit No.0087</p> <p style="text-align: center;">Part 2: Solid Waste Permit 417, Overview of Permit by Rule, and Solid Waste Permits at Western Stations</p> <p style="text-align: center;">Part 3: Virginia Pollutant Discharge Elimination System, and Title V Air Permit</p> <p style="text-align: center;">Presented by: Brittany Collins, Landfill & Environmental Compliance Specialist</p>	<p style="text-align: center;">Environmental Compliance Series Part 1</p> <p style="text-align: center;">HRSD Wastewater Discharge Permit No. 0087</p>
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<p style="text-align: center;">Hampton Roads Sanitation District</p> <ul style="list-style-type: none"> • Permits SPSA to discharge wastewater to their facilities under limitations provided in the <u>Direct Wastewater Discharge Permit No. 0087</u>. • Limitations on wastewater include: quantity, quality, means of discharge, etc. • HRSD has the right to stop or change permit requirements and/or discharge limitations at anytime. • We discharge to HRSD both directly from the Landfill and via pump and haul at permitted discharge locations. 	<p style="text-align: center;">Sources of Waste Water</p>  <ul style="list-style-type: none"> • The leachate from the Landfill. • Suffolk Transfer Station, Administration Building, RLDF Scale House, and Tire Shredder Sanitary lines. • Tipping floor water directly from the Suffolk Transfer Station. • Tipping floor water from leachate storage tanks at all other Transfer Stations, excluding Chesapeake. <ul style="list-style-type: none"> • Chesapeake Transfer Station leachate is disposed of directly into the City of Chesapeake’s sanitary sewer line.
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5 Permitting requirements

- **Effluent limitations:**
 - SPSA performs monthly samplings,
 - SPSA performs semi-annual samplings.
- **Monthly reporting to include:**
 - Pump and Haul data,
 - Discharge quantities,
 - Laboratory data from samplings,
 - Meter specifications and calibrations
- **HRSD determines the sampling procedure and frequency that SPSA follows to perform its monthly and semi-annual sampling events.**
- **HRSD also performs their own monthly and semi-annual sampling events.**
 - These results can result in a violation if the results are outside of the permitted limitations.

6 Effluent Limitations

- **HRSD sets requirements for testing parameters in SPSA's Wastewater Discharge Permit.**
- **Samples are taken directly from the leachate settling pond.**
- **SPSA's Monthly Sampling parameters include:**
 - Metals, Phenoic compounds, pH, etc.
- **SPSA's Semi-Annual Sampling parameters include:**
 - HRSD Toxic Organics List
- **The limitations are strict and must be in compliance whether from SPSA's sampling events or HRSD's sampling events.**

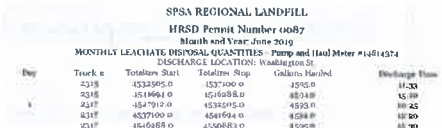


8 Semi-Annual Inspections

- Semi-annual inspections are performed by HRSD's Permit Specialist with SPSA's Environmental Compliance Specialist present.
- **During the inspection, HRSD verifies :**
 - Monitoring data,
 - Site maintenance and upgrades related to wastewater,
 - Sampling procedure verification,
 - Equipment functionality, both sampling equipment and pumps,
 - The Wastewater stream.

7 Monthly Reporting

- SPSA is required to provide a Self-Monitoring Report to HRSD on a monthly basis.
- **The HRSD Self-Monitoring Report includes information; such as:**
 - Effluent Limitation Data and Laboratory Analysis
 - Pump and Haul Quantities for all permitted discharge locations,
 - Discharge Quantities through the Force Main.



Day	Truck #	Totalsm Start	Totalsm Stop	Gallons Hauled	Discharge Time
	2318	4524395.0	4537400.0	4595.0	11:30
	2318	4531964.0	4545069.0	4824.0	12:00
	2317	4547912.0	4559295.0	4523.0	11:25
	2317	4557100.0	4561564.0	4594.0	11:00
	2317	4564668.0	4568962.0	4594.0	11:30

9 Inspections, con't:

- The HRSD permit is focused on wastewater flow, however HRSD often checks for storm water controls and spill controls during inspections.
- Storm water and spill response confirms that no contamination has occurred to the wastewater stream.

10 Summary

- The HRSD Direct Wastewater Discharge Permit regulates our wastewater discharge to HRSD treatment plants.
- SPSA's Environmental Staff perform monthly and semi-annual samplings on the wastewater to verify quality is within the standards set by the Direct Wastewater Discharge Permit.
- SPSA's Environmental Staff monitors and reports quantity of wastewater is within the standards set by the Direct Wastewater Discharge Permit.
- SPSA's Environmental Staff reports on time to HRSD through our Self-Monitoring Reports that are due monthly.
- SPSA's Environmental Staff and HRSD perform semi-annual inspections that include monitoring data, site maintenance, and other topics relevant to the wastewater stream.

Mr. McCoy (PO) thanked Ms. Collins for her presentation and stated one of the largest concerns we should have as a board is environmental issues, and this is the first time something like this has been presented to the SPSA board. He followed by saying that SPSA staff has built a phenomenal relationship with HRSD.

Mr. Maxwell (CH) asked if the sampling methodology is established by HRSD or SPSA?

Ms. Collins answered HRSD.

6. WHEELABRATOR PORTSMOUTH MONTHLY REPORT

Mr. Stratton began by thanking Mr. Bagley and Ms. DeVary for the positive feedback and agreed that they have seen improvement at the Wheelabrator facility and will continue to build on the partnership with SPSA.

Mr. Stratton presented the July 2019 operational report for Wheelabrator Portsmouth:

Wheelabrator Portsmouth July 2019				
Operational Data				
49,698 Tons	54,836 Tons	42,251 Tons	11,673 Tons	14,290 MW
Total waste received by SPSA	Waste delivered to RDF	Total RDF processed	Ash sent to landfill	Electric power sold
30,350 K-LBS	91%	99%	0	1
Steam sold to U S Navy	Overall boiler availability	Overall generator availability	OSHA recordable accidents	OSHA recordable accidents YTD

After reviewing the operational data, Mr. Stratton continued by updating the board with a status of Wheelabrator equipment. There was an outage on the number 3 boiler in July to include major work on the grate, flue gas, and pressure parts. The B line shredder that was damaged in the fire had structural and upper bearing issues. It will be another two to four weeks before the motor work is completed. Wheelabrator is working with senior leadership to procure a shredder that will serve as a true spare. The shredder motor that was on site during the sale of the facilities does not work for the new water-cooled shredders since they've been upgraded.

Mr. Stratton stated the tipper door closure mechanism has been built. In two to three weeks, he expects it to be installed and tested.

Mr. Stratton added that we have two tippers at the RDF facility. You can either discharge on the tipping floor or tip your truck. With the new contract, there were discussions regarding SPSA's use of the tipper to avoid tipping floor traffic and wait times. The challenge with the SPSA vehicles is the right-hand hinge doors were a safety issue. A mechanism was made by MBI to alleviate the safety concern with the doors.

Chairman Keifer (NO) added that in the July meeting with Wheelabrator, SPSA noted concerns about the efficiency of Wheelabrator operations. He thanked Wheelabrator for their efforts thus far.

7. **FINANCIAL REPORT**

Ms. DeVary reviewed the financial information for the month ending July 31, 2019. Total revenues exceeded total expenses by approximately \$1.3 million as compared to \$1.2 million in the previous fiscal year. Year to date tipping fees reflect an increase of 8% or \$292,000 as compared to July of 2018. The municipal waste stream is up approximately 5% or 1,958 tons from what we received last July. Municipal tonnages as of the end of July were 40,227.

Ms. DeVary continued with total expenses for the month ending July 31, 2019 were approximately \$2.9 million as compared to \$3 million in the prior year.

Cash balances are \$33.4 million; currently designated as \$1.1 million in operating, \$753,000 in FY2019 rolled purchase orders, \$6.5 million in undesignated fund balance, \$2.5 million for the proposed HRSD force main, and \$23 million in landfill expansion and closure.

Ms. Raulston (FR) moved, seconded by Mr. Keaton (IW) to approve the SPSA financial report as presented. The vote of the motion was unanimous.

8. **Contracts**

Ms. DeVary introduced a contract for the purchase of a hydroseeder for the landfill. The hydroseeder will be used to promote accelerated growth and vegetation on the finished slopes. The purchase is from James River Equipment utilizing a Sourcewell Cooperative contract. The total budget was \$66,636 and the total cost is \$65,870.

Mr. Keaton (IW) moved, seconded by Mr. Broad (NO) to award the contract for a hydroseeder to James River Equipment as presented. The vote of the motion was unanimous.

Ms. DeVary continued with the next contract for a service truck that will be utilized at the landfill, as well as transfer stations. This is part of our replacement plan and it replaces a 2010 F550 mobile crane service truck that has 148,000 miles. We are seeing increased maintenance costs on this vehicle and expect them to continually increase. Staff was able to find a truck at Bayshore Ford Truck Sales, Inc. that is already built to the required specs and is based on a cooperative procurement agreement with the State of Delaware. The total budget was \$160,000 and the total cost is \$118,097. The shipping cost is \$700.

Ms. Lowe (SH) moved, seconded by Mr. Ashby (PO) to award the contract to Bayshore Ford Truck Sales, Inc. as presented. The vote of the motion was unanimous.

Ms. DeVary continued with an Ancillary Services Agreement with the City of Chesapeake. The City is requesting that SPSA operate the Chesapeake Transfer Station on Saturday and Sunday from noon to 4 PM each day. This service has been provided for the City of Norfolk for several years. The Use and Support Agreement require these additional services to be handled with an Ancillary Service Agreement. This also ensures that each community is

paying for additional services they are requesting outside of normal services. There will be no residential drop off permitted at the Chesapeake Transfer Station from Tuesday – Friday. The City will pay the current municipal tip fee of \$57 per ton with a minimum daily payment of \$1,524. The \$1,524 is the minimum daily cost of operating the transfer station. The City of Chesapeake approved the agreement on August 19, 2019. Mr. Tisdale approved the form of the agreement and prepared a resolution, included in the board packet on page 33.

Ms. DeVary added this a positive development. It will keep residents out of the transfer station during the week and will help to alleviate some safety concerns and long wait times that affect municipal collection. The total number of trips at the Chesapeake Transfer Station in the first six months of 2019 was 23,400 and approximately 10,000 of those trips were from residential customers.

Mr. Keaton (IW) asked if we will utilize existing staff with overtime to cover the additional hours. Mr. DeVary answered that existing staff will cover the additional time.


Mr. Broad (NO) moved, seconded by Mr. Maxwell (CH) to approve the Resolution for the Chesapeake Transfer Station Ancillary Agreement as presented. The vote of the motion was unanimous.

9. OTHER BUSINESS

No other business was presented to the board.

10. ADJOURN MEETING

There being no further business to come before the Board of Directors the regular meeting was adjourned at 10:20AM.



Lies R. DeVary
Executive Director

Submitted by: Sandy Schreiber, Secretary, SPSA Board of Directors

