

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

**December 12, 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	(CH)	Mr. Steven Jenkins <i>absent</i>	(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 *9:42	(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), Mr. Harvey Howard (NO), Ms. Erin Trimyer (PO), 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. PRESENTATION**

**A. JULY 1, 2017 to JUNE 30, 2018 ANNUAL AUDIT**

Ms. DeVary commented that the Audit Committee met this past Monday and welcomed Leslie Roberts with Brown Edwards to present the audit.

Ms. Roberts began by stating that we met with the Audit Committee so this will be a high-level overview. The audit time went very well, Liesl had it ready for us and the work occurred as scheduled. We just had to wait on some information related to OPEB costs, it did not really change the financials materially, but the disclosure changed a lot. The audit went well, the first and second page is the auditor's report, which is the bottom line where we were able to look at your records and present your operations and your balances at the end of the year. At the top of page 2, you can see we have another clean unmodified opinion. The basic financial statements start on page 9 and go

through page 12. The management's discussion and the analysis are on page 3 through 8. That gives some comparative analysis and explanation. If you only read part of the financials, this will give you a great overview. Management prepared this, but we vet it. We would like to stress that nothing in there is inconsistent with the audit. The basic financial statements have strong disposition on page 9 and 10 of the statement of net position, they are assets and liabilities, and what is left is the net position. In your case, net position overall is about \$38.4 million. Of that, about \$20 million is net investments and capital assets, which is not unexpected for this type of organization, approximately \$4.8 million that is unrestricted, which is about 12.5%. The next statement of revenues expenses and changes in net position is a positive change in net position. The community tipping fees are down, but that is almost completely made up by the other tipping fees with commercial trucks that you have. The bottom line is you have positive change in net assets. The statement of cash flows from operations. You want that to always be positive, and yours is positive to the tune of about \$10 million. You are in good financial position and good cash flow. The notice to the financials, that start on page 13 explain more about how your organization operates and how your financials are put together and give a deeper dive into certain things on the basic financials. Note two on page 17 talks about the restatement and breaks it down, and that is something that is new this year that you will not see going forward. After the notes, there is another report because we audit under Governmental Accounting Standards Board (GASB) because we are required to report on financial reporting as well, and that is on page 64 and 65.

This is another clean report, there is no significant deficiencies or material weaknesses in financial reporting or any emphasis instances of noncompliance with governmental accounting standards. The stapled document at your place is referred to as the management letter. If we had any issues with the audit or disagreements with management, we would formalize that in writing here. The audit went very smoothly. I point out that the implementation was more of the GASB 75, it discloses your signature statements, and you do have some significant estimates incorporated into your financials. The OPEB liability is based on actuarial evaluation is your pinch liability and your capital assets. We assign useful lives, but again, they are asking us based on our prior experience and historical knowledge. Those are big numbers on your financials, especially the capital assets. We felt as if the disclosures related to long-term debt, since it was paid off this year. It is a significant disclosure and the commitments and contingencies. All of our audit adjustments that we posted will be attached to this. All of them related to implementing this GASB and the information were not available when we started the audit, so they're not true audit adjustments. There will be a copy in Appendix A of the management's representations that they signed at the end of the audit.

**Mr. McCoy (PO) moved, seconded by Ms. Lowe (SH) that the Annual Audit for fiscal year ending June 30, 2018 be approved as presented. The vote of the motion was unanimous.**

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

Mr. Tony McKee introduced himself to the Board, He presented for Clint who is at a management meeting in corporate. He began the operation stats for the month of October.



<b>42,005 Tons</b>	<b>52,238 Tons</b>	<b>47,208 Tons</b>	<b>13,592 Tons</b>	<b>17,876 MW</b>
Total waste received by SPSA	Waste delivered to RDF	Total RDF processed	Ash sent to landfill	Electric power sold
<b>26,782 K-LBS</b>	<b>89%</b>	<b>100%</b>	<b>0</b>	<b>3</b>
Steam sold to Navy	Overall boiler availability	Overall generator availability	Environmental incidents and OSHA Recordable Accidents	OSHA Recordable Accidents YTD

**B. EXECUTIVE DIRECTOR REPORTS**

Ms. DeVary commented that SPSA is operating effectively, efficiently, and staff is doing a terrific job. I am thankful to have such a great group of dedicated folks here at SPSA. Speaking of staff, we have several vacancies. We are having difficulty hiring truck drivers, as well as heavy equipment operators, but I think our member localities are having some of those struggles as well. Since SPSA has been in business for over 30 years, we are having several retirements that are occurring too. We have had five since July and we have several more in the upcoming months.

We had two household hazardous waste special events in November. I went out to the one at Chesapeake. I was just amazed at how many people actually come out. It was out at the Tidewater Community College off Cedar Road. It started at 9 a.m. and there were lines of people waiting in line to drop off their stuff, which I just think is incredible. There were 143 participants in Chesapeake and on the same day, we had one in Portsmouth, which had 164 participants.

We executed Addendum 7 with Wheelabrator at the October board meeting. The main purpose of that was for Wheelabrator to have their contractor bring in a tipper for use at the landfill for ash. The tipper was delivered, but it is not currently in use. We are waiting on a Standard Operating Procedure (SOP) from Wheelabrator as well as a couple of other items. We are still preparing the location of where the tipper is going to be located. I will keep you informed when that becomes operational.

We have a meeting with DEQ and the Army Corps of Engineers in January 2019 with our engineers and staff to start discussions about Cells VIII and IX.

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

Mr. Bagley commented I did want to call your attention to the metrics that are in your board packet. The first item is the amount of material that we placed in the landfill for this particular reporting period. This is an important number because we are looking at how much capacity we have left in the landfill. Once we get our air space utilization study, we can compare that and stay on track as we move forward to the construction of Cell VII. In November, 26,360 tons were placed in the

landfill, which is an increase of 10% from the previous period. The total leachate hauled for the reporting period was 1,236,150 gallons, a decrease of 60,127 from the previous period. The average quantity of leachate that we hauled daily was 43,209 gallons. Our limit for both the stations is 49,999, so we are well below that. We had no odor complaints during the reporting period.

As we discussed at the last meeting, the hauling of leachate is a large liability and operation. We have been working closely with HRSD to try to find a way to pump leachate back to the SWIFT plant. The system that we have in place can pump 49,999 gallons in about 3 hours, but they cannot treat that much in 3 hours. They've determined that if we could spread that amount of leachate out over a 24-hour period instead of giving it to them all at one time, they could probably handle the leachate. Through some discussions, meetings and negotiations with their engineers, we came up with a plan to install low flow pumps that would pump out 15 gallons per minute. At the lower flow, they believe they will be able to treat it. This will require a change order that we will be talking about in a few minutes, but if you approve the change order today, 45 days from now, we will be pumping 15 gallons per minute back to HRSD. We will be pumping and hauling half as much. Once they have proven that they can handle that amount, they will let us know and we will do incremental increases. Once they are comfortable then they will continue the incremental increases until we reach 30 gallons per minute, which is where we need to be in order not to haul anymore. We had a meeting with Ted Henifin last week, and he has agreed to pay for the project. It is a \$76,000 change order, and Ted has agreed that HRSD will be responsible up to that amount.

We had an exceedance of TSS with our stormwater third quarter monitoring. We received a warning letter on one sample that we took. We investigated on what caused the increase, and we determined that there are multiple factors. There is duckweed in some of the ditches, which has some impact. Another factor is the amount of leaf and tree debris. In order to have a qualifying event to do sampling, you have to have one-tenth of an inch of rainfall. During that reporting period, we had a lot of heavy rain, which stirred up solids, and that is where our readings were high. We have done our fourth quarter sampling and it is within the parameters. So we feel comfortable that some of the steps we have taken have paid off. We do have a ditch cleaner that is going to help this situation as well.

In your packet is an engineering and project update sheet that is much more thorough. We finished the Chesapeake transfer station drop and hook lot. We replaced all of the concrete on the first six lanes and that project is completed. Jeff Murray with HDR is here today and will be doing a walk-through for the substantial completion of the SCADA project today. The loadout project will require another 45 days to replace the pump as discussed earlier due to the change order.

Chairman Keifer (NO) commented that those are two significant construction projects that we have been working on for a couple of years, and so it is good to see them come to completion and good effort adding the smaller pump.

Ms. DeVary continued with her items for future discussion. We are still working on updating our financial policies. We will have the DEQ financial assurance for you at the January meeting. In addition, I hope to have the investment committee meet before our next January meeting. We will also have a cost analysis report.

### C. CHAIRMAN'S COMMENTS

Chairman Keifer (NO) commented that before you is the Executive Director performance review. Each year, we need to evaluate the performance of Liesl, as this is her first year on the job. Attached is a work plan and the elements of her performance. We'd like you to complete this and get your comments to Blanche, either electronically or via a hard copy by the end of December, then the executive committee will gather those and bring a recommendation on an evaluation for Liesl at the January meeting.

Mr. Arnold (SU) commented I have been sitting here almost five years and this has never been done before to my knowledge. It is a great development.

Chairman Keifer (NO) commented that we have come to the end of the year, and looking back, we have accomplished an awful lot last year, and all of you on the Board should be commended for that. New Use and Support Agreements are in place, the Host Agreement with Suffolk is in place for the landfill, we have Cells that will last us for many years, and we are working on additional Cells. We have a new contract with Wheelabrator for disposal of most of the waste in an environmental responsible manner, which involved a lot of work by Bill and his subcommittee. We reduced the tipping fee from \$125 to \$62 and hopefully it will decrease further. We have paid off the debt. We have solid cash reserves, including funds to close the landfill. We hired a new Executive Director, who is doing an exceptional job, and she hired a new Deputy Executive Director, who is also doing a wonderful job. We have had a good year. I think this is a restart with SPSA, and we have accomplished a lot. Next year we will not have as many challenges. I want to thank all of you for all your hard work, as well as the staff, and wish all of you a happy holiday, a Merry Christmas and a happy New Year.

### 3. ACTION AGENDA

#### A. MINUTES OF THE BOARD MEETING

Chairman Keifer (NO) moved to the action agenda. The minutes of the October 24, 2018 Board meeting have been distributed. He asked if there were any additions or changes.

**Ms. Raulston (FR) moved, seconded by Mr. Martin (CH) to approve the October 24, 2018 minutes of the SPSA board as presented. The vote of the motion was unanimous.**

#### B. FINANCIAL MATTERS

##### 1. Financial Reports

Ms. DeVary commented that we did not have quite enough time to close out November so I am reporting on October. For the month ending October 31, 2018 total revenues exceeded expenses by approximately \$3 million as compared to \$1.3 million in the previous year. Tipping fees reflect a 3.2% decrease or approximately \$488,000 as compared to fiscal year 2017. That is due to a reduction in the tip fee. Municipal waste tons are up approximately 13% or 18,422 tons due to the bulk waste delivery. At the end of October, our fiscal year-to-date municipal tons were 152,755 as

compared to 134,333 this time last year. Total expenses at the end of October were approximately \$13.9 million as compared to \$14.8 million in the prior year. Cash balances are \$27.6 million and are designated with \$4 million in the operating fund, \$0.9 million for fiscal year 2018 rolled purchase orders, \$3.3 million in undesignated fund balance, \$2.5 million towards our contribution for the HRSD forcemain, which will not be utilized this year and \$16.9 million in landfill closure and/or expansion fund.

**Mr. Arnold (SU) moved, seconded by Mr. Broad (NO) to approve the financial reports subject to audit as presented. The vote of the motion was unanimous.**

2. Contracts
  - A. Contract Renewals
    1. HDR Renewal

Ms. DeVary commented that we have several contracts for you. The first contract is your professional engineering services, we have a current contract with HDR Engineering and we are recommending that we renew the contract by exercising option year 2 of 4 option years. The hourly rates increase by 2%. They are listed as an attachment in your board packet. The estimated annual cost is \$275,000-\$300,000. Our recommendation is to approve the contract renewal for professional engineering services with HDR for the period January 1, 2019 through December 31, 2019 as presented. Mr. Murray is here if you have any questions for him.

**Mr. Keaton (IW) moved, seconded by Ms. Raulston (FR) to approve the contract renewal with HDR Engineering as presented. The vote of the motion was unanimous.**

- B. Contract Awards
  1. Desktop Computer Replacements

Ms. DeVary continued the next contract is to replace our desktop computers. This is through Dell with the state contract. Originally, we only budgeted \$24,000 because the plan was to replace half of the computers this fiscal year and half next fiscal year. However, it would be beneficial to replace them all at one time. This provides for the replacement of 51 desktop computers. Originally, the budget split it over two years; but due to our savings in other capital equipment purchases, we are able to use that funding to replace all of these desktops. We are on Windows 7 and will be upgrading to Windows 10, as well as updating our Microsoft exchange. The total cost is \$56,348 and the recommendation would be to award the contract to Dell as presented.

**Ms. Lowe (SH) moved, seconded by Mr. Williams (FR) to award the contract to Dell as presented. The vote of the motion was unanimous.**

2. Executime and Attendance Software

Ms. DeVary commented with the continued improvement in technology, we are recommending replacing our existing time and attendance system, which is KRONOS with new software called Executime and Attendance software. Executime is through Tyler Technologies, our current software vendor, referred to as the MUNIS system. The total cost is \$56,963, all of our accounting, HR,

payroll, work orders, fleet maintenance, purchasing are wrapped up into one system, which will give us improved functionality within the current system. The annual maintenance is approximately \$2,000 that includes upgrades as they go through the system, but is not included in this purchase price. However, it reduces our annual maintenance costs paid by over \$9,000 a year. Our recommendation is to award the contract to Tyler Technologies as presented.

**Mr. Maxwell (CH) moved, seconded by Ms. Raulston (FR) to award the contract to Tyler Technologies as presented. The vote of the motion was unanimous.**

Ms. DeVary asked Mr. Bagley to present the next several contracts.

### 3. Replacement of Overhead Garage Doors

Mr. Bagley stated this item is to replace the original overhead garage doors from 1982 at the landfill shop. IFB 06-19 was issued in early October. We had three bidders Doors on Demand, Homestead Material Handling, and A1 Doors respond. Doors on Demand were the lowest bidder. The budgeted amount was \$50,000, and staff recommends awarding that project to Doors on Demand for \$39,325.20.

**Mr. McCoy (PO) moved, seconded by Mr. Keaton (IW) to award the contract to Doors on Demand as presented. The vote of the motion was unanimous.**

### 4. Tractor – Landfill

Mr. Bagley continued the next item for you is to purchase a John Deere 5100E utility tractor for the landfill. We currently maintain 200 acres of grass cutting and have about five miles of ditch banks. The current mower that we are using has a side arm mower on it, and we can keep that mower busy 40 hours a week just cutting ditch banks and berms and other things that we have at the landfill that need the side arm mower. We tested two tractors at the landfill before deciding on the 5100E utility trailer. Quality Equipment was the John Deere dealer on the Sourcewell cooperative contract. The cost for tractor is \$59,427.92. This will improve mowing and cutting needs more effectively. Funds are available from savings on other capital equipment purchases. Staff recommends awarding this contract to Quality Equipment, LLC for the purchase of a 5100E utility tractor from the Sourcewell contract for 59,427.92 as presented.

Chairman Keifer (NO) commented this is a state contract that is awarded, and you can order individual items from it. I think it is commendable that you are continuing to look for ways to improve operations out there.

Mr. Martin (CH) asked if it included all the mowing attachments that you need within this cost.

Mr. Bagley responded no, we just purchased two bush hogs during the year and we are going to use those.

**Mr. Williams (FR) moved, seconded by Mr. Keaton (IW) to award the contract to Quality Equipment, LLC as presented. The vote of the motion was unanimous.**

## 5. Household Hazardous Waste Disposal

Mr. Bagley continued to the next contract for household hazardous waste disposal. The current contract ended in August, we extended to September, and then we have one more load so we extended another month while we reviewed proposals. RFP 04-19 was issued and we received three bids MXI Environmental Services, Clean Harbor Environmental Services, and ACV Environmental. Our current vendor decided not to bid because they were changing their business model. Staff recommends the approval of the contract to MXI Environmental Services with the amount of \$33,350, but that amount is a unit price. We based that amount on what we disposed of last year. The contract also provides us annual training for our staff, all the materials and containers needed and they retain ownership of it once it is collected. That is a critical piece for us because the less time we maintain it in our possession, the less liability we have. The contract term is from December 12, 2019 through June 30, 2019, with four option years beginning July 1 of each subsequent year.

**Ms. Raulston (FR) moved, seconded by Mr. Williams (FR) to approve the contract to MXI, Environmental Services as presented. The vote of the motion was unanimous.**

## 6. Leachate Loadout Change Order

Mr. Bagley stated the last item is for the change order to the leachate loadout project. This is what I explained to you earlier concerning pumping to HRSD at a low volume over an extended period. The original pumps that were designed to pump all at once. This system was engineered out to be a low-flow pump that monitors HRSD pressures in their line and the drives on the BFD. 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 biggest advantage for this project is that it minimizes our liability for leachate hauling. This is what we have to do until the new pump station is built in 2022. The cost of the project is \$76,554. HRSD has agreed to pay up to \$76,554, which we have in writing. That will be billed out at the completion of the project and they will reimburse SPSA. The recommendation is to authorize the change order for \$76,554 as presented in your packet.

**Mr. Broad (NO) moved, seconded by Ms. Lowe (SH) to authorize the change order for the leachate loadout project with REW as presented. The vote of the motion was unanimous.**

## C. 2019 BOARD MEETING DATES

Ms. DeVary continued to the 2019 proposed board meeting dates. Board meeting are held on the fourth Wednesday of every month with the exception of November because of Thanksgiving and December because of Christmas. All meetings begin at 9:30 a.m.

**Mr. Roberts (SU) moved, seconded by Ms. Raulston (FR) to approve the January 23, 2019, February 27, 2019, March 27, 2019, April 24, 2019, May 22, 2019, June 26, 2019, July 24, 2019, August 28, 2019, September 25, 2019, October 23, 2019 and December 11, 2019 as presented. The vote of the motion was unanimous.**



#### **4. CHESAPEAKE TRANSFER STATION ANCILLARY SERVICE AGREEMENT**

Ms. DeVary continued the last item we have for you is the Chesapeake transfer station ancillary service agreement. 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. This is a very similar agreement that you approved for the Norfolk weekend hours for the residents. We have been doing this since July 1, 2018. Since it appears to be a longer-term situation, we felt it was important to enter into the ancillary service agreement. The City of Chesapeake has reviewed and agreed. We are approving it by resolution since that is in accordance with the Use and Support Agreements in the strategic operating plan. The following resolution has been included in your packet.

#### **RESOLUTION ANCILLARY AGREEMENT CHESAPEAKE TRANSFER STATION**

WHEREAS, the Southeastern Public Service Authority of Virginia (“SPSA”) has entered into identical Use and Support Agreements (being identical, they are referred to herein as the “U&SA”) with its eight member localities (“Member Localities”) to provide for safe and environmentally sound disposal of the Member Localities’ municipal solid waste; and

WHEREAS, pursuant to the terms of the U&SA, SPSA from time to time may provide ancillary solid waste management and disposal services to Member Localities, either by separate agreement with a Member Locality and/or pursuant to an arrangement set forth in SPSA’s Strategic Operating Plan (“SOP”);

WHEREAS, prior to entering into a separate agreement with a Member Locality or acting pursuant to a global arrangement under the SOP, (i) the providing of such ancillary services shall be approved by SPSA’s Board, and (ii) unless otherwise approved by the Board, (A) the fees charged to the Member Locality at a minimum shall be sufficient to cover the costs incurred by SPSA to provide the ancillary services, and (B) the ancillary services shall be available at identical fees to all Member Localities, subject to variations in required staffing for transfer stations;

WHEREAS, the City of Chesapeake has requested that SPSA provide ancillary services to operate the Chesapeake Transfer Station at 901 Hollowell Lane, Chesapeake on Wednesdays, Thursdays and Fridays from 7:00 AM to 8:00 AM to be available for the City to deliver municipal solid waste to the Chesapeake Transfer Station;

WHEREAS, SPSA’s management has made presentations to the Board demonstrating that (i) SPSA is capable of operating the Chesapeake Transfer Station as contemplated to provide the ancillary services, (ii) the proposed fees for such ancillary services, at a minimum, will cover the costs incurred by SPSA to provide the ancillary services, and (iii) SPSA is capable of and prepared to offer the ancillary services under similar circumstances to other Member Localities at identical fees, subject to variations in required staffing for transfer stations;

WHEREAS, after due consideration the Board has determined it is in the best interests of SPSA to provide the described ancillary services.

NOW, THEREFORE,

1. The Board hereby approves, adopts and accepts the Ancillary Services Chesapeake Transfer Station Agreement substantially in the form attached hereto as Exhibit A, to be deemed effective as of July 1, 2018.

2. The Board hereby directs the Executive Director of SPSA, pursuant to the terms of the U&SA, to include in her annual operating budget presentation to the Board a report (i) identifying the ancillary services being provided to the City of Chesapeake in accordance with the Ancillary Services Chesapeake Transfer Station Agreement, and (ii) including relevant financial data demonstrating whether the fees charged by SPSA covered the costs incurred by SPSA to provide the ancillary services.

3. The Board hereby authorizes and directs the Executive Director of SPSA in the name of, and on behalf of SPSA, to execute the Ancillary Services Chesapeake Transfer Station Agreement substantially in the form attached hereto as Exhibit A, and to deliver it to the City of Chesapeake, such execution and delivery conclusively to evidence due authorization and approval thereof by SPSA, and to perform SPSA's obligations as set forth in the Ancillary Services Chesapeake Transfer Station Agreement.

4. 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, that she may deem necessary or desirable to carry out the intent and purposes of the foregoing resolutions.

5. 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.

6. The Board hereby ratifies, confirms and approves all actions heretofore taken by the Executive Director of SPSA, in the name of and on behalf of SPSA, in connection with the foregoing resolutions.

Adopted this 12 day of December 2018.

**Mr. Martin (CH) moved, seconded by Mr. Hodges (SH) to approve the Resolution Ancillary Agreement for the Chesapeake transfer station as presented. The vote of the motion was unanimous.**

#### **4. OLD/NEW BUSINESS**

Mr. Tisdale commented that towards the end of the month, I will send out an e-mail regarding your annual requirement to file a financial disclosure statement. I do not want to send it too early because it is supposed to be dated after December 31. Once I get it to you, I will be asking you to

fill them out and return them to Blanche. We will collect them and file them with the City of Chesapeake's clerk's office.

5. **ADJOURNMENT**

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