

# SOUTHEASTERN PUBLIC SERVICE AUTHORITY

Board of Directors ~ Regular Meeting  
Regional Board Room  
723 Woodlake Drive, Chesapeake, Virginia



Wednesday, December 11, 2019 at 9:30 a.m.

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<b>1. Call Meeting to Order .....</b>	<b>1</b>
Pledge of Allegiance .....	1
Roll Call.....	1
<b>2. Public Comment Period.....</b>	<b>1</b>
<b>3. Chairman’s Comments .....</b>	<b>1</b>
<b>4. Approval of Minutes .....</b>	<b>1</b>
<b>5. Presentation of Annual Audit – Leslie Roberts, Brown Edwards .....</b>	<b>10</b>
<b>6. Executive Director Updates.....</b>	<b>11</b>
Landfill Operational Summary .....	12
Executive Committee Minutes.....	16
Citizens Advisory Committee Minutes .....	19
<b>7. Wheelabrator Portsmouth Monthly Report .....</b>	<b>30</b>
<b>8. Financial Report .....</b>	<b>35</b>
<b>9. Contracts .....</b>	<b>44</b>
HDR Engineering Contract Renewal.....	44
<b>10. 2020 Board Meeting Dates.....</b>	<b>46</b>
<b>11. Other Business.....</b>	<b>47</b>
<b>12. Adjourn Meeting.....</b>	<b>47</b>

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**1. Call Meeting to Order**

Pledge of Allegiance  
Roll Call

**2. 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.

**3. Chairman's Comments****4. Approval of Minutes**

The minutes of the October 23, 2019 Board meeting are included below for your review and approval.

RECOMMENDED ACTION: Approve the minutes as presented.

MOTION: Do I hear a motion that the October 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**

**October 23, 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 ( <i>absent</i> )	(CH)	Mr. Steven Jenkins	(CH)
Ms. Sheryl Raulston	(FR)	Ms. Amanda Jarratt ( <i>absent</i> )	(FR)
Mr. Dale Baugh	(IW)	Mr. Randy Keaton ( <i>absent</i> )	(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 ( <i>absent</i> )	(SH)	Ms. Lynette Lowe	(SH)
Mr. David Arnold	(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, Mr. Eric Martin (CH), Mr. Michael Etheridge (IW), Ms. Trista Pope (NO), Ms. Erin Trimyer (PO), Mr. Bobby J. Wheeler (VB), 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, Ms. Tressa Preston, Executive Administrator, Mr. Warren Tisdale, General Counsel, and Mr. Brett Spain, Attorney with Willcox & Savage.

**1. CALL MEETING TO ORDER**

Mr. Keifer, Chairman of the Board, called the meeting to order at 9:30 a.m.

**2. PUBLIC COMMENT – No public comments received.**

**3. CHAIRMAN'S COMMENTS**

Chairman Keifer made the Board aware that Board Secretary Sandy Schreiber has tendered her letter of resignation as Secretary. Ms. Schreiber will remain at SPSA in her role as Accounting Manager. Ms. Tressa Preston, in her role as SPSA's Executive Administrator, is recommended to serve the remainder of Ms. Schreiber's term as Secretary.

**Mr. McCoy moved, seconded by Mr. Broad, to accept the resignation of Ms. Schreiber as Secretary of the Board of Directors and appoint Ms. Preston to serve the remainder**

**of Ms. Schreiber's term as Secretary. A roll call vote taken on the motion was unanimous.**

**4. APPROVAL OF MINUTES**

The minutes of the September 25, 2019 Board meeting have been distributed. Chairman Keifer asked if there were any additions or changes.

**Mr. Jenkins moved, seconded by Ms. Raulston, to approve the September 25, 2019 minutes of the SPSA board as presented. The vote on the motion was unanimous.**

**5. EXECUTIVE DIRECTOR UPDATES**

Ms. DeVary reported that things are going well and that it is business as usual at SPSA. Part of regular business at SPSA includes retiring staff and bringing on new personnel. Ms. DeVary introduced SPSA's new Safety Administrator, Lina Kennedy. Ms. Kennedy has many years of experience in safety administration, especially in local government, and has also worked with SPSA's insurance company. Ms. DeVary let the Board know that everyone is pleased that she has joined SPSA and Chairman Keifer welcomed Ms. Kennedy on behalf of the Board.

Ms. DeVary updated the Board on the Cell VIII and IX permitting process, letting them know that, as her email to them indicated, she has submitted a preliminary draft Purpose and Need statement and a draft of the RFP for the third-party consultant to the Army Corp of Engineers. Melissa Nash, SPSA's contact at the Corp, has suggested a few minor revisions, but their email servers have been down since Friday, making communications difficult. The goal is to have the RFP published within the next week or two.

The first Citizens Advisory Committee Meeting is Tuesday, October 29th at 6:30 p.m. and each community has appointed representatives. The Committee is subject to FOIA, so while Board member attendance and participation is welcome, it is preferable to limit Board attendance to two people. Chairman Keifer and Mr. McCoy will attend the initial meeting to welcome and thank the Committee. The meetings will be recorded, minutes will be taken, and Ms. DeVary will keep the Board informed.

There is a follow-up meeting on the flyover at the 460/58 interchange scheduled for Thursday, October 24<sup>th</sup>. Ms. DeVary will report on the information gathered at that meeting at the December Board Meeting.

Mr. Bagley presented the Operations Report stating that during the most recent reporting period, SPSA brought in 43,544 tons of waste to the landfill, which is an increase of 8,567 tons from the previous month, which is due in part to the diversion of waste that SPSA had in the previous month, but was not in the previous reporting period.

Total leachate hauled for the previous period was right at a half a million gallons and the total leachate pumped to the force main though the low flow was 864,695 gallons. Those

864,695 gallons are gallons that SPSA no longer has to haul, which is improvement in that category. The overall total leachate for the reporting period is 1,365,726 gallons, a decrease of 14,207 gallons from the previous reporting period.

Wheelabrator delivered 12,922 tons of residue to the Regional Landfill, of which 9,756 tons, or 75%, was reclassified to nonqualifying ash. That number will be decreasing due to Wheelabrator's equipment replacement and maintenance efforts. Recent numbers over the last week and a half show a marked improvement with nonqualifying ash making up as little as 20% of delivered residue, with a possibility for greater improvement as operators become more familiar with the new equipment.

Efforts continue to have SPSA drivers trained on how to use the tipper at Wheelabrator. As more drivers become proficient in backing the trailer onto the tipper, disconnecting the vehicle, and tipping it, a tremendous amount of time will be saved.

Mr. Bagley went on to say that Wheelabrator has been addressing the core issues that lead to previous barriers to consistent service and they have made significant improvements over the last month. Mr. Bagley and Ms. DeVary have met with Wheelabrator's Vice President of Waste to Energy and he has been delivering weekly status reports. At the next Board Meeting, SPSA staff will present a new metric document identifying any areas of importance at the RDF plant with a green light/yellow light/red light status breakdown.

For the first time in three reporting periods, there was no waste diverted from the RDF plant, which is another sign of improvement. There were no odor complaints for the reporting period.

Chairman Keifer appreciated Mr. Bagley's comments about Wheelabrator working with SPSA and that improvements to operations are already being seen. Mr. McCoy added that he would like to thank SPSA staff and Wheelabrator for working as a team to meet these challenges.

## **6. WHEELABRATOR PORTSMOUTH MONTHLY REPORT**

Mr. Clint Stratton of Wheelabrator thanked Chairman Keifer and Mr. McCoy for their comments. He went on to say that Wheelabrator values their partnership with SPSA and that they do their best to address SPSA's concerns as quickly as possible.

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

Wheelabrator Portsmouth September 2019  
Operational Data



44,094 Tons	50,258 Tons	49,368 Tons	12,923* Tons	17,603 MW
Total waste received by SPSA	Waste delivered to RDF	Total RDF processed	Ash sent to landfill	Electric power sold
30,002 K-LBS	94%	99%	0	2
Steam sold to U.S. Navy	Overall boiler availability	Overall generator availability	OSHA recordable accidents	OSHA recordable accidents YTD

\*Includes 9,746 tons of non-qualifying residue delivered to landfill, due to temporary loss of rented screening unit. Screening resumed 10/11.



After reviewing the operational data, Mr. Stratton also reported that boiler repairs and shredder motor installations have taken place which will improve reliability and provide better overall service to SPSA. He thanked SPSA for their support and reported that Driver Appreciation Day, where Wheelabrator provided bagged lunches to drivers, was a success.

**7. EXECUTIVE DIRECTOR UPDATES, CONT.**

Mr. Bagley reintroduced Brittany Collins, SPSA’s Landfill Environmental Compliance Specialist to complete the third part of the Environmental Compliance Series: Virginia Pollutant Discharge Elimination System & Title V Air Permit.

Environmental Compliance Series



Virginia Pollutant Discharge Elimination System (VPDES) Permit

- Permits Stormwater Runoff from industrial activity at the Regional Landfill only.
- The Regional Landfill is classified as a minor industrial user.
- SPSA permit covers 5 sampling outfalls.
- Parameters for sampling are based on individual permittee activities and the Clean Water Act.


Part 3:  
Virginia Pollutant Discharge Elimination System & Title V Air Permit

Presented by: Brittany Collins, Landfill & Environmental Compliance Specialist

10/23/2019

10/23/2019

VPDES continued:



This is an example of an outfall where sampling takes place

10/23/2019



### VPDES Permitting Requirements

- Sampling must take place at different intervals when there is a flow at an outfall:
  - Quarterly sampling at Outfall 903
  - Semi-annual sampling at all Outfalls
  - Annual sampling at all Outfalls
  - Visual inspections at all Outfalls during any sampling events
- Reporting must be performed for each sampling event.
- Must maintain Spill logs.
- Must provide annual training for all employees.
- Must maintain a Stormwater Pollution Prevention Plan (SWPPP).
- Daily visual inspections:
  - Not a permit requirement, a step we take as a preventative measure.

10/23/2019



### What is a Stormwater Pollution Prevention Plan?

- Identifies site activities and environmental impacts associated with each activity
- Outlines the steps necessary to prevent site activities from negatively impacting stormwater runoff.
- Clearly identifies frequencies for sampling and reporting.
- Requires annual review and updates to ensure the information is accurate and up to date.
- The SWPPP is a road map for ensuring proper management of run off at the Regional Landfill.

10/23/2019

### Why Is SPSA Required To Maintain A Title V Permit ?



To ensure that air emissions resulting from the operation of the Regional Landfill do not have a negative impact on air quality.

10/23/2019



### Title V Permitting

- The Title V Operating Permit determines and enforces environmentally acceptable thresholds for air emissions at the Regional Landfill.
- The permit requires that landfill gas be eliminated in a safe and non-hazardous manner. It does not dictate how landfill gases are to be managed.
- Landfill staff perform surface monitoring and other tasks associated with this permit. However, due to the complexity of the Title V Permit, SPSA contracts with HDR Engineering to provide the Scientific and Engineering support necessary to ensure compliance.
- Other forms of air pollution such as dust are also covered by the Title V Operating permit but are much easier and less complex to manage.

10/23/2019

### How do we control Landfill Gas ?



Landfill gas is extracted and either sold to a local manufacturing plant or used to fuel generators that produce electricity which is sold back to the grid. If any excess gas exists it is "flared off" at the power generation plant. This is accomplished in conjunction with Suffolk Energy Partners who is a third party contractor

10/23/2019





## Title V Permitting Requirements

- Semi-annual reports on gas production and extraction.
- Regular gas well monitoring.
- Surface emissions monitoring.
- Any event that could lead to an inefficiency of the combustion engines; such as power outages or failures, must be reported.
- Annual compliance certification.
- Suffolk Energy Partners (SEP) is required to perform monthly monitoring of gas wells.
  - Inspect and test for leaks at the extraction wells.
  - Vacuum, temperature and volume measurements are recorded.
  - HDR Engineers and SPSA staff evaluate data provided by SEP and we use this data to provide reporting mandated by Title V.

10/23/2019



After the presentation, Ms. Collins opened the floor for discussion. Chairman Keifer commented that it is important for the Board to be aware of the environmental permitting processes that that SPSA undertakes and he thanked Ms. Collins for her efforts.

## 8. FINANCIAL REPORT

Ms. DeVary reviewed the financial information for the month ending September 30, 2019. Total revenues exceeded total expenses for the fiscal year-to-date by approximately \$2.4 million as compared to \$2.3 million in the previous fiscal year. Tipping fees reflect an increase of 3.6% or \$403,000 as compared to September of 2018. The municipal waste tons are up approximately 2.8% or 3,236 tons from what was received last September. The total municipal waste received fiscal year-to-date was 117,635 compared to 114,399 a year ago.

Ms. DeVary went on to say that total expenses for the month ending September 30, 2019 were approximately \$9.9 million as compared to \$10.2 million in the prior fiscal year. SPSA has seen a decrease in overtime, especially in transportation, due in large part to improvements at Wheelabrator, which is good news. She then drew the Board's attention to a line item in the budget for the host fee paid to the City of Suffolk for waste that goes into the landfill. The budget for FY20 is \$560,000 and SPSA has already paid almost \$236,000. The reason for this is because of nonqualifying ash from Wheelabrator. Wheelabrator pays SPSA an additional \$10 per ton for nonqualifying ash and then SPSA remits \$4 of that to the City of Suffolk as a host fee.

Cash balances are at approximately \$35 million; currently designated as \$1.87 million in operating, \$611,398 still outstanding for FY2019 purchase orders from projects not yet completed, \$5.9 million in undesignated fund balance, which is the equivalent of two months' operating expenses under the current budget, \$2.5 million for the proposed HRSD Force Main, and \$24.1 million in the landfill expansion and closure fund.

**Ms. Lowe moved, seconded by Ms. Raulston to approve the SPSA financial report as presented. The vote on the motion was unanimous.**

## 7. CONTRACTS

Mr. Bagley introduced a contract for the purchase of a trailer mounted portable tire shredder to ensure that staff is able to maintain tire volume within permit limits during extended down times due to tire shredder maintenance and repair. The purchase is from BCA Industries under a Sole Source contract. The price is \$165,000 and a portion of the capital project for asphalt replacement at the Regional Landfill will be deferred to FY 2021 to cover the cost of this project.

**Mr. Jenkins moved, seconded by Ms. Lowe to award the contract for a trailer mounted portable tire shredder to BCA Industries as presented. The vote on the motion was unanimous.**

Ms. DeVary introduced a contract for a Facility Assessment and Development of a Capital Replacement Schedule. The replacement plan will be used to quantify and prioritize needed repairs in order to guide future capital budget requests as they relate to SPSA facilities. This contract is the result of RFP 02-20, Issued 8/5/2019 and opened 9/10/2019. SPSA received three proposals to perform this work. Staff rated the proposal from ECS Mid-Atlantic as the most advantageous to SPSA and recommends awarding a contract to ECS Mid-Atlantic in the amount of \$38,000 to perform the identified services.

**Mr. McCoy moved, seconded by Mr. Broad to award the contract for facilities assessment and capital replacement schedule to ECS Mid-Atlantic as presented. The vote on the motion was unanimous.**

Ms. DeVary introduced a contract that was the result of an RFP issued to provide network and telecommunication service to nine (9) SPSA locations. Five service providers attended the Pre-Proposal Conference held on October 1, 2019. Cox Virginia Telecom L.L.C. was the only response received by SPSA. Negotiations took place between SPSA and Cox Virginia Telecom L.L.C. on October 11, 2019. The proposer addressed several questions and submitted a revised pricing schedule that staff requested. Staff recommends award of a five (5) year contract in the approximate amount of \$84,000 per year with the option to renew the contract for five (5) 1-year periods.

**Mr. Arnold moved, seconded by Mr. Baugh to award the contract for network and telecommunications services to Cox Virginia Telecom, L.L.C. as presented. The vote of the motion was unanimous.**

In preparation for Mr. Warren Tisdale's retirement from Willcox & Savage on December 31, 2019, a new letter of engagement has been issued to name Mr. Brett Spain as SPSA's main point of contact beginning January 1, 2020. SPSA is billed on an hourly rate and Mr. Spain's proposed hourly rate for calendar year 2020 is \$350 per hour.

**Mr. Arnold moved, seconded by Mr. McCoy to authorize the Executive Director to execute the engagement letter with Willcox & Savage as presented. The vote of the motion was unanimous.**

**8. OTHER BUSINESS**

Chairman Keifer reminded the Board that the next Regular Meeting of the Board of Directors will take place on December 11, 2019.

**9. ADJOURN MEETING**

There being no further business to come before the Board of Directors the regular meeting was adjourned at 10:19 a.m.

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Liesl R. DeVary  
Executive Director

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Submitted by: Tressa Preston, Secretary, SPSA Board of Directors

**5. Presentation of Annual Audit – Leslie Roberts, Brown Edwards**

Ms. Leslie Roberts from Brown Edwards will present the Audit to the Board. The Audit Committee met in November with the firm and discussed the audit in detail. Hard copies will be distributed at the meeting.

RECOMMENDATION: Accept the Annual Audit as presented.

MOTION: Do I hear a motion that the Annual Audit for fiscal year ending June 30, 2019 be accepted as presented.

Handouts:

- Report to the Board of Directors – June 30, 2019
- Financial Report – June 30, 2019 with Comparative Totals for 2018

**6. Executive Director Updates**

## Attachments:

- Landfill Operational Summary
- Executive Committee Minutes – September 18, 2019
- Citizens Advisory Committee Minutes – October 29, 2019

## Landfill Operational Summary

SPSA Regional Landfill Operational Summary			KEY:		
Period	October 1st, 2019 to October 31st, 2019		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		Permit submitted on time. Extension given for some samples that required waiting for qualifying rain events. Awaiting response from DEQ for further action or acceptance.
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 started October 15th, completed initial sampling on October 29th. Awaiting results to verify if resampling is necessary. Piezometers for cells VIII and IX readings started this quarter; these will be continued monthly.
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	58,288		
2.2	No. staff	16.5	13.5		3 - Vacancies (2-HEO, 1-HEO for TPF)
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	37,870		
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 = 0.894		AUF within range of expected operational airspace consumption. Changing waste stream with MSW from western communities will impact Operational AUF. Need to continue to monitor to ensure we stay within range to maintain life expectancy of Cell VI
3.4	December 2018 Effective In-Place Density (lbs./cy)	1,600 lbs./cy	2005 lbs./cy or AUF = 1.00		Still well above targeted long term airspace utilization.

<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.		All vaults are operational.
4.2	SCADA system operational during period	100 % Operational	Fully operational		SCADA is fully operational.
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.
4.5	Leachate Disposal	In compliance	In compliance.		Leachate is being disposed of in accordance with permit requirements.
4.5.1	Quantity of leachate pumped to HRSD during period	x gallons	790,098		From 10/1 to 10/31
4.5.1.1	Cell V, Sumps 1-4	x gallons	373,555		From 10/1 to 10/31
4.5.1.2	Cell VI, Sumps 5-8	x gallons	402,750		From 10/1 to 10/31
4.5.2	Quantity of leachate hauled for disposal during period	x gallons	219,856		From 10/1 to 10/31
4.5.3	Disposal costs in period: \$		\$ 18,899		From 10/1 to 10/31
4.5.4	Any issues relative to leachate quality and acceptance at WWTPs?	No constraints	No constraints		Lagoon dredging will take place beginning January 1, 2020 and will last 30 days.
<b>5</b>	<b>Landfill Gas Management</b>	Compliance	In compliance		New EPA regulations associated with landfills holding a Title V permit were approved. No major impacts are expected at this time. Individual States were granted the opportunity to strengthen portions of the regulations. We are monitoring VDEQ to determine the position they take.
<b>6</b>	<b>Odor Complaints</b>	No complaints	No complaints		From 10/1 to 10/31
<b>7</b>	<b>HRSD Force Main</b>	Contract Schedule	None provided to date.		Still only have (unofficial) tentative date of completion to be in 2022

SPSA Regional Landfill Operational Summary				KEY:		
Period	November 1st, 2019 to November 30th, 2019			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. New Title V permit requirements were issued and final evaluation of total impacts is still being developed as VDEQ has yet to weigh in on any further restrictions they may place on air emissions.	
1.2.3	VPDES	Compliance	In Compliance		Permit renewal submitted	
1.2.4	Financial Assurance	Compliance	In compliance		Annual Report submitted	
1.2.5	Wetlands	Compliance	In Compliance			
1.2.6	Groundwater	Compliance	In Compliance		4th quarter groundwater started October 15th, completed initial sampling on October 29th. Awaiting results to verify if resampling is necessary. Piezometers for cells VIII and IX readings started this quarter; these will be continued monthly as we continue gathering geological data for Cell VIII and IX permitting.	
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	44,835			
2.2	No. staff	16.5	13.5		3 - Vacancies (2-HEO, 1-HEO for TPF)	
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	31,064		Increase in Qualifying Ash	
3.2	Date of last aerial survey	12/17/2018			New flyover scheduled for the end of December	
3.3	December 2018 Operational In-Place Density (lbs./cy)	1,600-1,800lbs/cy	1,788 lbs./cy or AUF = 0.894		New flyover scheduled for the end of December	
3.4	December 2018 Effective In-Place Density (lbs./cy)	1,600 lbs./cy	2005 lbs./cy or AUF = 1.00		New flyover scheduled for the end of December	



<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.		All vaults are operational.
4.2	SCADA system operational during period	100 % Operational	Fully operational		SCADA is fully operational.
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.
4.5	Leachate Disposal	In compliance	In compliance		Leachate lagoons are being cleaned and reformed.
4.5.1	Quantity of leachate pumped to HRSD during period	x gallons	857,010		From 11/1 to 11/30
4.5.1.1	Cell V, Sumps 1-4	x gallons	357,421		From 11/1 to 11/30
4.5.1.2	Cell VI, Sumps 5-8	x gallons	401,238		From 11/1 to 11/30
4.5.2	Quantity of leachate hauled for disposal during period	x gallons	180,100		From 11/1 to 11/30
4.5.3	Disposal costs in period: \$		\$ 19,851		From 11/1 to 11/30
4.5.4	Any issues relative to leachate quality and acceptance at WWTPs?	No constraints	No constraints		Leachate lagoon dredging starts January 1, 2020. This should improve BOD/COD ratios as we approach the warmer summer months.
<b>5</b>	<b>Landfill Gas Management</b>	Compliance	In compliance		4th quarter monitoring was performed in November.
<b>6</b>	<b>Odor Complaints</b>	No complaints	1 odor complaint at RLF		11/7/19 - Investigated thoroughly and determined to be unsubstantiated.
<b>7</b>	<b>HRSD Force Main</b>	Contract Schedule	None provided to date.		Still only have (unofficial) tentative date of completion to be in 2022

## Executive Committee Minutes

**Executive Committee Minutes**  
**Southeastern Public Service Authority of Virginia**  
**September 18, 2019**

A meeting of the Executive Committee was held at 1:00 p.m. in the second-floor conference room of the SPSA Regional Office 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. William Sorrentino. Also in attendance were Executive Director, Liesl R. DeVary, Deputy Executive Director, Dennis Bagley, Executive Administrator, Tressa Preston, General Counsel, Warren Tisdale, and Willcox and Savage attorney, Brett Spain.

**Items for Discussion:**

## 1. Introductions

Ms. DeVary introduced Tressa Preston, newly hired Executive Administrator, and Brett Spain, an attorney from Willcox Savage. Mr. Spain will be attending meetings along with Warren Tisdale as Mr. Tisdale prepares for retirement, at which time Mr. Spain will assume the role of General Counsel. Mr. Spain has extensive experience with local government and municipalities, and has prepared legal action in the past for SPSA including FOIA matters.

## 2. Review and approve Executive Committee Minutes of July 18, 2019 and August 28, 2019

Mr. McCoy moved, seconded by Mr. Keaton, to approve the minutes of July 18, 2019 and August 28, 2019. All were in favor.

## 3. Executive Director Reports / September Board Meeting

- a) Ms. DeVary updated the Executive Committee on the status of the Purpose and Need Statement for Wetlands Permitting necessary for the proposed landfill expansion. Suggestions from Board members will be incorporated into a final version and will be submitted, along with the draft RFP for the 3<sup>rd</sup> party consultant preparing the Environmental Impact Statement (EIS), to Melissa Nash at the Army Corp of Engineers to see if changes need to be made. The documents will also be sent to the full Board at that time.
- b) Ms. DeVary then reported the annual audit is underway. Ms. DeVary stated that the addition of Sandy Schreiber as Accounting Manager has made the audit process more efficient and that Ms. Schreiber has done excellent work. Auditor Leslie Roberts may be in contact with members of the Board, and the Audit Committee will meet with the auditors once a draft of the financial statements is complete.
- c) SPSA Rebranding

Ms. DeVary lead the Executive Committee through a presentation of SPSA's new logo and rebranding strategy which was created with the assistance of HDR's consulting arm and in partnership with SPSA's leadership team. With all the changes that the organization as seen in recent years, it was necessary to give both the communities SPSA serves and SPSA's employees a visual reminder of how far the Authority has come and how committed SPSA is to forward thinking. This change is taking place ahead of the landfill expansion permitting process, as the public will be directed to and seeking out the website for information.

Ms. DeVary reported that it will be a slow roll-out for the logo change with the website and signage updates being most important. No new funding is being requested at this time.

The Executive Committee commented on the refreshing look of the new logo, the important addition of "Waste Solutions" under the logo for clarity, and the value of a tag line. The rebranding presentation will be presented to the full Board at the September 25<sup>th</sup> meeting.

d) Upcoming Board Meeting

At the upcoming Board meeting on September 25<sup>th</sup>, the Permit Compliance Series will continue with Part 2: Solid Waste Permit & Permit by Rule. There is one contract recommendation for the purchase of a replacement compactor for the Ivor Convenience Center. Ms. DeVary will deliver the rebranding presentation to the Board and HDR will provide an overview of the strategic communications plan for the landfill expansion permitting process.

e) Wheelabrator Operating Issues

Unsatisfactory operating practices at Wheelabrator continue with approximately 1,428 tons of waste diverted from the RDF plant from September 5 – September 10, 2019. Ms. DeVary and Mr. Bagley have written to, spoken with, and met with members of Wheelabrator's management staff who insist that they understand SPSA's complaints and concerns. Mr. Bob Hely of Wheelabrator has also sent a financial proposal regarding the cost of ash screening. It was recommended that the Executive Committee enter into a closed session to discuss the matter.

4. Closed Session

Motion to Approve Request for Closed Meeting.

Mr. Tisdale read the following closed session motion:

*I move that a closed session be held for discussion regarding SPSA's rights with respect to 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.*

Mr. Sorrentino moved, seconded by Mr. McCoy 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. Sorrentino moved, seconded by Mr. Keifer to approve the certification as read. All were in favor.

5. Meeting Adjourned at 3:50pm

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 Citizens Advisory Committee Minutes

**MINUTES OF THE CITIZENS ADVISORY COMMITTEE OF THE  
SOUTHEASTERN PUBLIC SERVICE AUTHORITY OF VIRGINIA**

**October 29, 2019**

A meeting of the Citizens Advisory Committee of the Southeastern Public Service Authority (SPSA) was held at 6:30 p.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 Kish	(CH)	Mr. Richard Pippin	(CH)
Mr. William Raye Moore	(FR)		
Mr. Richard Schwarting	(IW)		
Mr. Willie Barnes	(NO)	Ms. Kim Y. Sudderth	(NO)
Mr. Mark Geduldig-Yatrofsky	(PO)	Mr. Vernon Tillage	(PO)
Mr. John Bunch	(SH)	Ms. Denise Wlodyka ( <i>absent</i> )	(SH)
Ms. Ellen Cobb	(SU)		
Mr. Andrew G. Baan	(VB)	Mr. Eric Nielsen	(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 SPSA Board of Directors Chairman, Mr. John Keifer and Vice Chairman C. W. "Luke" McCoy\*\*, SPSA Executive Staff, Ms. Liesl R. DeVary, Executive Director, Mr. Dennis Bagley, Deputy Executive Director, Ms. Tressa Preston, Executive Administrator, and HDR Staff, Mr. Jeffrey Murray and Ms. Carita Parks.

## **1. WELCOME AND INTRODUCTIONS**

Ms. DeVary welcomed the Committee and introduced SPSA staff, the Chairman and Vice Chairman of the SPSA Board of Directors, and staff from HDR, the firm that has assisted SPSA with consulting and permitting services since SPSA's inception. Ms. DeVary thanked the Committee for being willing to share their time and knowledge and then invited the Committee members to introduce themselves.

The Committee is made up of people with varying backgrounds, but they each have an interest in serving their community. Many have extensive experience in environmental planning and engineering and local government. Others' expertise is in the private sector, non-profit organizations, and the Navy.

SPSA Board Chairman John Keifer then spoke to the Committee about SPSA's dedication to environmental responsibility and service to its member communities. Looking decades in to the future to plan for the needs of the service area, SPSA is proposing an expansion to the

Regional Landfill which is being supported by all eight member communities. With the proposed expansion comes permitting requirements, one of which is the formation of a Citizens Advisory Committee (CAC). SPSA is not just concerned with only meeting minimum requirements, but wants to embrace the spirit of these regulations. SPSA will be considerate of the Committee's time and listen carefully to what they have to say.

## **2. CAC ROLES AND RESPONSIBILITIES**

Ms. DeVary went over the role the Citizens Advisory Committee and the responsibilities of its members. The CAC will serve in an advisory capacity only, giving their recommendation to the SPSA Board of Directors solely on the subject of landfill options. Because SPSA is a "public body," as an advisory Committee, the CAC is subject to the Virginia Freedom of Information Act (FOIA). In keeping with FOIA regulations, CAC meetings will be public meetings and proper notice given so that citizens may attend. Ms. DeVary went on to explain that due to these regulations, more than two Committee members discussing CAC business would constitute a meeting and individuals found to be in willful violation of FOIA may be subject to fines. Because SPSA is committed to transparency and adherence to FOIA regulations, Ms. DeVary requests that members limit discussion of Committee business to formal meetings.

## **3. OVERVIEW OF SPSA OPERATIONS**

Ms. DeVary gave a brief overview of SPSA's origins, the purpose of the organization and its governing structure. She went on to cover SPSA operations, including facilities, programs and vehicles. Statistics reviewed included employees, waste tonnages, and transportation. Ms. DeVary presented maps to show the locations of SPSA's facilities in relation to each other, and an aerial view of the Regional Landfill with descriptions of individual cells. She discussed the projected life of the landfill, stating that all currently permitted cells could potentially be at capacity by 2035 if all municipal solid waste is deposited there.

Additionally, Ms. DeVary outlined the treatment of landfill gas and the flow of waste in the region. As a point of clarification, Mr. Keifer mentioned that communities are responsible for their individual waste collections which are then brought to transfer stations, or in some cases, directly to the Wheelabrator Refuse Derived Fuel (RDF) Plant. Clarification was also given that municipal "waste" refers to everything except recycling. There was discussion about the costs of Waste to Energy (WTE) at the RDF plant versus landfill. Approximately 83% of waste in the SPSA system goes to the RDF Plant. While WTE is more expensive than the landfill, the resulting ash takes up considerably less space, even serving as a cover which otherwise would have been space taken up by soil. Construction and Demolition Debris (CDD) was also discussed and it was noted that while the Regional Landfill accepts some CDD, it is discouraged. The Regional Landfill is a sanitary, fully lined landfill, so other local options, like the Portsmouth CDD Landfill, are more affordable for communities. Keeping costs low for member communities is one of SPSA's highest priorities, as is evidenced by lowered tipping fees.

Mr. McCoy mentioned some of his history in the field of waste management, stating that working together to find solutions is always best and that SPSA is poised to continue to make good choices for the communities it serves. Ms. DeVary spoke briefly about SPSA’s previous financial concerns, but reports that over the course of the last ten years, SPSA has become completely debt free. Mr. Barnes, who was Chairman of the Norfolk Environmental Commission during that time, congratulated Ms. DeVary on her efforts, stating that SPSA has clearly turned a corner in their business model.



Citizen Advisory Committee  
October 29, 2019

1



### Agenda

1. Welcome and Introductions
2. CAC Roles and Responsibilities
3. Overview of SPSA Operations
4. Landfill Regulatory Siting Requirements
5. Planning Future Meetings and Site Visits
6. Election of Chairperson

2



### CAC Role & Responsibilities

- The task of the CAC is to evaluate and review landfill options for SPSA.
- The CAC will serve in an *advisory capacity only*, and will make a recommendation to the SPSA Board regarding preferred landfill options.
- The CAC needs to appoint a committee chair person.
- Meetings shall be open to the public.

3



### FOIA

- SPSA is a public body subject to the Virginia Freedom of Information Act (FOIA).
- FOIA imposes restrictions and procedures to ensure that, except in limited circumstances, the transaction of public business only occurs in open meetings that have been properly noticed. These restrictions can prohibit even informal discussions among members of a public body regarding public business.

4



### FOIA

- The failure to comply with FOIA can lead to enforcement actions and, in cases of willful and knowing violations, monetary penalties against individuals.
- SPSA remains committed to community transparency and openness. To ensure that we all remain in compliance with FOIA, please limit all discussion of the committee's business and activities to formal meetings.
- We do not anticipate that you will receive any requests for documents in your capacity as a member of the committee, but, if you do, please forward them to Liesl DeVary for processing.

5



### History

- SPSA is a public body incorporated in the State of Virginia and has all the rights, powers and duties set forth in Chapter 51 of Title 15.2 of the Code of Virginia.
- Originally created in 1973 as a water authority and in 1976 SPSA's responsibilities were revised to be the regional solid waste disposal system.
- Core Purpose: The management of the safe and environmentally sound disposal of regional waste.
- SPSA is governed by a 16 member board of directors comprised of:
  - 8 Governor Appointed Members (cannot be elected officials)
  - 8 Ex-officio members – an employee of respective member locality

6



### SPSA Operations

SPSA staff operate:

- Nine transfer stations throughout Southeastern Virginia
- The Regional Landfill in Suffolk
- A transportation division including 30 tractors and 40 trailers
- A fleet maintenance operation ~ 1 shop in Portsmouth and 1 shop at the Regional Landfill
- A household hazardous waste (HHW) program
- A tire shredding facility
- A white goods and scrap metal program and
- A comprehensive safety program

7



### SPSA Stats

- 140 employees
- Transfer Stations handle over 600,000 tons per year.
- The transportation division:
  - Hauls over 425,000 tons per year
  - Drive over 760,000 miles per year
- The Regional Landfill accepts over 325,000 tons per year.
- Fleet Maintenance manages approximately 234 pieces of rolling stock, ranging from pickup trucks, dozers, excavators to tractors and trailers.
- Tire shredder processes over 460,000 tires per year. We use the shredded tires at the landfill for alternate daily cover, drainage projects and road base.

8

### SPSA owns and operates nine transfer stations varying in size.



### Aerial View of Landfill

Located on 833 acres in the City of Suffolk.

- Cells I – IV** account for 100 disposal acres. No more waste is being disposed of in these cells.
- Cell V** is permitted for 44 disposal acres.
- Cell VI** is permitted for 41 disposal acres. This is the cell currently being used.
- Cell VII** is currently operated as a borrow pit to support the landfill operations and is fully permitted for 56 disposal acres.
- Cell VIII/IX** are for future expansion.



10





### Projected Life of Landfill

- At the current rate of waste disposed at the Regional Landfill, the current cells (V&V) will be filled by 2029 but could be as early as 2027 dependent on volume, compaction ratio and achieving the planned slopes.
- Cell VII could be filled as early as 2035 if only MSW is disposed in the cell.

11



### Landfill Gas

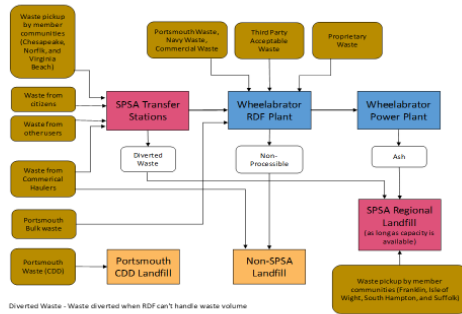


- Methane gas is a byproduct of decomposing waste. The gas is extracted and either sold to a local manufacturing plant or used to fuel generators that produce electricity which is sold back to the grid.
- If any excess gas exists it is "flared off" at the power generation plant.
- This is accomplished in conjunction with Suffolk Energy Partners who is a third party contractor.

10/23/2019



### Flow of Waste



13



### Questions / Comments

Liesl DeVary, Executive Director  
757.961.3402  
ldevary@spsa.com

14

## 4. LANDFILL REGULATORY SITING REQUIREMENTS PRESENTATION

Mr. Jeffrey Murray of HDR, gave a presentation on the regulatory aspects of siting a landfill, illustrating the many considerations in choosing a site. Before moving into the Virginia Department of Environmental Quality (DEQ) regulations, Mr. Murray spoke about past speculations on what the future of waste would look like. Perhaps people envisioned a total absence of the need for landfills in this day and age, but as of yet that technology has not been developed. Ms. DeVary went on to say that SPSA is fully committed to using current technology and exploring new technology to find non-landfill solutions, but that those advancements will never fully negate the need for a landfill. Landfill expansion allows SPSA to be fully prepared to meet their member communities' future needs.

Siting requirements for landfills that hold household garbage, also known as municipal solid waste (MSW), as the Regional Landfill does, include considering floodplains, groundwater quality, the geological stability of the area, location restrictions, wetland protections, limiting

site characteristics, and other special considerations like community acceptance and proximity to waste collection areas.

The Regional Landfill meets the extensive criteria laid out in Mr. Murray's presentation, but that does not mean that it is the only option. The CAC can decide if there are other potential areas that meet the requirements and should be considered. The question that Mr. Murray posed to the group was, "if not here, then where?" Additional options would be hauling MSW to a private landfill. Considerations for alternatives would include environmental, geographical, and economic factors.

The following discussions occurred during and after Mr. Murray's presentation. For clarity they have been grouped by subject matter rather than chronology.


- A point of clarification was made that household hazardous waste (HHW) does not enter the Regional Landfill. It is temporarily stored there in limited quantities under controlled conditions until it can be picked up by a company specializing in hazardous waste disposal.
- The term "leachate" was defined for the group as precipitation that is in contact with waste which then infiltrates the waste and picks up various constituents. To simplify, it is any liquid that is produced by or filtered through waste. SPSA landfill and environmental staff employ numerous techniques to minimize, monitor, and manage leachate at the Regional Landfill.
- Questions were raised about the accuracy and frequency of updates to FEMA floodplain maps. While FEMA does not update maps annually, the understanding is that they are taking climate change into consideration and that they have an ongoing process to update elevation information. Local planning departments siting for development can determine more specific elevation information in their surveying processes. The same is true for landfill siting. The existing FEMA map does not show accurate elevations at the Regional Landfill because there was no base elevation established. SPSA has done its own hydrologic modeling to ensure that development occurs outside of the 100-year flood plan which was indicated by that modeling. The City of Suffolk has reviewed those analyses and concurs with the floodplain findings.
- Hydrology can be used to project whether or not a site could potentially enter a floodplain at a future date by anticipating larger storms and the elevation change that would be necessary to accommodate those potential events. It is not required, but the Virginia DEQ may request that an organization look at differing conditions for future events after a permit is submitted. The wetlands surrounding the Regional Landfill are nontidal and would not be subject to sea level rise.
- The proposed Cells VIII and IX for the Regional Landfill constitute roughly 100 acres for the landfill itself and 29 acres for the perimeter roads and stormwater pond, all of

which are wetlands. SPSA would welcome the opportunity to develop mitigation, but the federal criteria followed by the state of Virginia and the Norfolk District require the use of mitigation banks unless banks are not available. Mitigation bank areas have to be located in the same hydrologic unit area as the project site and mitigation must occur before any impact takes place. Permitting requires a mitigation plan, which SPSA is fully prepared to undertake, but not all areas would be impacted at once. It is SPSA's practice to use future cells as excavation borrow pits to reduce construction costs, meaning some mitigation would happen well before the new cells would be in use and other areas, depending on operational use, potentially would never impact wetlands at all. While irrelevant from a regularity perspective, it should be noted that the wetlands at the Regional Landfill are not high-quality habitat, as it is an area that has been forested for years.

- Groundwater at the Regional Landfill flows northeasterly toward the Great Dismal Swamp. Groundwater, as well as other environmental concerns are monitored by SPSA's Environmental staff, who test and monitor regularly.
- A question was raised about local regulations versus state and federal regulations. The Virginia DEQ follows a program that is approved by the federal Environmental Protection Agency (EPA), so there is no concern there. But receiving state permits does not circumvent getting local approval. For example, the City of Suffolk, where the Regional Landfill is located, requires a number of planning and regulatory requirements. SPSA is fortunate that Suffolk is a cooperative partner in the Regional Landfill. None of SPSA's eight member communities have taken formal action to legislate against siting a landfill in their community, but informally, Suffolk is the only community that has indicated interest and support as a host community.
- In discussing the need for community support, a past proposed Portsmouth transfer station was cited as an example of local opposition. The community objected to standard waste facility associated concerns such as increased traffic, potential odors, and possible vectors like birds and rodents. Additionally, there was a cultural consideration as the proposed site would have been located in a historically disadvantaged community.
- With several challenges facing the current systems, possible cessation of municipal recycling programs was brought up as a factor in relation to useful life considerations at the landfill. Ms. DeVary responded that SPSA is very mindful of the impact of additional municipal waste that would be caused by the reduction or elimination of recycling programs. Immediate responses might include hauling some of the waste collected at the Suffolk transfer station to the Wheelabrator RDF Plant with the revenue from additional waste offsetting the added hauling costs. That would allow more time for construction of additional landfill space. Also, SPSA is always looking into new technologies to manage waste. In the event that SPSA needs to process


additional tons of waste that would be created if all eight member communities ended their recycling programs, SPSA has plans in place to handle the influx.

- The subject of possibilities for a closed landfill was raised and Mr. Murray mentioned long-term management plans that could include passive recreation, commercial recreation, or turning the land back to nature. Choices are dependent on regulatory approvals and would only happen after the 30-year post-closure care period in which active monitoring and maintenance is occurring, but much like Mount Trashmore in Virginia Beach, a closed landfill can continue to serve the community in which it is located.




**CELLS VIII & IX PERMITTING  
CITIZENS ADVISORY COMMITTEE**

First Meeting | October 29, 2019



# 01

## REGULATORY SITING CRITERIA



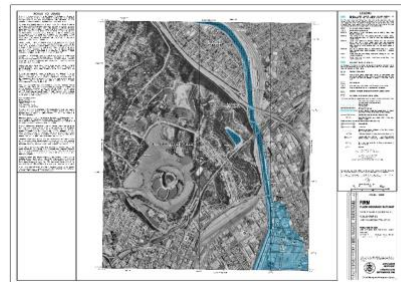
© 2019 HDR, Inc. All rights reserved.

**9VAC20-81-120. SITING REQUIREMENTS**

Floodplains	Stable areas	Restrictions
Groundwater	Wetlands	Limiting Site Characteristics
Special Considerations	Adequate Area to Manage Leachate	Airport Proximity

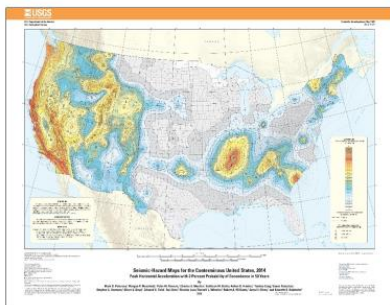
**FLOODPLAINS**

No new landfill shall be sited in a 100-year floodplain



**STABLE AREAS**

Geologically stable areas where adequate foundation support for the structural components of the landfill exists.



**RESTRICTIONS**

- 50 feet from the facility boundary
- 100 feet from any perennial stream or river
- 200 feet from any residence, school, daycare center, hospital, nursing home, or recreational park area in existence **at the time of application**
- 500 feet from any well, spring, or other groundwater source of drinking water in existence at the time of application
- 1,000 feet from the nearest edge of the right-of-way of any interstate or primary highway

**RESTRICTIONS**

- Park or recreational area
- Wildlife management area
- Critical habitat of any endangered species
- Surface or groundwater public water supply intake or reservoir
- Areas vulnerable to flooding
- Over a sinkhole or solution cavern associated with karst topography
- Over a fault that has had displacement in Holocene time
- Within seismic impact zones



**GROUNDWATER**

- Factors to be considered in determining whether or not a site can be monitored shall include:
  - Ability to characterize the direction of groundwater flow within the uppermost aquifer
  - Ability to characterize and define any releases from the landfill so as to determine what corrective actions are necessary
  - Ability to perform corrective action as necessary



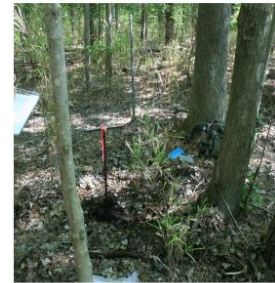
**WETLANDS**

- The construction and operation of the landfill will not:
  - Cause or contribute to violations of any applicable water quality standard;
  - Violate any applicable toxic effluent standard or prohibition under § 307 of the Clean Water Act;
  - Jeopardize the continued existence of endangered or threatened species or result in the destruction or adverse modification of a critical habitat, protected under the Endangered Species Act of 1973; and
  - Violate any requirement under the Marine Protection, Research, and Sanctuaries Act of 1972 for the protection of a marine sanctuary;



**WETLANDS**

- Not be constructed in any tidal wetland or non-tidal wetland contiguous to any water body, unless:
  - Impact is < 2 Acres, or
  - Existing Permitted Facility Subject to Provisions of § 10.1-1408.5
    - Suffolk Regional Landfill meets this Criteria



**WETLANDS**

- The landfill will not cause or contribute to significant degradation of wetlands. Including:
  - Erosion, stability, and migration potential of native wetland soils, muds, and deposits used to support the landfill;
  - The volume and chemical nature of the waste managed in the landfill
  - Impacts on fish, wildlife, and other aquatic resources and their habitat from release of the solid waste
  - The potential effects of catastrophic release of waste to the wetland and the resulting impacts on the environment



**SITE CHARACTERISTICS**

- No Excessive Slopes (>33%)
- Lack of available cover material on-site or commitment from a borrow site
- Presence of springs, seeps, or other groundwater flow
- Presence of gas, water, sewage or electric transmission lines
- Existence of former open dump
- Adequate space to manage leachate
- Airport Proximity





## 02 OTHER CONSIDERATIONS

### OTHER CONSIDERATIONS

- Community Acceptance/Zoning
- Proximity to Waste Generation and Transfer Stations
- Adequate Site Access
- Proximity to Residents/Commercial
- Wastewater Connection
  - Forcemain or Hauling
- Stormwater Discharge Location
  - Discharge Requirements



### OTHER CONSIDERATIONS

- Property Size
  - Landfill Cells and Roadways
  - Buffers
    - How much is enough?
  - Soil Borrow Areas
    - Support construction and operation
  - Complimentary Operations
  - Support Facilities
    - Leachate Pre-Treatment
    - Admin
    - Maintenance Garage
    - LFG to Energy
    - Citizens Drop-Off



## 5. PLANNING FUTURE MEETINGS AND SITE VISITS

Ms. DeVary polled the Committee about preferred times for meetings and confirmation of upcoming meeting dates. 6:30 p.m. was agreed upon as the meeting time and the next meeting date was set for Tuesday, November 19, 2019. Future meeting dates will be discussed on the 19<sup>th</sup>. Additionally, site visits to the Regional Landfill were scheduled for Committee Members individually or in groups of two, so that they can learn more about landfill operations.

There was discussion on the best way to move forward with evaluating potential landfill options in addition to expanding the Regional Landfill. Committee members were encouraged to present any ideas that they come up with as individuals. SPSA will gather current information about private landfill options, and any additional information that may be requested, to present to the group at the November 19<sup>th</sup> meeting.

Ms. DeVary also directed the Committee to SPSA's newly redesigned website for more operational information, including a page dedicated to the CAC. The documents from this meeting will be posted on the website and minutes will be distributed before the November 19, 2019 meeting.

**6. ELECTION OF CHAIRPERSON**

It was requested that any Committee Member interested in serving as Chairperson of the Committee make that interest known and discuss their qualifications. Mr. Andrew Baan responded that, having served as the Chairman of a Planning Commission in his town, he has experience running a productive meeting and would be willing to take on the role. A vote was taken and Mr. Baan was unanimously elected Chairman of the Citizens Advisory Committee.

**7. ADJOURN MEETING**

There being no further business to come before the Citizens Advisory Committee the meeting was adjourned at 8:49 p.m.



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Andrew G. Baan  
CAC Chairman

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Submitted by: Tressa Preston, SPSA Executive Administrator

**7. Wheelabrator Portsmouth Monthly Report**

November 15, 2019

Liesl R. DeVary  
Southeastern Public Service Authority  
723 Woodlake Drive  
Chesapeake, VA 23320

Dear Ms. DeVary:

Please find attached the Monthly Report for Wheelabrator Portsmouth Inc. facility required by Schedule 15 of the Service Agreement. Should you have any questions on any of the items covered herein please do not hesitate to contact me.

Sincerely,

Clint Stratton  
Plant Manager, Wheelabrator Portsmouth

enclosure



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

MONTH	THIRD PARTY			OUT-OF-STATE		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 (MWH)
	SPSA ACCEPTABLE WASTE (TONS)	ACCEPTABLE WASTE (TONS)	WASTE (TONS) *	WASTE (TONS)	WASTE (TONS)											
JAN	43,639.86	8,796.40	671.02	-	53,107.28	83,072	53,107.28	4,342.25	-	1,023.16	48,765.03	50,095.33	14,823.46	15,841		
FEB	35,824.65	9,937.79	825.26	-	46,587.70	69,621	46,587.70	4,075.29	-	42,512.41	39,891.88	12,567				
MAR	41,971.42	6,163.44	909.63	-	49,044.49	74,327	49,044.49	4,067.70	-	228.28	44,976.79	47,129.38	11,545.49	15,084		
APR	48,293.43	8,246.30	853.98	-	57,393.71	48,052	57,393.71	4,485.86	-	1,074.83	52,907.85	50,643.08	14,102.74	17,654		
MAY	51,531.79	7,850.32	794.43	-	60,176.54	32,175	60,176.54	4,138.34	-	3,275.50	56,038.20	55,457.50	14,714.38	20,809		
JUN	45,159.95	6,450.03	1,014.33	-	52,624.31	29,459	52,624.31	4,614.81	-	4,505.09	48,009.50	51,305.24	14,377.54	18,570		
JUL	49,698.24	4,543.49	593.89	-	54,835.62	30,350	54,835.62	5,136.59	-	3,247.16	49,699.03	45,250.62	11,673.06	14,290		
AUG	51,074.19	10,310.81	1,237.92	-	62,622.92	30,034	62,622.92	7,879.65	-	443.74	54,743.27	51,082.59	13,742.59	16,517		
SEP	44,093.91	5,051.94	1,111.69	-	50,257.54	30,002	50,257.54	5,664.22	-	2,873.85	44,593.32	49,367.69	12,922.71	17,603		
OCT	44,723.24	13,205.80	1,631.33	-	59,560.37	32,271	59,560.37	5,069.95	-	498.95	54,490.42	51,278.79	13,299.85	19,034		
NOV																
DEC																
YTD TOTAL	456,010.68	80,556.32	9,643.48	-	546,210.48	459,362.20	546,210.48	49,474.66	-	17,170.56	496,735.82	491,502.10	130,851.00	167,969.00		

\* 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**

MONTH	BOILER AVAILABILITY (%)	BOILER PLANNED OUTAGES (HRS)	BOILER UNPLANNED OUTAGES (HRS)	TURBINE AVAILABILITY	TURBINE PLANNED OUTAGES (HRS)	TURBINE UNPLANNED OUTAGES (HRS)
JAN	92%	166.90	67.40	90%	81.00	241.40
FEB	94%	149.00	10.00	93%	148.00	1.00
MAR	92%	192.00	42.00	96%	71.00	10.00
APR	86%	291.00	108.00	98%	-	50.00
MAY	96%	-	126.00	99%	-	14.00
JUN	90%	144.00	145.00	100%	-	-
JUL	91%	176.00	87.00	99%	-	13.00
AUG	87%	167.00	224.00	98%	12.00	41.00
SEP	94%	23.00	397.00	99%	-	3.00
OCT	95%	115.00	44.00	100%	-	-
NOV						
DEC						
YTD TOTAL	92%	1,423.90	1,250.40	97%	312.00	373.40

**WHEELABRATOR PORTSMOUTH INC**

**SUPPLEMENTAL INFORMATION**

**October 2019**

Total Waste received by SPSA:	44,723 tons
Waste delivered to RDF:	59,560 tons
Total RDF processed:	51,279 tons
Ash sent to landfill:	13,300 tons*
Electric power sold:	19,034 MW
Steam sold to Navy:	32,271 K-LBS
Overall Boiler availability:	95%
Overall Generator availability:	100%
Environmental Incidents	0

OSHA Recordable Accidents this period: 0

OSHA Recordable Accidents YTD: 2

**General Notes:**

\* This total includes 9,746.35 tons of non-qualifying residue delivered to the landfill this period.

This was driven by downtime on rental screen unit, new unit has been rented from another supplier and we began screening on this unit on 10-11-19

Completed outage on #1 boiler this period, major work included grate cleaning, flue gas repairs, pressure part and ash removal work to ensure boiler reliability.

**Wheelabrator Portsmouth Inc.**

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

This report is submitted in accordance with the Waste Disposal & Services Agreement, section 3.17.1.

**Environmental Issues:**

Contractor has not received any notices in violation (NOV) or orders, and no such NOV's, proceedings, orders or investigations are pending, for the subject period.

**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  
Quartlerly Ash Test

**Inspections:**

**Air Quality Violations:**

None

**Safety Issues:**

OSHA Recordable Accidents this period:	0
OSHA Recordable Accidents YTD:	2
Lost Time Accidents this period:	0
Lost Time Accidents YTD:	1

**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
October	Boiler 1
November 10-16	Boiler 2
December 15-20	Boiler 3

## **8. Financial Report**

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

For the month ending October 31, 2019, total revenues exceeded total expenses by approximately \$3.2 million as compared to \$3.0 million in the previous year.

Tipping fee revenue received reflects an increase of 2.4% or approximately \$353,000 as compared to fiscal year 2019. Municipal waste tons are up approximately 1.9% or 2,873 tons as compared to fiscal year 2019.

For the month ending October 31, 2019, total expenses were approximately \$13 million as compared to \$13.8 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 2020 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 October 31, 2019, municipal waste tonnages reflect an increase of 1.9% or approximately 2,873 tons as compared to October 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 October 31, 2019, operating cash balances were approximately \$35.3 million representing approximately \$2.2 million in the operating account, \$5.9 million in undesignated fund balance, \$546,520 for FY 2019 Rolled Purchase Orders, \$2.5 million reserved for the HRSD Force Main and \$24.1 million designated for landfill expansion/closure.

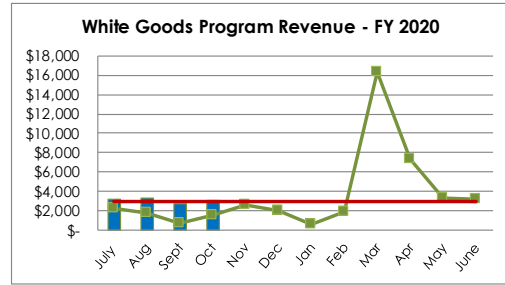
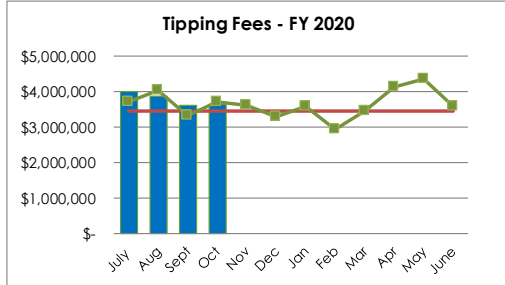
**MOTION:** Do I hear a motion that the SPSA Monthly Financial Reports, subject to audit, be approved as presented?

Southeastern Public Service Authority								
Statement of Revenue and Expenses - Budget to Actual Comparison								
For the Period Ending October 31, 2019								
	October 2019				October 2018			
	Adjusted Budget	Month	FYTD	% of Budget	Adjusted Budget	Month	FYTD	% of Budget
<b>REVENUES</b>								
Tipping Fees	\$ 41,631,237	\$ 3,668,738	\$ 15,181,084	36.5%	\$ 37,720,239	\$ 3,718,618	\$ 14,827,721	39.3%
Tire program	515,200	54,227	217,823	42.3%	332,000	48,086	214,723	64.7%
Household Hazardous Waste Revenue	305,000	29,691	129,586	42.5%	250,000	27,940	95,227	38.1%
White Goods Program	35,000	3,115	12,369	35.3%	40,000	1,485	6,189	15.5%
Landfill Gas Recovery	312,000	8,616	74,872	24.0%	335,000	30,489	106,713	31.9%
Miscellaneous Income	333,775	85,877	168,640	50.5%	214,950	52,497	284,005	132.1%
Interest Earnings	350,000	57,518	211,685	60.5%	180,000	40,070	102,691	57.1%
A Fund Balance / Capital / Rolled PO's	799,255	64,878	252,735	31.6%	2,173,044	422,138	1,213,867	55.9%
Fund Balance / Landfill Expansion	-	-	-	N/A	2,500,000	-	-	0.0%
<b>TOTAL REVENUES</b>	<b>\$ 44,281,467</b>	<b>\$ 3,972,661</b>	<b>\$ 16,248,794</b>	<b>36.7%</b>	<b>\$ 43,745,233</b>	<b>\$ 4,341,323</b>	<b>\$ 16,851,136</b>	<b>38.5%</b>
<b>OPERATING EXPENSES</b>								
Administration								
Salaries / Wages	\$ 892,877	\$ 59,906	\$ 234,673	26.3%	\$ 882,617	\$ 53,020	\$ 223,210	25.3%
Employee Benefits	231,231	13,041	53,511	23.1%	227,468	13,394	57,167	25.1%
A Professional / Contracted Services	733,969	43,667	133,890	18.2%	645,915	73,440	210,728	32.6%
Other Operating Expenses	231,521	6,071	49,668	21.5%	208,900	14,555	51,847	24.8%
Materials / Supplies	15,586	1,129	3,858	24.8%	15,498	688	1,633	10.5%
Total Administration	\$ 2,105,184	\$ 123,814	\$ 475,602	22.6%	\$ 1,980,398	\$ 155,097	\$ 544,585	27.5%
Environmental Management								
Salaries / Wages	\$ 291,479	\$ 22,313	\$ 90,254	31.0%	\$ 284,161	\$ 21,497	\$ 87,814	30.9%
Employee Benefits	101,641	8,234	33,018	32.5%	96,980	8,320	32,283	33.3%
Professional / Contracted Services	74,200	233	13,670	18.4%	43,160	1,023	3,464	8.0%
Other Operating Expenses	10,174	277	1,458	14.3%	7,168	1,277	2,211	30.8%
A Materials / Supplies	22,368	1,404	3,251	14.5%	20,620	1,230	2,987	14.5%
Total Environmental Management	\$ 499,862	\$ 32,461	\$ 141,651	28.3%	\$ 452,089	\$ 33,348	\$ 128,759	28.5%
Operations								
Salaries / Wages	\$ 5,841,183	\$ 406,774	\$ 1,724,128	29.5%	\$ 5,539,339	\$ 410,787	\$ 1,706,902	30.8%
Employee Benefits	1,940,329	143,735	581,494	30.0%	1,924,879	150,040	605,901	31.5%
A Professional / Contracted Services	2,920,331	261,443	819,670	28.1%	2,868,719	250,820	808,828	28.2%
Other Operating Expenses	1,066,852	61,408	226,956	21.3%	864,252	53,523	228,576	26.4%
Materials / Supplies	1,883,733	122,510	465,604	24.7%	1,776,064	171,740	502,034	28.3%
Total Operations	\$ 13,652,428	\$ 995,870	\$ 3,817,852	28.0%	\$ 12,973,253	\$ 1,036,910	\$ 3,852,240	29.7%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 16,257,474</b>	<b>\$ 1,152,145</b>	<b>\$ 4,435,105</b>	<b>27.3%</b>	<b>\$ 15,405,740</b>	<b>\$ 1,225,354</b>	<b>\$ 4,525,584</b>	<b>29.4%</b>
<b>CAPITAL PROJECTS / EQUIPMENT REPLACEMENT</b>								
A RLF - SCADA System Leachate System	11,770	-	-	0.0%				
A HHW Relocation	65,928	-	37,615	57.1%				
A CTS - Roof Repairs	72,283	3,641	72,283	100.0%				
A Cell 8/9 Permitting	544,834	34,214	41,833	7.7%				
A IT - Executive Software	40,439	-	22,365	55.3%				
A HHW - Gator	14,792	-	14,792	100.0%				
RLF - Asphalt Overlay	736,000	-	-	0.0%				
RLF - Leachate Pond Cleaning	75,000	-	-	0.0%				
RLF - Hydro Seeder	66,636	-	65,870	98.9%				
Safety - SUV Replacement	22,500	-	22,482	99.9%				
FLT - Field Service Truck	160,000	350	118,447	74.0%				
TSP - Road Tractors	1,184,464	-	-	0.0%				
TSP - SUV Replacement	22,500	-	22,482	99.9%				
Ivor - Compactor & Boxes	75,000	-	-	0.0%				
STS - Inbound Scales	225,000	-	-	0.0%				
ROB - Parking Lot Repairs/Sealcoat	50,000	18,655	18,655	37.3%				
FLT - SUV Replacement	22,500	-	22,482	99.9%				
RLF - Dozier	899,000	-	-	0.0%				
Undesignated	96,400	-	-	0.0%				
<b>TOTAL CAPITAL PROJECTS/EQUIPMENT REPLACEMENT</b>	<b>\$ 4,385,046</b>	<b>\$ 56,859</b>	<b>\$ 459,307</b>	<b>10.5%</b>	<b>\$ 7,821,724</b>	<b>\$ 411,986</b>	<b>\$ 1,205,176</b>	<b>15.4%</b>
<b>OTHER USES</b>								
Contracted Waste Disposal	\$ 19,295,197	\$ -	\$ 6,695,652	34.7%	\$ 17,106,830	\$ 1,712,718	\$ 7,005,285	41.0%
Virginia Beach Environmental Trust Fund	-	-	-	N/A	-	-	-	N/A
Suffolk Environmental Trust Fund	5,000	-	-	0.0%	5,000	-	-	0.0%
Reserves for Landfill Expansion/Closure	4,338,750	361,563	1,446,250	33.3%	3,405,939	283,828	1,135,312	33.3%
<b>TOTAL OTHER USES</b>	<b>\$ 23,638,947</b>	<b>\$ 1,929,518</b>	<b>\$ 8,141,902</b>	<b>34.4%</b>	<b>\$ 20,517,769</b>	<b>\$ 1,996,546</b>	<b>\$ 8,140,597</b>	<b>39.7%</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 44,281,467</b>	<b>\$ 3,138,523</b>	<b>\$ 13,036,314</b>	<b>29.4%</b>	<b>\$ 43,745,233</b>	<b>\$ 3,633,886</b>	<b>\$ 13,871,356</b>	<b>31.7%</b>
<b>NET REVENUES / (EXPENSES)</b>	<b>\$ -</b>	<b>\$ 834,138</b>	<b>\$ 3,212,481</b>		<b>\$ -</b>	<b>\$ 707,437</b>	<b>\$ 2,979,780</b>	
<b>A Budget has been adjusted by \$799,255 for purchase orders rolled over from FY 2019.</b>								

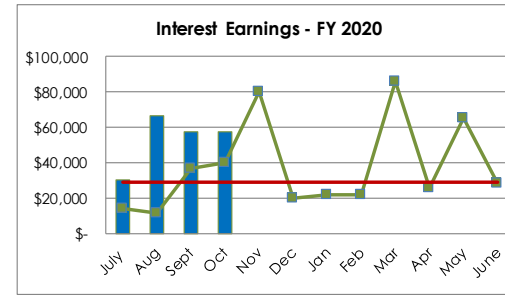
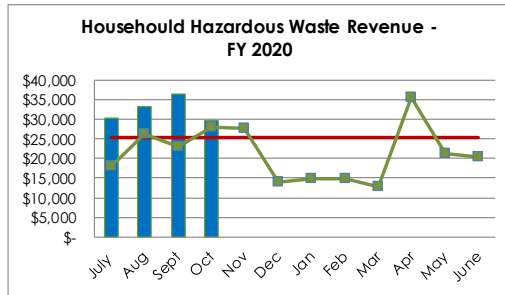
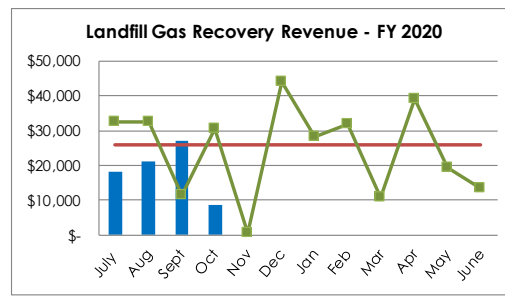
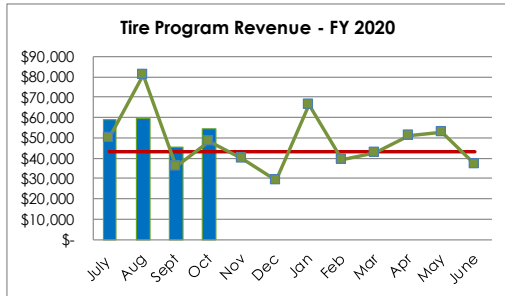
<b>Southeastern Public Service Authority</b>							
<b>Monthly Expense Line Items</b>							
<b>Description</b>	<b>FY 2020 Budget</b>	<b>Aug-19</b>	<b>Sep-19</b>	<b>Oct-19</b>	<b>FYTD</b>	<b>From Previous Month \$ Change</b>	<b>% Change</b>
Salaries Exempt	\$ 1,969,492	\$ 219,931	\$ 148,704	\$ 149,416	\$ 589,296	\$ 712	0.5%
Salaries Non-Exempt	4,755,955	472,498	321,101	320,107	1,270,536	(994)	-0.3%
Overtime	300,092	79,482	57,416	19,469	189,223	(37,947)	-66.1%
Fica / Medicare Tax	537,452	57,535	38,260	34,974	149,770	(3,286)	-8.6%
VRS Retirement	41,653	2,961	2,966	3,028	11,879	63	2.1%
Health Insurance	1,408,744	105,821	105,702	105,513	420,674	(190)	-0.2%
Vrs Group Life Insurance	84,794	6,355	6,396	6,420	25,441	24	0.4%
Unemployment Insurance	5,604	122	102	105	384	4	3.6%
Workers Compensation	194,954	14,969	14,969	14,969	59,876	-	0.0%
Medical Fees	12,200	856	590	649	2,095	59	10.0%
Security Service	81,728	10,997	3,279	6,347	22,213	3,068	93.6%
Professional Services	201,980	18,769	10,003	24,010	56,392	14,007	140.0%
Engineering Services	285,433	16,357	19,213	7,352	42,923	(11,861)	-61.7%
Landfill Survey	15,000	-	-	1,518	1,518	1,518	N/A
Legal Fees	325,000	6,937	4,852	4,712	16,501	(140)	-2.9%
Environmental Testing	103,400	21,247	11,757	366	33,582	(11,391)	-96.9%
Fire Protection	7,000	1,529	357	259	2,421	(98)	-27.5%
Temporary Employment Services	0	2,088	1,280	1,416	6,912	136	10.6%
Uniform Rental	50,394	1,762	1,294	1,483	6,045	189	14.6%
Maintenance Service Agreements	155,529	1,803	29,043	1,681	35,002	(27,361)	-94.2%
Grounds Maintenance	112,667	16,838	4,064	15,481	36,986	11,417	281.0%
Hazardous Waste Disp/Cleanup	57,000	9,968	-	-	9,968	-	N/A
Equipment Maintenance	1,042,185	58,672	65,418	90,909	234,828	25,490	39.0%
Building / Site Maintenance	591,954	16,625	28,682	67,217	124,674	38,535	134.4%
Leachate Pumping Station Maint	37,500	3,177	-	723	3,899	723	N/A
Printing	300	-	-	-	-	-	N/A
Advertising	13,700	263	778	-	1,041	(778)	-100.0%
Permit Fees	75,530	3,942	9,680	350	13,972	(9,330)	-96.4%
Suffolk Host Fee	560,000	62,626	85,146	80,871	316,258	(4,275)	-5.0%
Electricity	222,700	27,173	15,473	7,247	53,305	(8,226)	-53.2%
Heating/Gas/Propane	14,000	60	81	87	228	5	6.7%
Water / Sewer	50,200	1,588	1,532	2,330	5,450	798	52.1%
Leachate Treatment	398,000	26,380	-	22,532	48,912	22,532	N/A
Telephone	121,000	5,834	9,774	(16)	21,651	(9,791)	-100.2%
Postage	2,760	118	68	118	304	50	73.5%
Radio Communication & Repair	10,900	-	-	114	114	114	N/A
Insurance & Bonding	194,492	15,989	15,989	15,989	64,456	-	0.0%
Equipment Rental	35,000	328	7,549	228	8,104	(7,321)	-97.0%
Land Lease Payment	3,500	292	292	292	1,167	-	0.0%
Tire De-Rimming Service	10,000	-	-	1,630	1,630	1,630	N/A
Travel And Training	28,145	143	315	291	892	(24)	-7.7%
Road Tolls	159,375	15,694	13,300	12,997	56,454	(304)	-2.3%
Membership & Professional Dues	4,558	433	369	-	802	(369)	-100.0%
Bank Fees	42,917	3,560	3,415	3,470	13,838	55	1.6%
Awards Programs	10,000	-	-	450	775	450	N/A
EMS Support Program	1,000	-	-	-	-	-	N/A
Office Supplies	13,620	841	1,217	572	2,785	(645)	-53.0%
Dues & Subscriptions	15,750	79	79	158	517	79	100.0%
Computer Software	0	-	-	129	129	129	N/A
Other Operating Supplies	105,710	6,157	3,916	12,235	22,927	8,320	212.5%
Vehicle / Equipment Fuel	958,899	51,172	52,898	50,058	207,752	(2,840)	-5.4%
Vehicle / Equipment Tires	772,300	55,189	54,759	58,771	220,133	4,013	7.3%
Safety Apparel & Equipment	26,740	2,027	1,356	726	4,451	(630)	-46.4%
Small Equipment	18,668	6,331	3,357	1,621	11,509	(1,736)	-51.7%
Computer Hardware	10,000	-	1,737	772	2,509	(965)	-55.6%
<b>Total Operating Expenses</b>	<b>\$ 16,257,474</b>	<b>\$ 1,433,518</b>	<b>\$ 1,158,528</b>	<b>\$ 1,152,145</b>	<b>\$ 4,435,105</b>	<b>\$ (6,383)</b>	<b>-0.6%</b>
Capital Projects/Equip Replacement	\$ 4,385,046	113,876	183,967	56,859	459,307	(127,108)	-69.1%
Contracted Waste Disposal	19,295,197	1,842,095	1,540,028	1,567,956	6,695,652	27,928	1.8%
Suffolk Environmental Trust Fund	5,000	-	-	-	-	-	N/A
Reserves for Landfill Expansion/Closure	4,338,750	361,563	361,563	361,563	1,446,250	-	0.0%
<b>Total Expenses</b>	<b>\$ 44,281,467</b>	<b>\$ 3,751,051</b>	<b>\$ 3,244,086</b>	<b>\$ 3,138,523</b>	<b>\$ 13,036,314</b>	<b>\$ (105,563)</b>	<b>-3.3%</b>

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

FY 2020 (bar)  
FY 2019  
FY 2020 Budget

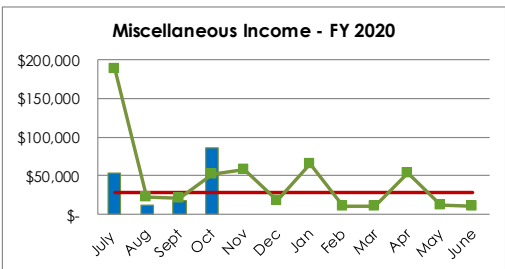


\* Monthly revenue is dependent on users.

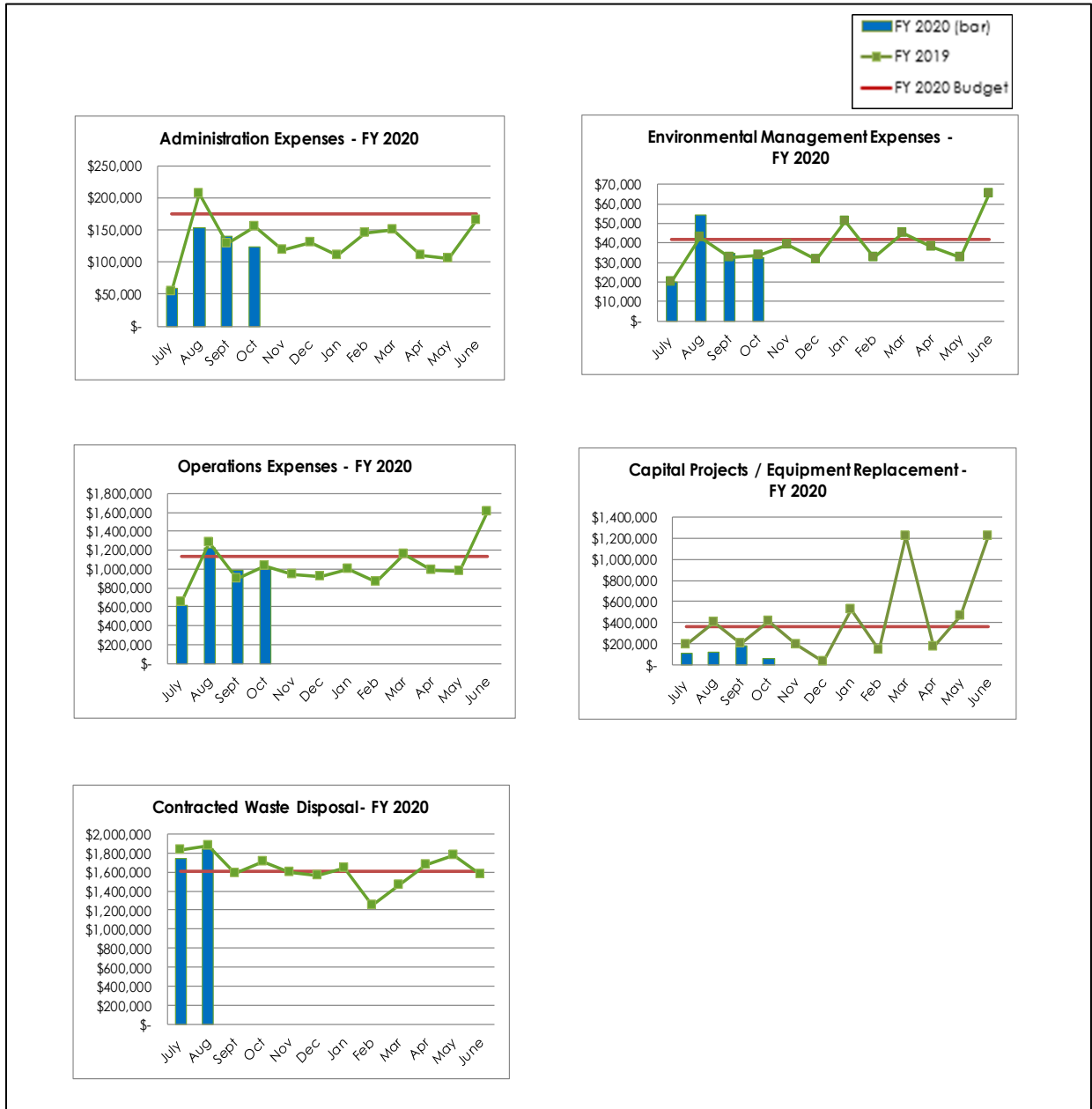


\* Monthly revenue is dependent on users.

Interest payments vary based on investment date and maturity date.



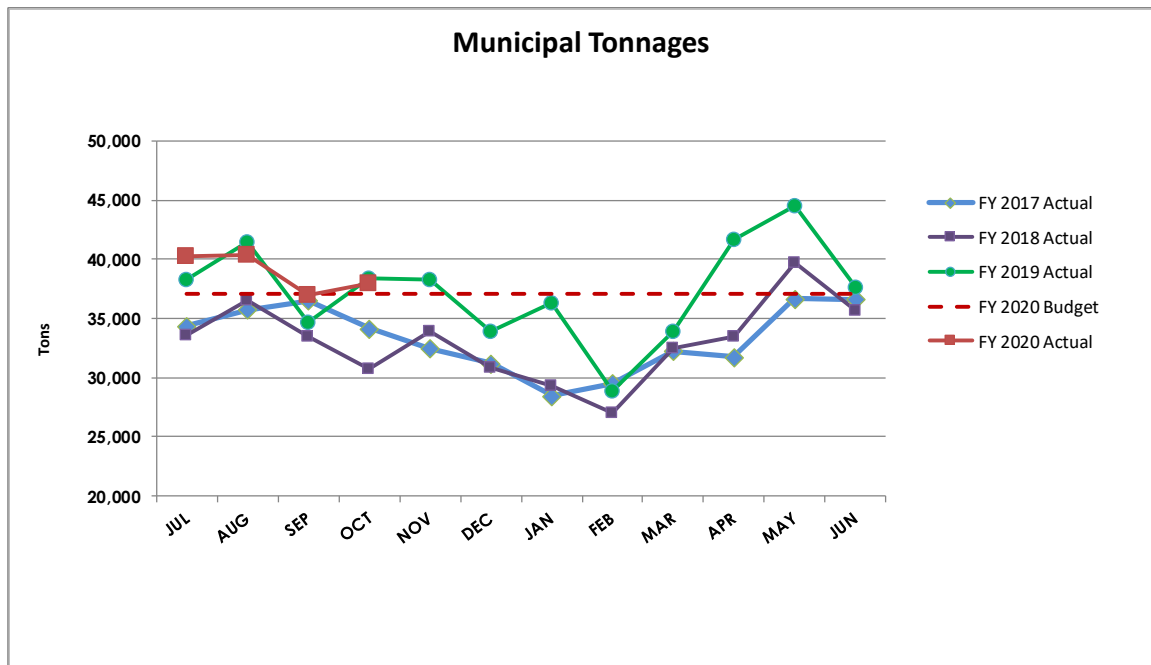




### Southeastern Public Service Authority (SPSA) Waste Stream

Waste Category	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2020	
	Actual (Tons)	Actual (Tons)	Actual (Tons)	Actual (Tons)	Budget	Actual (Tons) as of 10/31/2019	% of Budget
<b>Waste Stream Budgeted under Tipping Fees</b>							
<b>Municipal Waste</b>							
Chesapeake	94,981	90,926	90,896	105,353	105,100	37,113	35.3%
Franklin	2,592	2,690	2,698	2,955	3,000	1,071	35.7%
Isle of Wight	16,513	15,180	16,883	17,265	17,200	5,667	32.9%
Norfolk	66,240	64,575	62,587	90,129	90,600	31,105	34.3%
Portsmouth	29,089	30,023	32,769	40,222	39,800	14,033	35.3%
Southampton	8,385	8,593	8,910	10,675	10,800	3,105	28.8%
Suffolk	40,068	45,645	40,847	42,325	38,900	15,228	39.1%
Virginia Beach	134,285	130,645	127,483	138,823	139,600	48,306	34.6%
Residential (Free of Charge)	10,096	11,223	13,711	-	-	-	N/A
<b>Total Municipal Waste</b>	<b>402,249</b>	<b>399,500</b>	<b>396,784</b>	<b>447,747</b>	<b>445,000</b>	<b>155,628</b>	<b>35.0%</b>
Sludge - Norfolk	4,611	4,782	5,586	6,040	5,500	1,862	33.9%
Navy Waste	24,725	24,500	26,653	26,265	25,500	9,116	35.7%
SPSA Contracted Waste	-	26,437	65,936	146,442	138,500	55,214	39.9%
Construction & Demolition Debris	11,486	14,252	14,850	9,808	15,000	3,812	25.4%
Non-Contract Waste	-	-	15,469	36,682	32,000	13,088	40.9%
<b>Total Other Waste</b>	<b>40,822</b>	<b>69,971</b>	<b>128,494</b>	<b>225,237</b>	<b>216,500</b>	<b>83,092</b>	<b>38.4%</b>
<b>Total Waste Stream</b>	<b>443,071</b>	<b>469,471</b>	<b>525,278</b>	<b>672,984</b>	<b>661,500</b>	<b>238,720</b>	<b>36.1%</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 2016	FY 2017	FY 2018	FY 2019	July	Aug	Sept	Oct	FYTD
					FY 2020	FY 2020	FY 2020	FY 2020	FY 2020
Construction and Demolition Debris	11,485	14,252	14,850	9,807	1,138	870	873	930	3,811
Water Treatment Plant Sludge	5,314	4,927	5,717	6,039	845	386	300	330	1,861
Industrial Waste	874	846	379	295	7	37	5	39	88
Soils for Use as Alternate Daily Cover	66,380	18,935	9,990	8,630	399	609	635	788	2,431
Clean Fill	92,732	25,369	26,396	5,940	15,174	6,048	11,466	27,663	60,351
Peanut Residue/Hulls	3,202	5,650	9,366	4,023	399	247	308	509	1,463
Non-Processible Municipal Solid Waste	1,788	5,765	3,791	867	105	116	136	77	434
Navy Waste <sup>2</sup>	88	150	154	359	19	51	11	62	143
Non-Processible Commercial Waste <sup>2</sup>	5,096	4,518	2,631	598	46	40	46	65	197
Concrete/Asphalt	416	3	-	133	83	-	-	20	103
Shredded Tires	3,052	3,289	4,586	5,394	513	766	466	626	2,371
Ash - Qualifying	177,493	174,420	179,361	113,979	2,231	6,912	3,176	3,614	15,933
Non-Qualifying Ash	-	-	-	52,998	9,442	6,831	9,746	9,677	35,696
MSW from FTS, IWTS, STS	-	-	46,011	102,702	9,196	7,094	8,361	8,671	33,322
Clean Fill - Clearfield	32,400	28,226	31,709	51,540	5,935	4,971	6,521	5,179	22,606
Residual Waste - Clearfield	4,857	9,771	5,585	436	-	-	76	38	114
Diverted Processible Waste (fromTsf Station)	1,780	11,337	201	2,518	699	-	1,428		2,127
<b>Total</b>	<b>406,957</b>	<b>307,458</b>	<b>340,727</b>	<b>366,258</b>	<b>46,231</b>	<b>34,978</b>	<b>43,554</b>	<b>58,288</b>	<b>183,051</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

<b>Southeastern Public Service Authority                      Treasurer's Report of Cash Balances                      For the Month Ending October 31, 2019</b>						
Fund Type	Beginning Balance	Deposits / Transfers In	Interest Earnings	Payables / Transfers Out	Payroll	Ending Balance
<b>Unrestricted and Designated Funds (see footnote below):</b>						
Townebank Operating	\$ 2,396,070.17	\$ 3,152,675.55		\$ 3,187,214.30	\$ 544,451.32	\$ 1,817,080.10
Townebank Money Market	461,592.78		49.20			461,641.98
Townebank CD	6,107,216.22					6,107,216.22
Virginia Investment Pool (VIP)	15,936,851.69	800,000.00	28,134.60			16,764,986.29
Raymond James & Associates Investments	10,137,487.59		27,921.27	27,924.14		10,137,484.72
<b>Total Unrestricted and Designated Funds</b>	<b>\$ 35,039,218.45</b>	<b>\$ 3,952,675.55</b>	<b>\$ 56,105.07</b>	<b>\$ 3,215,138.44</b>	<b>\$ 544,451.32</b>	<b>\$ 35,288,409.31</b>
<b>Trust Funds:</b>						
Environmental / Va. Beach Landfill	\$ 467,421.02		712.13			468,133.15
Environmental / Regional Landfill	457,863.78		698.07			458,561.85
<b>Total Trust Funds</b>	<b>\$ 925,284.80</b>	<b>\$ -</b>	<b>\$ 1,410.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 926,695.00</b>
<b>GRAND TOTAL</b>	<b>\$ 35,964,503.25</b>	<b>\$ 3,952,675.55</b>	<b>\$ 57,515.27</b>	<b>\$ 3,215,138.44</b>	<b>\$ 544,451.32</b>	<b>\$ 36,215,104.31</b>
<b>Cash Balances Designated as follows:</b>						
Operating Funds	\$ 2,176,341.68					
Undesignated (Fund Balance June 30, 2019)	5,918,077.00					
Reserved for FY 2019 Rolled Purchase Order	\$546,520.13					
Reserved for HRSD Forcemain	\$2,500,000.00					
Landfill Expansion / Closure	24,147,470.50					
Total Designated Funds	<u>\$ 35,288,409.31</u>					
						(equivalent to 2 months operating expenses)

<b>Southeastern Public Service Authority Budget Transfer Activity For the Month Ending October 31, 2019</b>				
<b>Department</b>	<b>Object</b>	<b>Description</b>	<b>Transfer In</b>	<b>Transfer Out</b>
Operations	53410	Building/Site Maintenance	\$ 1,500.00	
Operations	56140	Other Operating Supplies		\$ 1,500.00
Regional Operations Bldg	53320	Grounds Maintenance	\$ 1,000.00	
Regional Operations Bldg	53410	Building/Site Maintenance		\$ 1,000.00
Capital Improvement	62014	SPSA Facility Assessment	\$ 38,000.00	
Capital Improvement	62015	Portable Tire Shredder	\$ 165,000.00	
Capital Improvement	62004	RLF-Hydro Seeder		\$ 766.00
Capital Improvement	62005	Safety SUV		\$ 17.54
Capital Improvement	62008	TSP SUV		\$ 17.54
Capital Improvement	62011	ROB Sealcoat Parking Lot		\$ 17.54
Capital Improvement	62001	RLF-Ashpalt Overlay		\$ 105,781.38
Capital Improvement	62999	Undesignated		\$ 96,400.00
<b>Total Budget Transfers, October 2019</b>			<b>\$ 205,500.00</b>	<b>\$ 205,500.00</b>

## 9. Contracts

### HDR Engineering Contract Renewal

Contract Renewal with HDR Engineering for the period of January 1, 2020 through December 31, 2020. This is to exercise option year 3 of 4 which includes an increase of 2.35% in the hourly rate charged for services provided. Please see attached fee schedule for cost associated with the various types of services to be rendered under the contract.

Projects may include the evaluation, programming and design of public facilities; professional services associated in evaluation, repair and/or rehabilitation of structural, electrical and mechanical systems; professional services associated with landfills and landfill gas; professional services associated with emergencies and natural disasters, environmental and regulatory compliance, regulatory issues; professional services associated with site plans, engineering, surveying, environmental, geotechnical, construction management and inspection services necessary to perform various types of capital improvement projects; coordinating temperature issues on Cell V; handling review of groundwater data and permit coordination; Title V - Air Permit coordination; review of stormwater data and VPDES permit coordination; any waste permitting issues to include coordination with our contract lab on required sampling; and any additional on call type matters they may arise requiring professional engineering services.

Staff recommends renewing the contract with HDR Engineering for professional engineering services

Budget:       \$275,764

RECOMMENDATION: Approve the contract renewal for professional engineering services with HDR Engineering for the period January 1, 2020 through December 31, 2020 as presented.

MOTION: Do I hear a motion to approve the contract renewal with HDR Engineering as presented?

<b>HDR Billing Rates</b>	
<b>DISCIPLINE</b>	<b>Proposed 2020 Rates</b>
PROJECT PRINCIPAL/DIRECTOR	\$ 242.00
SENIOR TECHNICAL ADVISOR	\$ 242.00
TECHNICAL ADVISOR	\$ 232.00
SENIOR PROJECT MANAGER	\$ 221.50
ASSOCIATE PROJECT MANAGER	\$ 184.50
PROJECT MANAGER	\$ 152.50
SENIOR ENGINEER/SCIENTIST	\$ 221.50
ENGINEER/SCIENTIST IV	\$ 194.50
ENGINEER/SCIENTIST III	\$ 168.50
ENGINEER/SCIENTIST II	\$ 136.50
ENGINEER/SCIENTIST I	\$ 115.50
GEOLOGIST IV	\$ 184.50
GEOLOGIST III	\$ 163.50
GEOLOGIST II	\$ 131.50
GEOLOGIST I	\$ 110.50
CONSTRUCTION MANAGER IV	\$ 194.50
CONSTRUCTION MANAGER III	\$ 157.50
CONSTRUCTION MANAGER II	\$ 131.50
CONSTRUCTION MANAGER I	\$ 110.50
SENIOR PLANNER	\$ 210.50
PLANNER	\$ 174.00
TECHNICIAN IV	\$ 157.50
TECHNICIAN III	\$ 136.50
TECHNICIAN II	\$ 110.50
TECHNICIAN I	\$ 89.00
SENIOR ACCOUNTANT	\$ 141.50
MID-LEVEL ACCOUNTANT	\$ 121.00
ACCOUNTANT	\$ 110.50
CLERICAL/ADMINISTRATION	\$ 84.00

**10. 2020 Board Meeting Dates****PROPOSED BOARD MEETING DATES – 2020**

Wednesday, January 22, 2020

Wednesday, February 26, 2020

Wednesday, March 25, 2020

Wednesday, April 22, 2020

Wednesday, May 27, 2020

Wednesday, June 24, 2020

Wednesday, July 22, 2020

Wednesday, August 26, 2020

Wednesday, September 23, 2020

Wednesday, October 28, 2020

Wednesday, December 9, 2020

**All meetings will commence at 9:30am**

RECOMMENDATION: Approve the 2020 Board Meeting dates as presented.

MOTION: Do I hear a motion that the 2020 Board Meeting dates be approved as presented?



**11. Other Business**

**12. Adjourn Meeting**