

# SOUTHEASTERN PUBLIC SERVICE AUTHORITY

Board of Directors ~ Regular Meeting\*

Regional Board Room

723 Woodlake Drive, Chesapeake, Virginia



Wednesday, June 23, 2021 at 9:30 a.m.

\*To encourage social distancing, members of the public may listen to and view presentations displayed at this meeting by registering at <https://attendee.gotowebinar.com/register/9131685277259664141>. Members of the public may also listen to the SPSA Board Meeting via telephone by dialing toll-free to 1-877-309-2074 and entering access code 171-673-869. Additionally, members of the public are invited to speak electronically at the SPSA Board of Directors Meeting during the designated public comment period at the beginning of the meeting by registering in advance with the meeting organizer. All requests for registration to make an electronic public comment must be received by 3:00 p.m. on June 22, 2021.

**Meeting Organizer: Tressa Preston ~ [tpreston@spsa.com](mailto:tpreston@spsa.com) ~ 757.961.3486**

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**1. Call Meeting to Order**

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**

Report from the Nominating Committee

**4. Approval of Minutes**

The minutes of the May 26, 2021 Board meeting are included below for Board review and approval.

RECOMMENDED ACTION: Approve the minutes as presented.

MOTION: Do I hear a motion that the May 26, 2021 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

**May 26, 2021**

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. Earl Sorey	(CH)
Ms. Sheryl Raulston	(FR)	Ms. Amanda Jarratt*	(FR)
Mr. Dale Baugh	(IW)	Mr. Randy Keaton	(IW)
Mr. John Keifer	(NO)	Mr. Richard Broad	(NO)
Mr. C.W. "Luke" McCoy ( <i>absent</i> )	(PO)	Mr. Burle Stromberg ( <i>absent</i> )	(PO)
Mr. Mark Hodges	(SH)	Ms. Lynette Lowe*	(SH)
Mr. David Arnold	(SU)	Mr. Albert Moor	(SU)
Mr. Thomas Leahy	(VB)	Mr. John Barnes ( <i>absent</i> )	(VB)

(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 Alternate Ex-Officio Members Mr. Michael Etheridge (IW), Mr. Greg Martin (CH), Ms. Trista Pope (NO), and Mr. Bobby Wheeler (VB), SPSA executives, Ms. Liesl R. DeVary, Executive Director and Treasurer, Mr. Dennis Bagley, Deputy Executive Director, Ms. Tressa Preston, Secretary and Executive Administrator, and Mr. Brett Spain, General Counsel.

\* Indicates attendance electronically via GoTo Webinar.

Ms. Jarratt (FR) participated from her office in Franklin due to a personal scheduling matter. Ms. Lowe (SH) participated electronically from her home in Southampton County for medical reasons. There were no objections to their electronic attendance.

To encourage social distancing during the COVID-19 pandemic state of emergency, through the meeting notice, members of the public were also invited to listen to and view presentations displayed at the meeting by registering for attendance using a GoTo Webinar teleconferencing platform. Members of the public were also invited to speak at the SPSA Board of Directors Meeting during the designated public comment period at the beginning of the meeting by registering in advance with the Secretary through contact information published in the meeting notice. Members of the public were also invited to listen to the SPSA Board Meeting via toll-free telephone.

### **1. CALL MEETING TO ORDER**

Mr. Keifer, Chairman of the Board, called the meeting to order at 9:30 a.m. and, after the roll was called, informed the Board that special guest Senator John Cosgrove was present at the meeting. Senator Cosgrove represents the 14<sup>th</sup> Senate District of Virginia, which includes Chesapeake and portions of Virginia Beach, Suffolk, Portsmouth, and Isle of Wight and Southampton Counties. Chairman Keifer reminded the Board that it was then Delegate Cosgrove that sponsored the change in SPSA's governing legislation in 2009, which

provided SPSA the new governance structure and guiding principles with respect to debt planning and accountability, by which SPSA operates today. Chairman Keifer thanked Senator Cosgrove very much for his interest and support and for taking the time to attend the meeting. He invited the Senator to make some comments, if he wished.

Senator Cosgrove made the following comments:

“Thank you, Mr. Chairman and Members of the Board. Earl, great seeing you. It’s been a long time. Well, first off, my very first statement is I’m very, very proud of SPSA. The legislation, HB 1872, that was proposed and accepted by the General Assembly in 2010, totally restructured SPSA to require business people to be a part of the Board, jointly appointed by the Governor and respective City and County members of SPSA. The Auditor of Public Accounts at that time rendered a scathing report of the financial mismanagement of the former Board, citing \$280 million in moral obligation debt, unwise vehicle materials, purchasing using 30-year bonds, the number of employees working in the agency, the highest tipping fees in the nation at that time, and many other areas that were ‘out of whack.’ SPSA now is a well-oiled machine that has vastly lowered tipping fees that were the highest in the nation – New York, California, Massachusetts, Delaware, New Jersey – our trash cost more than theirs did. This current SPSA organization has saved the taxpayers of Hampton Roads millions and millions of precious dollars that can be used for other needs such as education, public safety, and yes, trash collection. This template has been used in several other areas of the state and is considered the gold standard for success for an agency such as this. All thanks to you, the Members of the Board, for the work you’ve done to restructure this organization and make it the success that it is now. I was pleased to introduce HB 1872 in 2010, and I am here this morning to thank you for the magnificent job you’ve done to restructure all aspects of the organization. You have the General Assembly’s gratitude and we’re very proud of you, so thank you, Mr. Chairman.”

## **2. PUBLIC COMMENT**

Ms. Preston reported that she received no requests to make a public comment.

## **3. CHAIRMAN’S COMMENTS**

Chairman Keifer brought to the attention of the Board the matter of the Nominating Committee, which will make a recommendation on officers of the Board. Chairman Keifer has asked Mr. Keaton to Chair the Committee, along with Mr. McCoy and Mr. Broad serving as members. Chairman Keifer asked if any other members were interested in serving on the Committee, but there was no comment.

Chairman Keifer reminded the Board that the Nominating Committee is appointed at the May Meeting and they bring their slate of recommendations to the Board at the June Meeting, with the vote taking place at the Annual Meeting in July. New officers then preside over the remainder of the July Meeting. Having served for four years, Chairman Keifer can no longer serve. He asked that any members interested in serving as an officer please contact Mr. Keaton. Chairman Keifer went on to say that serving as Chair has been very interesting and rewarding and that Ms. DeVary and her staff are wonderful to work with. If anyone is interested in the position, he highly recommends it.

**4. APPROVAL OF MINUTES**

The minutes of the April 28, 2021 Board Meeting had been distributed. Chairman Keifer asked if there were any additions or changes and there were none.

**Mr. Broad moved, seconded by Ms. Raulston, to approve the April 28, 2021 minutes of the SPSA Board of Directors as presented. The electronic participants were polled individually. The motion was adopted by a unanimous vote in favor.**

**5. EXECUTIVE DIRECTOR UPDATES**

Ms. DeVary was pleased to be able to say that, once again, SPSA staff is continuing to do a great job at having operations run smoothly. She was also pleased to be able to announce that Wheelabrator (now WIN Waste Innovations) and the Navy have officially executed an extension amendment to the steam contract. The contract will now extend 17 months to expire on June 24, 2024 (the meeting presentation was in error). SPSA's contract with WIN goes through June of 2027 and they will be reaching out to Ms. DeVary to discuss long-range plans, which she will then bring to the Board.

Ms. DeVary informed the Board that the proposed Amended and Restated Landfill Gas Agreement with Mas Energy would be discussed in closed session. Progress on the Cells VIII and IX permitting process continues and by the end of the year there should be a Draft Environmental Impact Statement to review. Progress on the VDOT agreement for the Flyover project would be discussed in the contract section of the meeting.

The subject of RAISE grants was brought up at the April Meeting. Ms. DeVary's research shows that RAISE grants (referred to as TIGER grants under Obama and BUILD under Trump) are very similar to the transportation funding that SPSA applied for last year and did not receive due, at least in part, to the competitive nature of the grant. Roughly 960 eligible applications were received last year adding up to a total request of \$9.2 billion with only \$1 billion to allocate. Additionally, each state is only eligible for 10% of the allotted funding. With SPSA needing \$25 million and other Virginia project applications being likely to rank higher, at this time, SPSA is not planning to apply for a RAISE grant.

Mr. Bagley presented the operations report, noting that the 20,059 tons which were landfilled during the reporting period is a decrease of about seven thousand tons, which is a good thing in terms of landfill airspace conservation. Staff continue to watch leachate very closely. 1,691,597 gallons were sent to HRSD, which is a decrease of 261,934 gallons from the last reporting period. Mr. Bagley stated that the decrease was a matter of concern and he and staff discovered, and have since corrected, a valve on the low flow system that was not functioning properly. Staff has requested additional software updates which will indicate an issue immediately so it can be corrected right away. As a result of the pump and valve issues, the flow rate for the reporting period was only 14.54 GPM, as compared to 20 GPM in the previous month. Mr. Bagley noted that staff is watching the flow metric carefully and it should improve. 900,234 gallons of leachate were hauled. 89% of the ash received from the WTE plant was acceptable for alternative daily cover, which is a bit lower than WIN's goal of 95%, so staff will keep an eye on that number. There were no odor complaints for the reporting period.

Mr. Bagley was excited to report that the new tire shredder is in operation and indicated that he would have more to present on that later in the report. He stated that although it has

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been a long wait while the system was out of service while making this improvement, staff is very pleased with the outcome. The removal of Underground Storage Tank (UST) at the Regional Landfill is now complete and DEQ has issued a "No Further Action" letter. Mr. Bagley is pleased that the potential hazards with having a UST have now been eliminated. The new Aboveground Storage Tank will be installed in about 60 to 90 days. Staff is still awaiting the permit to begin demolition of the fire-damaged building at the Regional Landfill, but the last hurdles in that processes should be cleared very soon. HHW events are picking up all over the region and SPSA has three crews that work these weekend events. Mr. Bagley commented that citizens really appreciate the HHW program and staff is always working to make services easier to use.

Going back to his earlier comments, Mr. Bagley presented the Board an aerial video of the new tire shredder in operation at the Regional Landfill. The video showed the landfill from above and the tires that had been stockpiled while the new machine was being installed. The new machine demonstrated how quickly it can process a large number of tires through a constant flow of loading onto the conveyor belt. Mr. Bagley commented that the shreds produced are longer and thinner than what was produced on with the previous shredder. He opened the floor for any questions.

Mr. Leahy asked about the lifetime of the equipment and how much downtime is required for maintenance. Mr. Bagley responded that this particular machine was chosen, in part, because it can handle a million tires between knife changes and it will only need about 2 hours per week downtime for lubrication and routine maintenance. Aside from that, Mr. Bagley does not expect much downtime because the machine is designed for heavy duty use. He estimates that maintenance costs will be reduced approximately 80% and the machine should last 20 years.

Mr. Leahy also noted the steel cables in most tires and asked if that aspect has to be controlled in some way for disposal. Mr. Bagley replied that if staff is using the shreds for cover at the landfill it is not an issue at all, but that these particular shreds would not be used on a roadway due to the steel particles.

Mr. Keaton asked about the specific size of the shreds. Mr. Bagley explained that most shreds are roughly twelve inches long by 2.5 inches wide, but there can be some variation. The different size doesn't impact operational use. Mr. Bagley went on to say that staff deliberately selected a single-pass unit and not a multi-pass unit, which would create smaller shreds, because a single-pass extends the life of the machine and the time between knife replacement.

Mr. Maxwell inquired about the number of tires received and how many hours a day the shredder could be in operation. Mr. Bagley responded that with the previous machine and the current backlog of tires, the tire shredder has been in operation 8 hours a day. However, he believes that once operations are back to normal, the capacity of the new machine will only require 6 hours of operation a day to handle the current number of tires being received. The other hours would be used for cleaning and maintenance.

Mr. Baugh asked about the source of the tires. Mr. Bagley responded that SPSA takes tires from municipalities, as well as contractors and citizens. Mr. Bagley noted that the majority of tires are coming from small private businesses.

Chairman Keifer commented that the tire shredding program is a very important service that SPSA provides. He complimented Mr. Bagley on a wonderful presentation and wonderful program.

**6. WIN WASTE INNOVATIONS PORTSMOUTH MONTHLY REPORT**

Mr. Clint Stratton presented the WIN monthly report electronically.

**WIN Waste Innovations - Portsmouth**

May 2021 Report to SPSA Board



Meeting SPSA's mission to provide safe and environmentally sound disposal of regional solid waste



**WIN Waste Innovations Portsmouth April 2021 Actual Operational Data**



Net Refuse Received			Total Refuse Processed			Total NP Diverted			Ash Shipped		
Actual	Plan	Act-Plan	Actual	Plan	Act-Plan	Actual	Plan	Act-Plan	Actual	Plan	Act-Plan
54,971	55,813	(842)	62,263	54,302	(1,738)	5,254	6,168	914	16,824	15,474	(1,350)
Driven by diversions due to USDT			Driven by unfavorable boiler USDT-Superheater failures			Driven by timing, diversions led to larger amounts of NP on the TF			Driven by timing from last month's ash storage in house		
Steam Sales			Boilers Unscheduled Downtime			TG's Unscheduled Downtime			Net MWH Sold		
Actual	Plan	Act-Plan	Actual	Plan	Act-Plan	Actual	Plan	Act-Plan	Actual	Plan	Act-Plan
35,622	53,127	(17,505)	332	152	(180)	0	0	0	16,513	18,420	(1,907)
Usage dropped at NYSV this period			Driven by Superheater failures on Boilers 1 & 4						Driven by unfavorable processing and USDT		

- Includes 1,899 tons of non-qualifying residue delivered to landfill, qualifying residue 88.71% for April.
- Waste delivered by SPSA to RDF- 52,509 tons; Boiler availability – 88.5%; Turbine Generator availability- 100%; Ash Screen availability – 100%.
- 0 OSHA Recordable accident this period, 1 for the YTD: 1 Environmental Incident and 0 Citizen Complaints
- Approval attained and undergoing back-to-back Superheater change outs on Boilers 1 & 4 due to premature failures. These were originally scheduled to be changed out in 2022 and going forward we will be looking at 24 month run life or less on Superheaters.

March 26-28

**Great American Cleanup**

- 11 Communities
- 91 Locations
- 58,000 pounds of trash collected

Coming Up:  
Clean the Bay "Days"  
5/31 – 6/5  
www.cbf.org



Questions?



Mr. Stratton offered to answer any questions, but there were none.

**7. FINANCIAL REPORT**

Ms. DeVary informed the Board that, as of April 30, 2021, total revenues exceeded total expenses by approximately \$5.7 million as compared to \$4.3 million in the previous fiscal year. Tipping fees received year to date reflect an increase of 5.1% or approximately \$1.84 million as compared to FY 2020. Municipal waste tons are up approximately 9.8% or 37,311 tons as compared to last fiscal year. Commercial tons are down 1.4% or 2,082 tons as compared to last year. As of April 30, 2021, municipal waste tonnages were 418,610 as compared to 381,299 a year ago. Ms. DeVary commented that, with two more months left



in the fiscal year, SPSA is still on track to receive over 500,000 tons of municipal waste in fiscal year 2021.

Ms. DeVary reported that total expenses fiscal year to date for the month ending April 30<sup>th</sup> were approximately \$35.3 million, compared to \$34.2 million in the prior fiscal year. Cash balances are at \$49.5 million, currently designated as \$6.2 million in the operating fund, \$5.9 million, the equivalent of 2 months' operating expenses, in undesignated fund balance, \$314,757 for unencumbered capital budget, \$2.5 million for the proposed HRSD force main, \$110,305 for landfill expansion purchase orders, and \$34.3 million in the landfill expansion and closure fund. Ms. DeVary then opened the floor for questions or comments, but there were none.

**Mr. Maxwell moved, seconded by Ms. Raulston, to approve the SPSA financial report as presented. The electronic participants were polled individually. The motion was adopted by a unanimous vote in favor.**

Ms. DeVary mentioned to the Board members who were attending in person that a hard copy of the FY 2022 Operating and Capital Budgets had been placed at their seats for their reference.

## **8. CONTRACTS**

The first contract presented was for Laboratory Analysis Services, which Ms. DeVary commented was a new contract, but not a new service. These services support SPSA's environmental monitoring program at the landfill, as well as at transfer stations, when required. The RFP, which was issued at the end of March and opened in April, resulted in three bids. Following ranking and bid criteria, Air, Water and Soil Laboratories ranked first. The budget for this contract is \$100,000 per year and is based on usage and per-service rates.

Mr. Maxwell asked what the difference was between the three bids and if their costs were in the form of unit prices. Ms. DeVary explained that the bids were judged on the companies' experience, staff qualifications, and other considerations, including price. While Ms. DeVary could not immediately recall the exact difference in unit pricing for each company, she reported that Universal Labs was almost three times higher than Air, Water and Soil and Pace Analytical Services would cost roughly \$20,000 more than the winning bid, over the five-year option period of the contract.

**Mr. Broad moved, seconded by Mr. Moor, to authorize the Executive Director to award a contract to Air, Water, and Soil Laboratories for Laboratory Analysis Services, as presented. The electronic participants were polled individually. The motion was adopted by a unanimous vote in favor.**

While the agenda showed a contact for the Truck Management Program, Ms. DeVary informed the Board that it was being pulled from consideration and that SPSA was not ready to award at that time.

The next contract for consideration was the SPSA Operations Area Improvements Design-Build Project. Mr. Bagley presented an overview of the project details, including scope, the operational needs that the project will address, images of design mock-ups, and the procurement and funding process. After presenting the recommendation to authorize the

Executive Director to finalize and award a design-build contract for the Operations Area Improvement Project to A. R. Chesson in a not to exceed amount of \$3,316,052 to be funded with approximately \$1.18 million in insurance proceeds and the balance from the Undesignated Fund Balance, Mr. Bagley then asked if there were any questions he could answer.



### Design Build Project Update

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### Scope of Design Build Project

- Replace Admin Building destroyed by fire to include adequate employee locker rooms, lunch area and restroom facilities.
- Create a Drive Through HHW facility near the front of the RLF for citizens to utilize.
- Expand and make permanent the temporary equipment maintenance facility.
- Provide a five bay storage building to house water truck, road grader, sweeper and other heavy equipment out of the weather.

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### Need for Projects

- Project will provide an acceptable laboratory type space for handling of samples by environmental staff. Currently samples are managed in areas that are not ideal for this technical work.
- Current HHW operation is not efficient and reflects poorly on the professionalism of a very good program.
- Shop employees have had to work outside in all types of weather to make repairs due to lack of adequate space.
- Equipment storage building will protect valuable equipment and provide a place to keep the water truck during inclement weather.
- Equipment Operators have not had locker rooms, showers, or acceptable restroom facilities to support the number of employees assigned to the facility. ADA and Gender compliant restroom facilities have never been available to these employees.

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### Site Plan



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### Admin Building



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### Admin Building

- Will include staff restrooms and a lunch room, as well as locker and shower facilities for both male and female employees.
- Will include a clean area to prepare and pack samples for laboratory testing.
- Will include a data room for SPSA network servers with generator capabilities.
- Will consolidate Environmental offices with Landfill Operations to improve efficiency.

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### Drive Through HHW



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### Addition to Fleet Maintenance



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### Storage Facility

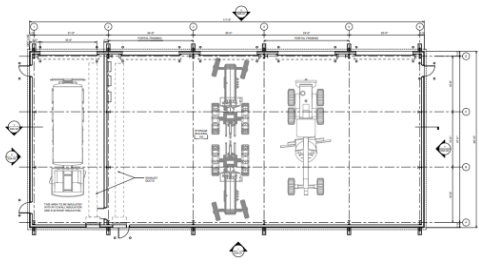


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### Storage Facility



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### Procurement Process

- A Request for Qualifications (RFQ 08-21) was issued and sealed SOQ's were opened on 2/19/21.
- Five firms were pre-qualified
  - Harkins
  - E. T. Gresham
  - A. R. Chesson
  - The Miller Group
  - R D Lambert
- A Request For Proposal (RFP 10-21) was issued to the five pre-qualified vendors on 3/18/21.

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### Procurement Process

- The Miller Group declined to provide a proposal because they typically do larger projects and did not feel they would be competitive.
- R D Lambert declined to submit a proposal due to work load.
- Harkins Group, E.T. Gresham and A.R. Chesson submitted Technical Proposals along with a separate sealed Financial Proposal on 4/22/21.

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### Procurement Process

- Staff, along with HDR Engineering reviewed the technical proposals and determined that all three proposals met the scope of the RFP.
- Staff, along with HDR Engineering reviewed the financial proposals on 5/13/21.
- Proposals were evaluated on the following:
  - Technical Approach 30 Points
  - Ability to meet milestone dates 10 Points
  - Similar project experience 20 Points
  - Lump sum pricing 40 Points
- Ranking:
  1. A. R. Chesson
  2. E. T. Gresham
  3. Harkins

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### Lump Sum Pricing

- Bid Prices
  - A. R. Chesson Construction \$3,316,052
  - E. T. Gresham \$3,476,800
  - Harkins Builders \$5,557,949
- Recommendation is to award a design build to A. R. Chesson Construction

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### Project Funding

- Insurance Proceeds of \$1,180,000 on hand.
- Projected Surplus in FY-2021 Budget is anticipated to be between \$3 – 5 million.
- Staff recommends utilizing \$2.2 million of FY-2021 surplus to bridge the gap between available funds and actual bid price.

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### Recommendation

Authorize the Executive Director to finalize and award a design-build contract for the Operations Area Improvement Project to A. R. Chesson in a not to exceed amount of \$3,316,052 to be funded with approximately \$1.18 million in insurance proceeds and the balance from the Undesignated Fund Balance, as presented.

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### QUESTIONS/COMMENTS

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Chairman Keifer complimented Mr. Bagley on his ability to present these types of briefings so well and in a way that everyone can understand.

Mr. Maxwell asked about the engineer’s estimate for the project and Ms. DeVary responded that the engineers estimated that the project would cost \$5.5 million.

Mr. Keaton asked Mr. Bagley to speak to the unusual nature of the pricing for this project due to elevated industry costs, such as steel and other building supplies. Mr. Bagley

responded that it is indeed an unusual situation. The two top bids included caveats in their bids. A.R. Chesson informed SPSA that they created their estimate based on current-day pricing and then added 8% to account for continued rising costs of supplies. However, they assured SPSA that, should that contingency prove unnecessary, SPSA would not pay those costs, but the contractor needs to cover their risk that prices will increase before the project is shovel-ready. Mr. Bagley noted that as early as the pre-bid meeting, contractors were expressing concerns about their risk exposure and the volatility of the market. E.T. Gresham added a separate section to their proposal addressing these increased prices. Staff has been keeping an eye on inflation rates and the unfavorable market doesn't appear that it will be correcting itself any time soon. Mr. Bagley went on to say that some of the increased prices are due to the closing of the local gypsum plant. Supply is low and demand is high.

Mr. Keaton added that Isle of Wight County is seeing similar issues with constructing shelters at their fairgrounds, noting that this year's award was 63% higher than the informal price they received the previous year, strictly due to metal prices. Mr. Keaton went on to say that this subject was discussed extensively in Executive Committee and he wanted to be sure that the full Board was aware of the situation. Mr. Keaton also raised the point that the recommended contractor has taken these factors into account and their proposed a not-to-exceed amount already includes an 8% increase to cover their risk, which means that, contractually, the cost to SPSA can only come down, not go up.

Mr. Baugh thanked Mr. Bagley for a great presentation and asked how he would describe the prime reasons for the gap between the engineers' estimate and the recommended bid price. Mr. Bagley responded that HDR does excellent work and that their estimates tend to be very thorough and conservative regarding planning for costs, which SPSA appreciates. He added that the HDR estimate was not far off from the bid from Harkins.

There were no further questions or comments on the bid, save Mr. Arnold requesting it be noted in the minutes that he abstained from this vote.

**Mr. Maxwell moved, seconded by Mr. Broad, to authorize the Executive Director to finalize and award a design-build contract for the Operations Area Improvement Project to A.R. Chesson in a not to exceed amount of \$3,316,052 to be funded with approximately \$1.8 million in insurance proceeds and the balance from the Undesignated Fund Balance, as presented. Mr. Arnold abstained from voting on this motion. The electronic participants were polled individually. With the exception of Mr. Arnold's abstention, the motion was adopted by a unanimous vote in favor.**

Chairman Keifer commented that this is SPSA's first Design-Build contract and that it is a good process that has been put into practice. Ms. DeVary told the Board that regular updates on the project will be presented.

The next series of contracts Ms. DeVary presented were all contract renewals.

The first was for Annual Audit services, exercising option year 1 of 4 for an annual amount of \$35,100. This represents a 3% increase from last year.

The second contract was for Household Hazardous Waste (HHW) Disposal with MXI Environmental Services, exercising option year 3 of 4 in the approximate annual amount of \$55,000. Cost is based on actual unit prices in the bid and there was no change in rates from the previous year.

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The next contract was for Security Services at the Regional Landfill with United American, exercising option year 3 of 4 for an estimated annual amount of \$92,957. This represents an 11% increase in rates due to the increase in the minimum wage, which took place on May 1<sup>st</sup> and will raise again January 1, 2022.

The next contract was for Service and OEM Caterpillar Replacement parts with Carter Machinery, exercising option year 4 of 4 for an estimated annual amount of \$275,000 - \$300,000. This is based on unit prices, which have not changed.

The next contract was for Loader Tire Services with Colony Tire, exercising option year 4 of 4, at an annual fixed rate of \$512,582.20 to be paid in monthly installments. There is no change in pricing from the previous year.

The final renewal contract presented was for Property, Liability, and Workers Comp Insurance with VRSA (Virginia Risk Sharing Association) for a term of one year in the annual amount of \$341,359. This represents a net increase of 1.2%, as property and liability insurance increased about 5.8%, but workers comp insurance decreased 4.5%. Ms. DeVary added that staff is very pleased with the service that VRSA provides.

Ms. DeVary proposed that, provided there were no objections, that the Board could make a single motion for all of the renewal contracts. Mr. Spain commented that would be possible if everyone was in agreement on considering the renewals as a whole. He added that if anyone had issues or wished to discuss any particular contract they should be considered individually.

Mr. Sorey had a question about the 11% increase in the Security Services Contract, particularly as the other contracts had modest or no increases, and asked if there was any language in the contract that would limit the increase, as it is quite substantial. Ms. DeVary responded that the increase is solely due to the increase in minimum wage, which is what their employees are paid. The current rate paid to security guards is \$13.50 and as of January 1<sup>st</sup> the rate increases to \$15.50, which accounts for the total increase.

There being no further questions or issues raised, Chairman Keifer suggested he would entertain a motion to authorize the renewal contracts with a single vote. Mr. Arnold did not object to voting on the renewal contracts with a single motion, but noted that he would be abstaining from voting.

**Mr. Maxwell moved, seconded by Mr. Broad, to authorize the Executive Director to award the renewal contracts with each vendor, as presented. Mr. Arnold abstained from voting on this motion. The electronic participants were polled individually. With the exception of Mr. Arnold's abstention, the motion was adopted by a unanimous vote in favor.**

## **9. VDOT FLYOVER AGREEMENT**

Ms. DeVary was pleased to announce that the proposed VDOT Flyover Agreement has been received and is ready to be presented. The agreement is a slightly modified version of VDOT's standard locally funded project administration agreement. The Agreement will be between VDOT and SPSA authorizing VDOT to design and construct the project in accordance with the conceptual design, with a project completion date of April 2026. Ms. DeVary reminded the Board that the total projected cost of the project is \$39,266,210, which

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is broken out into preliminary engineering, right of way and utilities, and construction. VDOT will provide monthly updates to SPSA and invoice SPSA on a monthly basis, so SPSA will not be advancing any money to VDOT. The estimated cash flow for this fiscal year could be up to \$908,110 and fiscal year 2022 is almost \$2.2 million.



### VDOT Agreement Flyover at Landfill

- VDOT Administered – Locally Funded Project Administration Agreement between VDOT and SPSA authorizing VDOT to design and construct the project in accordance with the conceptual design. Projected completion date is April 2026.
- Total Projected Cost: \$39,266,210
  - Preliminary Engineering \$6,720,000
  - Right of Way & Utilities \$3,697,500
  - Construction \$28,848,710
- VDOT will provide SPSA with monthly updates and invoice SPSA on a monthly basis
- The estimated cash flow needs are:
  - FY 2021 \$908,110
  - FY 2022 \$2,179,464
  - FY 2023 \$3,641,334
  - FY 2024 \$6,894,005
  - FY 2025 \$12,821,652
  - FY 2026 \$12,821,645

May 26, 2021

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### VDOT Agreement Flyover at Landfill

#### Recommendations

1. Adopt the Resolution Approving and Authorizing the Execution and Delivery of the VDOT Administered – Locally Funded Project Administration Agreement.
2. Amend the FY 2021 Operating & Capital Budget by \$908,110 from the Landfill Expansion and Closure Fund Balance for expenses incurred by VDOT through June 30, 2021
3. Amend the FY 2022 Operating & Capital Budget by \$2,179,464 from the Landfill Expansion and Closure Fund Balance for expenses incurred by VDOT for the period July 1, 2021 through June 30, 2022

May 26, 2021

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The recommendation was to adopt the resolution printed in the Board Agenda to approve and authorize the execution and delivery of the VDOT Administered – Locally Funded Project Administration Agreement. Mr. Spain made sure that the Board was aware that the resolution was printed in the agenda and that the Board has had time to review it before the vote. Those present in person indicated that they had and Mr. Spain confirmed with Ms. Lowe and Ms. Jarrett that they both had the resolution available to them.

Mr. Leahy asked for confirmation that the proposed motions to amend the fiscal year 2021 and 2022 budgets that would follow the vote on the resolution would not change the bottom line of those budgets, but would only move funds that were set aside to the line item indicating the purpose for which the funds had been earmarked. Ms. DeVary confirmed that Mr. Leahy was correct. There were no further questions or comments.

## **RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF VDOT ADMINISTERED – LOCALLY FUNDED PROJECT ADMINISTRATION AGREEMENT**

WHEREAS, the Conditional Use Permit (“CUP”) granted to the Southeastern Public Service Authority of Virginia (“SPSA”) by the City of Suffolk on August 16, 2017, requires, among other things, that, “[prior] to beginning operation of Cell VII, one of the access alternatives, in accordance with the Traffic Impact Study provided by HDR Engineering, Inc., dated June 2016, must be completed and in operation;”

WHEREAS, the 2016 Traffic Impact Study prepared by HDR Engineering, Inc. proposed, as the first alternative, a flyover roadway in the vicinity of the Intersection at Route 13/58/460, Bob Foeller Drive, and Welch Parkway, which would connect the eastbound and westbound routes of Routes 13/58/460 and provide eastbound traffic with the ability to reverse direction and enter the facility through Bob Foeller Drive (hereinafter, the “Flyover”);

WHEREAS, the Virginia Department of Transportation (“VDOT”) prepared a conceptual drawing of the proposed Flyover;

WHEREAS, by a countersigned letter dated April 26, 2021, the City of Suffolk, through its interim City Manager, confirmed that construction of the Flyover in substantial conformity with the conceptual drawing prepared by VDOT will satisfy the requirement of the CUP to construct an alternative access;

WHEREAS, VDOT has estimated that the total cost of the design and construction of the Flyover is \$39,266.210;

WHEREAS, VDOT has agreed to design and construct the Flyover in substantial conformity to the conceptual drawing approved by the City of Suffolk and in accordance with the terms and conditions set forth in the VDOT Administered – Locally Funded Project Administration Agreement (the “Funding Agreement”), attached hereto as Exhibit A;

WHEREAS, based on current estimates of landfill capacity, the Board of SPSA has determined that it is necessary and in the best interests of SPSA’s member communities to have Cell VII constructed and operational by June 30, 2027; and

WHEREAS, the Executive Committee and Board of SPSA have investigated and pursued various funding options to pay for the construction of the Flyover and determined that, in order to meet to the June 30, 2027 deadline, it is necessary and in the best interests of SPSA’s member communities to fund the construction of the Flyover with municipal tipping fees in accordance with the funding schedule specified in the Funding Agreement.  
NOW, THEREFORE, be it resolved by the Board of SPSA as follows:

1. The Board hereby approves, adopts and accepts the Funding Agreement substantially in the form attached hereto as Exhibit A.
2. The Board hereby authorizes and directs the Executive Director of SPSA in the name of, and on behalf of SPSA, to execute the Funding Agreement and to deliver it to VDOT, such execution and delivery conclusively to evidence due authorization and approval thereof by SPSA, including SPSA’s commitment to fund the design and construction of the Flyover in accordance with the funding schedule specified in the Funding Agreement and to perform SPSA’s obligations as set forth in the Funding Agreement.
3. 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, advisable or appropriate to carry out the intent and purposes of the foregoing resolutions.

**Mr. Broad moved, seconded by Ms. Raulston, to adopt the Resolution Approving and Authorizing the Execution and Delivery of the VDOT Administered – Locally Funded Project Administration Agreement. The electronic participants were polled individually. The motion was adopted by a unanimous vote in favor.**

**Mr. Keaton moved, seconded by Mr. Maxwell, to amend the FY 2021 Operating and Capital Budget by \$908,110 from the Landfill Expansion and Closure Fund Balance for expenses incurred by VDOT through June 30, 2021. The electronic participants were polled individually. The motion was adopted by a unanimous vote in favor.**



**Mr. Sorey moved, seconded by Mr. Hodges, to amend the FY 2022 Operating and Capital Budget by \$2,179,464 from the Landfill Expansion and Closure Fund Balance for expenses incurred by VDOT for the period July 1, 2021 through June 30, 2022. The electronic participants were polled individually. The motion was adopted by a unanimous vote in favor.**

**10. UPDATE TO PROCUREMENT POLICY**

Ms. DeVary reminded the Board that at the April Meeting they voted in favor of amending the Procurement Policy pertaining to the change in legislation. There was a request to add a reporting requirement, which was included. Ms. DeVary illustrated the specific changes in her presentation, as well as including the cumulative policy changes as they appear in the pages of the policy in the Board Agenda. Ms. DeVary asked if there were any questions or comments, but there were none.

**Mr. Keaton moved, seconded by Mr. Leahy, to approve the addition to Chapter II, 1 (j) of the SPSA Procurement Policy as presented and effective July 1, 2021. The motion was adopted by a unanimous vote in favor.**

**11. CLOSED SESSION**

Motion to Approve Request for Closed Meeting.

*I move that a closed session be held for discussions regarding the proposed amendment to the Landfill Gas Rights, Easement and Lease Agreement between SPSA and Suffolk Energy Partners, LLC, 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. Broad moved, seconded by Ms. Raulston, to enter into a closed session to discuss the Landfill Gas Rights, Easement and Lease Agreement between SPSA and Suffolk Energy Partners, LLC as presented. A roll call vote was taken of all voting members present either in-person or electronically. The motion was adopted by a unanimous vote of in favor.**

Motion to Approve Certification after Closed Meeting.

*The Board of the Southeastern Public Service Authority of Virginia 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; 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. Broad moved, seconded by Mr. Sorey, to certify the closed session as presented. A roll call vote was taken of all voting members present either in-person or electronically. The motion was adopted by a unanimous vote in favor.**

**12. OTHER BUSINESS**

Chairman Keifer congratulated Mr. Moor on having been selected as Suffolk City Manager. Chairman Keifer also called back to Senator Cosgrove's comments at the beginning of the meeting noting that they were very positive and that his compliments reflect very favorably

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on the Board and Executive staff. Mr. Leahy also asked to echo the Senator's comments, stating that roughly 40% of the City of Virginia Beach's waste management expenses are paid to SPSA and that, compared to other areas in the state like Northern Virginia and Richmond, the SPSA service area receives a very good public service at a very good rate. Mr. Leahy went on to say that SPSA is the major owner of that benefit to the citizens.

**13. ADJOURN MEETING**

There being no further business to come before the Board of Directors, the regular meeting was adjourned at 11:35 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. Executive Director Updates**

Attachments:

- Landfill Operational Summary
- Executive Committee Minutes – April 21, 2021

## Landfill Operational Summary

SPSA Regional Landfill Operational Summary		KEY:			
Period	May 1, 2021 to May 31, 2021		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		No issues during the reporting period.
1.2	Environmental compliance and reporting	Compliance	All submissions made.		No issues in the reporting period
1.2.1	Solid waste operations	Compliance	In Compliance		No issues during the reporting period.
1.2.2	Title V	Compliance	In Compliance		New EPA regulations have been issued. Still awaiting VDEQ's final decision on whether they will accept those regulations as written or enforce more stringent limits as allowed by the new EPA rules.
1.2.3	VPDES	Compliance	In Compliance		New Permit was issued as of October 1st 2020
1.2.4	Financial Assurance	Compliance	In compliance		
1.2.5	Wetlands	Compliance	In Compliance		
1.2.6	Groundwater	Compliance	In Compliance		
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	30,164		
2.2	No. staff	13.5	7.5		6 vacancies: 1 Landfill Supervisor, 4 Landfill Equipment Operators, 1 Solid Waste Assistant
2.2	Equipment Utilization	Key equipment fully operational and deployed	All equipment operating and deployed with appropriate spares		
<b>3</b>	<b>Cover Operations</b>				
3.1	Total Cover Material Received	Actual Tons	12,833		
3.2	Date of last aerial survey	12/12/2019			
3.3	December 2020 Operational In-Place Density (lbs./cy)	1,600-1,800lbs/cy	1,903 lbs./cy or AUF = .94		Airspace Study completed January 2021
3.4	December 2020 Effective In-Place Density (lbs./cy)	1,600 lbs./cy	1,997 lbs./cy or AUF = .99		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. Low Flow to meters to HRSD, FIT-0301, and FIT-0401 were calibrated on 12/29 and the Pump & Haul Totalizer was reset on 12/30.
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.
4.5	Leachate Disposal	In compliance			
4.5.1	Quantity of leachate pumped to HRSD during period	x gallons	845,200.7		From 05/01 to 05/31
4.5.1.1	Cell V, Sumps 1-4	x gallons	503,121		From 05/01 to 05/31
4.5.1.2	Cell VI, Sumps 5-8	x gallons	512,228		From 05/01 to 05/31
4.5.2	Quantity of leachate hauled for disposal during period	x gallons	349,917		From 05/01 to 05/31
4.5.3	Disposal costs in period: \$		\$ 21,491		From 05/01 to 05/31
4.5.4	Any issues relative to leachate quality and acceptance at WWTPs?	No constraints	No constraints		
<b>5</b>	<b>Landfill Gas Management</b>	Compliance	In compliance		
<b>6</b>	<b>Odor Complaints</b>	No complaints	No complaints		From 05/01 to 05/31
<b>7</b>	<b>HRSD Force Main</b>	Contract Schedule	None provided to date.		HRSD has reported that the project is delayed two years.

#### Acronym Definitions

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

## Executive Committee Minutes – April 21, 2021

**Executive Committee Minutes**  
**Southeastern Public Service Authority of Virginia**  
**April 21, 2021**

A meeting of the Executive Committee was held at 9:30 a.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 Vice Chairman Luke McCoy, Mr. Randy Keaton, and Ms. Sheryl Raulston. Also in attendance were Executive Director, Liesl R. DeVary, Deputy Executive Director, Dennis Bagley, Executive Administrator, Tressa Preston, and General Counsel, Brett Spain.

**Items for Discussion:**

1. Review and approve Executive Committee Minutes of March 17, 2021

**Mr. McCoy moved, seconded by Ms. Raulston, to approve the minutes of March 17, 2021. All were in favor.**

2. Executive Director Reports / April Board Meeting Agenda

Though not included on the Agenda, Ms. DeVary distributed Governor Northam's Executive Order number seventy-seven, Virginia Leading by Example to Reduce Plastic Pollution and Solid Waste. This initiative involves a phased approach to total reduction of single-use plastics in State Agencies by December 31, 2025, with a goal of reducing plastic pollution and eliminating the need for new solid waste disposal facilities in Virginia. SPSA is not a State Agency, but Ms. DeVary wanted to make the Committee aware of the Governor's Executive Order.

- a) FY 2021-22 Operating and Capital Budget

Ms. DeVary has received no questions or comments regarding the budget presentation at the March Board Meeting.

At the request of the Committee, Ms. DeVary compiled some presentation slides on diversity in the workplace. Of SPSA's 132 employees, 80% are male and 20% are female, which is an improvement over the national average in waste management workers which is only 15.5% female. 42% of SPSA's workforce is non-white and of 32 supervisors, 10 are non-white and 4 are female. Ms. DeVary commented that while SPSA's policy is to hire the most qualified candidate that applies for the job, staff is actively seeking recruitment tools that will increase the diversity of the applicant pool. Chairman Keifer reiterated that the matter of diversity was one that was mentioned in the Executive Director evaluations that took place at the end of the calendar year. Mr. Keaton suggested that Ms. DeVary add the racial makeup of the member communities to the graph to show a comparison.

After sending a courtesy email regarding the change in tipping fees, as she does each budget season, Ms. DeVary received a request for a conference call from TFC. In this

conference they did not object to the increase in fees for contract waste disposal, but requested a reduction in their required tonnages with the other conditions of the contract remaining the same. Because this request was motivated by a reduction in their customer base, Ms. DeVary reminded TFC that their contract allows them to terminate if they lose a significant customer. TFC prefers to remain under contract with a lower delivery tonnage requirement. Ms. DeVary informed the Committee that the rate for contracted waste disposal is based on the volume of tons that the contractor is required to deliver each fiscal year. The Committee discussed the request and directed Ms. DeVary to respond to TFC that there has been a preliminary discussion, but further discussion will be required and that a volume reduction cannot be offered at this time.

b) Senate Bill 1141

The Bill has been signed by the Governor and the changes go into effect on July 1, 2021. One of those changes, which were approved by the Board before they were sent to Senator Cosgrove, was increasing the Executive Director's contract signing authority from \$30,000 to \$100,000. At the April Board Meeting, Ms. DeVary will be asking the Board of Directors to update the SPSA Procurement Policy to reflect this change, effective July 1, 2021. Ms. DeVary reminded the Committee that this increase in contract authority applies only to contracts that are in accordance with the Board-adopted budget. At the request of the Chairman, and as discussed with the Committee, Ms. DeVary will inform the Board at the monthly meetings of the contracts that have been authorized.

c) Flyover / VDOT

Ms. DeVary reported that there have been challenges with the VDOT contract, as the version based on the HRTAC agreement has been determined to be applicable only for agencies intended by the Code of Virginia to fund transportation projects with significant financial contributions from the state. Ms. DeVary and Mr. Spain have added pieces from the HRTAC-based agreement to the standard agreement suggested by VDOT. SPSA will still receive detailed invoices to pay as the project progresses, but Ms. DeVary and Mr. Spain want the Board to be aware that, should costs exceed the projected budget, SPSA may be solely responsible for covering the overages. SPSA may cancel the project if it becomes financially untenable, but SPSA will be responsible for any costs incurred up to the point of cancellation. Chairman Keifer suggested that while perhaps not officially stated in the contract, SPSA could potentially be kept abreast of changes by local VDOT representatives. Ms. DeVary confirmed that SPSA has a standing monthly meeting with VDOT to discuss the flyover project.

Ms. DeVary also added that she has sent a letter to the City of Suffolk requesting that they confirm that the conceptual designs for the flyover meet the needs of the existing Conditional Use Permit. She has not yet received a response, but hopes to have more information soon.

d) Wheelabrator and the Navy

In Ms. DeVary's conversations with Wheelabrator she has been told that they anticipate receiving an executed contract from the Navy with the intent of an 18-month extension to their steam agreement, but she noted that it may include a provision allowing the Navy to terminate for convenience. Once that executed copy is received, Wheelabrator will forward

it on to SPSA, but the Navy has cited staff turnover and computer issues causing delays in full processing.

e) Wetlands Permitting

The wetlands permitting process continues and Ms. DeVary will have an update to provide at the Board Meeting. The regular meeting with VHB and the Army Corps of Engineers is scheduled for 2:00 p.m. on April 21<sup>st</sup>.

f) Mas Energy

Progress has been made on the Amended and Restated Landfill Gas Agreement with Mas Energy. Ms. DeVary and Mr. Bagley met with representatives from Mas Energy earlier in the week to discuss several items and they feel confident that a consensus can be reached. Notable changes in the agreement include an 8% royalty on gross revenues, a 10–12-year extension beyond current terms, and, of course, the change in processing methods to include renewable natural gas processing. The goal is to have the agreement fully vetted by SPSA's attorneys and ready to present at the May Board Meeting. The Board will be asked to approve a resolution authorizing Ms. DeVary to sign the agreement.

g) HRSD Force Main Project

As reported at earlier meetings, HRSD has informed SPSA that the estimated cost for the proposed force main project has tripled, making it no longer financially viable. While various hauling methods have been suggested, SPSA staff and consultants will be working with HRSD to seek out a more permanent solution that serves the needs of all parties concerned. Part of this effort will include revisiting the initial studies from 2017 when the force main project was originally envisioned.

h) RFP for Design-Builder

The bids for the Design-Build RFP for post-fire reconstruction at the Regional Landfill are due on April 22<sup>nd</sup>. Staff will review the responses and present a contract for the Board to review at the May Meeting.

i) Board Meeting Agenda

At the April Meeting, Ms. DeVary will present a brief overview of the proposed fiscal year 2022 budget and ask the Board to consider three separate motions. The first will be to adopt the Schedule of Fees and Charges effective July 1, 2021, the second to adopt the Operating and Capital Budgets for fiscal year 2022, and the third will be to approve the revisions to the Strategic Operating Plan (SOP) by Board Resolution. The changes to the SOP are minimal and include adding Juneteenth as a state holiday and updating Regional Landfill Information based on the most current airspace report. Ms. DeVary also reminded the Committee that the budget includes a 3% merit increase for staff. A brief discussion was held regarding the need for future consideration of the state's proposed increases to minimum wage requirements.

3. Meeting Adjourned at 11:54 a.m.



**6. WIN Waste Innovations – Portsmouth Monthly Report**

Presented by Mr. Clint Stratton, Plant Manager

June 14, 2021

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

Dear Ms. DeVary:

Please find attached the Monthly Report for WIN Waste Innovations 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, WIN Waste Innovations

enclosure

**WIN Waste Innovations  
TONNAGES REPORT  
CALENDAR YEAR 2021**

MONTH	SPSA				OUT-OF-STATE		OUTSIDE-AREA		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 FORMULA)		RESIDUE DELIVERED TO LANDFILL (TONS)		MW SOLD TO THE GRID (MWHt)
	ACCEPTABLE WASTE (TONS)	THIRD PARTY ACCEPTABLE WASTE (TONS)	WASTE (TONS) *	WASTE (TONS)	WASTE (TONS)	TOTAL TONNAGE	WASTE (TONS)	TOTAL TONNAGE		WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	WASTE (TONS)	
JAN	40,450.18	12,657.54	1,557.04	1,557.04	-	54,664.76	73,158	54,664.76	4,736.59	-	-	49,928.17	52,206.35	14,798.12	14,930								
FEB	37,997.76	11,915.76	1,793.76	1,793.76	-	51,707.28	73,639	51,707.28	6,151.60	-	-	45,555.68	40,112.22	12,744.91	9,483								
MAR	47,325.73	8,862.66	1,899.70	1,899.70	-	58,088.09	36,893	58,088.09	7,544.22	-	-	2,159.83	50,341.98	12,484.66	14,908								
APR	52,509.39	6,460.51	1,568.10	1,568.10	-	60,538.00	35,622	60,538.00	5,254.43	-	-	3,891.60	52,563.11	16,823.69	16,513								
MAY	40,946.36	2,422.43	887.66	887.66	-	44,256.45	40,928	44,256.45	4,700.58	-	-	8,220.60	42,248.11	12,112.68	14,005								
JUN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-								
JUL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-								
AUG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-								
SEP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-								
OCT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-								
NOV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-								
DEC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-								
YTD TOTAL	219,229.42	42,318.90	7,706.26	7,706.26	-	269,254.58	260,240.00	269,254.58	28,387.42	-	-	14,272.03	237,471.77	68,964.06	69,839.00								

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

**WIN Waste Innovations  
AVAILABILITY  
CALENDAR YEAR 2021**

MONTH	BOILER AVAILABILITY (%)	BOILER PLANNED OUTAGES (HRS)	BOILER UNPLANNED OUTAGES (HRS)	TURBINE AVAILABILITY	TURBINE PLANNED OUTAGES (HRS)	TURBINE UNPLANNED OUTAGES (HRS)
JAN	91.4%	144	112	96.3%	68	15
FEB	92.8%	156	37	88.3%	235	0
MAR	93.0%	192	15	92.0%	185	0
APR	88.5%	0	332	100.0%	0	0
MAY	72.1%	192	493	97.4%	0	59
JUN						
JUL						
AUG						
SEP						
OCT						
NOV						
DEC						
YTD TOTAL	88%	684.00	989.00	95%	488.00	74.00

**WIN Waste Innovations**  
**SUPPLEMENTAL INFORMATION**  
**May 2021**

Total Waste received by SPSA:	40,946 tons
Waste delivered to RDF:	44,256 tons
Total RDF processed:	42,248 tons
Residue sent to landfill:	12,113 tons*
Electric power sold:	14,005 MW
Steam sold to Navy:	40,928 K-LBS
Overall Boiler availability:	72%
Overall Generator availability:	97%
Environmental Incidents	1

OSHA Recordable Accidents this period:	0
OSHA Recordable Accidents YTD:	1

**General Notes:**

\* This total includes 998.80 tons of non-qualifying residue delivered to the landfill this period, qualifying residue 91.75% for this period.

Boiler 4 outage completed this period to include Superheater changeout, baghouse replacement, pressure part work, ash removal, baghouse and flue gas duct repairs.

## WIN Waste Innovations

### Monthly Report for the Month of May 2021

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

#### Environmental Issues:

HRSD issued a NOV for exceeding the May 2021 Lead Calendar Month Average.

#### Tests Completed:

Monthly Industrial Discharge Samples  
Fuel Oil Sample  
Quarterly Ash Test

#### Tests Planned:

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

#### Inspections:

None

#### Air Quality Violations:

None

#### Safety Issues:






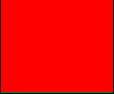



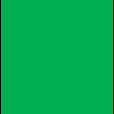






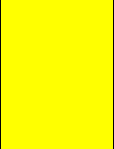




OSHA Recordable Accidents this period:	0
OSHA Recordable Accidents YTD:	1
Lost Time Accidents this period:	0
Lost Time Accidents YTD:	0

#### Op Stats: see attached spreadsheet

#### Upcoming Planned Outages:

##### 2021 Outages

January 10-16	Boiler 4
February 7-13	Boiler 1
March 14-22	Boiler 2
April	No outage
May 7-14	Boiler 4
May 14-21	Boiler 1
June 13-19	Boiler 3
July	No outage
August 15-21	Boiler 2
September 12-18	Boiler 3
October 17-23	Boiler 4
November	No outage
December 12-18	Boiler 1

WIN Waste Innovations RDF and WTE Operational Summary			KEY:		 <b>WIN WASTE INNOVATIONS</b> <i>PERFORMANCE FOR THE PLANET</i>
Provided by WIN Waste Innovations		Change Since Last Report			
Period	May 1, 2021 to May 31, 2021	All Is Well			
		Working On			
		Noted Issue			
Item	Metric Item	Metric	Performance	Status	Comments
<b>1</b>	<b>Regulatory Compliance</b>				
1.1	Notice of Violations	Compliance	NOV- Wastewater Discharge		NOV received this period as reported previous period for Waste Water discharge
1.2	VPDES	Compliance	In Compliance		No issues during reporting period
1.2.1	Solid waste operations	Compliance	In Compliance		No issues during reporting period
1.2.2	Title V	Compliance	In Compliance		No issues during reporting period
<b>2</b>	<b>RDF Tipping Floor Operations</b>				
2.1	Wait Times	<30 min			No issues with wait times. Diverted MBI and direct Commercial tonnages during Boiler 4 ID fan issue
2.2	Floor Volume	<1,000 Tons			No issues during reporting period
2.3	Equipment Utilization	Key equipment fully operational and deployed	All 3 lines shredder overhaul/minors are now completed		No issues during reporting period
<b>3</b>	<b>Ash</b>				
3.1	Ash Delivered to RLF	Actual Tons	12,113		
3.2	Percentage of Ash Re-classified	<20%	999		Reclassified was 8.25%
3.3	Percentage of Ash used as ADC	> 80%	11,114		ADC was 91.75%
3.4	Rejected Loads of Ash	0	0		
<b>4</b>	<b>WTE</b>				
4.1	Boiler Availability	> 90%	72.10%		ID fan rotor failure on Boiler 4 and USDT on Boiler 1 Superheater drove this. ID fan has been repaired and Superheater in Boiler 1 was replaced in June
4.2	TG Availability	> 90%	97%		
4.3	Ash Screener Availability	> 95 %	99%		
<b>5</b>	<b>Cleanliness/Litter Control</b>				
5.1	Citizen Complaints	0			Overall cleanliness of the facility continues to improve.
5.2	Odor Complaints	0			No issues during reporting period
<b>Acronym Definitions</b> <b>RDF</b> - Refuse Derived Fuel, <b>WTE</b> - Waste To Energy, <b>VPDES</b> - Virginia Pollution Discharge Elimination System, <b>ADC</b> - Alternative Daily Cover, <b>TG</b> - Turbine Generator					

## 7. Financial Report

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

For the month ending May 31, 2021, total revenues exceeded total expenses by approximately \$5.25 million as compared to \$5.28 million in the previous year.

Tipping fee revenue received FYTD reflects an increase of 4.2% or approximately \$1.67 million as compared to fiscal year 2020. Municipal waste tons are up approximately 7% or 29,803 tons as compared to fiscal year 2020.

For the month ending May 31, 2021, total expenses were approximately \$44 million as compared to \$37.52 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 2021 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 May 31, 2021, municipal waste tonnages reflect an increase of 7% or approximately 29,803 tons as compared to May 31, 2020.

### **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 May 31, 2021, operating cash balances were approximately \$50.8 million representing approximately \$6.7 million in the operating account, \$5.9 million in undesignated fund balance, \$314,757 for unencumbered capital budget for FY 2020, \$2.5 million reserved for the HRSD Force Main, \$1.8 million for Landfill Expansion Purchase Orders and \$33.5 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 May 31, 2021**

	May 2021				May 2020			
	Adjusted Budget	Month	FYTD	% of Budget	Adjusted Budget	Month	FYTD	% of Budget
<b>REVENUES</b>								
Tipping Fees	\$ 41,756,055	\$ 3,821,640	\$ 41,455,971	99.3%	\$ 41,631,237	\$ 4,002,286	\$ 39,795,815	95.6%
Tire program	600,000	51,436	472,814	78.8%	515,200	47,819	514,146	99.8%
Household Hazardous Waste Revenue	333,000	40,695	394,892	118.6%	305,000	39,693	318,294	104.4%
White Goods Program	40,000	6,895	67,197	168.0%	35,000	5,348	39,132	111.8%
Landfill Gas Recovery	260,000	15,749	202,006	77.7%	312,000	5,026	210,399	67.4%
Miscellaneous Income	1,429,891	98,034	1,472,624	103.0%	333,775	26,344	366,322	109.8%
Interest Earnings	450,000	7,429	414,723	92.2%	350,000	120,439	795,313	227.2%
Fund Balance / Capital / Rolled PO's	2,545,585	-	2,545,585	100.0%	799,255	458	588,435	73.6%
Fund Balance / Landfill Expansion	2,273,166	26,679	2,273,166	100.0%	518,111	43,113	101,402	19.6%
<b>TOTAL REVENUES</b>	<b>\$ 49,687,697</b>	<b>\$ 4,068,557</b>	<b>\$ 49,298,978</b>	<b>99.2%</b>	<b>\$ 44,799,578</b>	<b>\$ 4,290,525</b>	<b>\$ 42,729,258</b>	<b>95.4%</b>
<b>OPERATING EXPENSES</b>								
Administration								
Salaries / Wages	\$ 837,565	\$ 63,552	\$ 741,048	88.5%	\$ 892,877	\$ 63,261	\$ 707,991	79.3%
Employee Benefits	212,102	15,576	170,510	80.4%	231,231	16,062	165,243	71.5%
Professional / Contracted Services	688,063	23,560	327,247	47.6%	727,254	29,100	362,242	49.8%
Other Operating Expenses	223,872	18,656	183,722	82.1%	231,521	8,886	158,713	68.6%
Materials / Supplies	17,888	2,583	8,749	48.9%	22,301	3,803	17,522	78.6%
Total Administration	\$ 1,979,490	\$ 123,927	\$ 1,431,275	72.3%	\$ 2,105,184	\$ 121,113	\$ 1,411,712	67.1%
Environmental Management								
Salaries / Wages	\$ 319,891	\$ 24,864	\$ 269,955	84.4%	\$ 291,479	\$ 22,345	\$ 250,563	86.0%
Employee Benefits	114,101	8,525	87,944	77.1%	101,641	8,239	92,283	90.8%
Professional / Contracted Services	78,200	13,004	56,535	72.3%	74,200	11,290	66,233	89.3%
Other Operating Expenses	13,700	421	5,453	39.8%	10,174	515	4,890	48.1%
Materials / Supplies	22,838	994	9,205	40.3%	22,368	1,886	16,057	71.8%
Total Environmental Management	\$ 548,730	\$ 47,808	\$ 429,093	78.2%	\$ 499,862	\$ 44,275	\$ 430,027	86.0%
Operations								
Salaries / Wages	\$ 5,731,396	\$ 405,032	\$ 4,832,807	84.3%	\$ 5,841,183	\$ 400,119	\$ 4,765,521	81.6%
Employee Benefits	1,917,326	144,622	1,646,791	85.9%	1,940,329	150,420	1,644,965	84.8%
Professional / Contracted Services	2,999,725	220,767	2,309,120	77.0%	2,920,332	194,778	2,364,532	81.0%
Other Operating Expenses	1,053,761	87,382	849,030	80.6%	1,066,852	184,729	846,764	79.4%
Materials / Supplies	1,813,457	132,396	1,216,142	67.1%	1,883,733	53,991	1,188,225	63.1%
Total Operations	\$ 13,515,665	\$ 990,198	\$ 10,853,889	80.3%	\$ 13,652,429	\$ 984,037	\$ 10,810,006	79.2%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 16,043,885</b>	<b>\$ 1,161,933</b>	<b>\$ 12,714,258</b>	<b>79.2%</b>	<b>\$ 16,257,475</b>	<b>\$ 1,149,424</b>	<b>\$ 12,651,746</b>	<b>77.8%</b>
<b>CAPITAL PROJECTS / EQUIPMENT REPLACEMENT</b>								
CELLS 8/9 PERMITTING	1,365,056	26,679	451,556	33.1%				
RLF - ASPHALT OVERLAY	27,090	-	27,090	100.0%				
RLF - CELLS I-V REPAIRS	25,875	-	25,875	100.0%				
RLF - TRACTOR W/SIDE BOOM	123,821	-	123,821	100.0%				
RLF - PUMP	29,990	-	29,990	100.0%				
RLF - DOZER	528,884	-	528,884	100.0%				
FLT - COALESCER	13,340	-	13,340	100.0%				
TSP - ROAD TRACTORS	599,888	-	599,888	100.0%				
CTS - YARD DOG	119,500	-	119,500	100.0%				
FIS - YARD DOG	119,500	-	119,500	100.0%				
IWTS - YARD DOG	119,500	-	119,500	100.0%				
LTS - WHEELED LOADER	518,096	-	518,096	100.0%				
QTS - YARD DOG	119,500	-	119,500	100.0%				
STS - YARD DOG	119,500	-	119,500	100.0%				
TPS - TIRE SHREDDER	681,270	10,092	681,270	100.0%				
ROB - UPGRADE LIGHTING TO LED	66,616	4,020	66,616	100.0%				
RLF - GUARDSHACK	21,918	-	21,918	100.0%				
RLF - DEMO/CONSTRUCTION	84,000	7,317	84,000	100.0%				
TSP - PAINT TRACTORS	84,200	8,420	84,200	100.0%				
RLF - UST/AST REMOVAL & ADD	281,300	4,420	281,300	100.0%				
HHW TRAILER & SCREENPRINTS	15,000	-	15,000	100.0%				
VDOT - FLYOVER	908,110	-	908,110	100.0%				
RLF - DESIGN BUILD PROJECT	3,316,052	-	3,316,052	100.0%				
UNDESIGNATED	191,127	-	191,127	100.0%				
<b>TOTAL CAPITAL PROJECTS/EQUIPMENT REPLACEMENT</b>	<b>\$ 9,479,133</b>	<b>\$ 60,948</b>	<b>\$ 8,565,632</b>	<b>90.4%</b>	<b>\$ 4,903,156</b>	<b>\$ 51,954</b>	<b>\$ 3,543,237</b>	<b>72.3%</b>
<b>OTHER USES</b>								
Contracted Waste Disposal	\$ 19,820,929	\$ 1,756,958	\$ 18,787,665	94.8%	\$ 19,295,197	\$ 1,712,718	\$ 7,005,285	36.3%
Suffolk Environmental Trust Fund	5,000	-	-	0.0%	5,000	-	-	0.0%
Reserves for Landfill Expansion/Closure	4,338,750	361,563	3,977,188	91.7%	4,338,750	361,563	3,977,188	91.7%
<b>TOTAL OTHER USES</b>	<b>\$ 24,164,679</b>	<b>\$ 2,118,520</b>	<b>\$ 22,764,853</b>	<b>94.2%</b>	<b>\$ 23,638,947</b>	<b>\$ 2,079,291</b>	<b>\$ 21,258,216</b>	<b>89.9%</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 49,687,697</b>	<b>\$ 3,341,401</b>	<b>\$ 44,044,743</b>	<b>88.6%</b>	<b>\$ 44,799,578</b>	<b>\$ 3,280,669</b>	<b>\$ 37,453,199</b>	<b>83.6%</b>
<b>NET REVENUES / (EXPENSES)</b>	<b>\$ -</b>	<b>\$ 727,156</b>	<b>\$ 5,254,235</b>		<b>\$ -</b>	<b>\$ 1,009,857</b>	<b>\$ 5,276,059</b>	

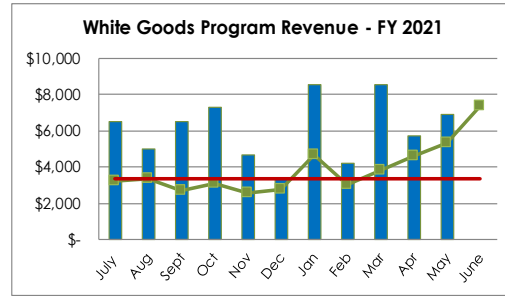
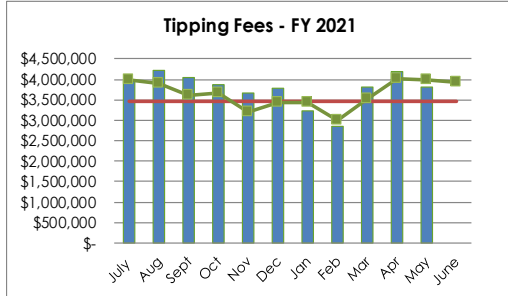
A Budget has been adjusted by \$6,000,151 for purchase orders rolled over from FY 2020, unencumbered funds from the capital budget, additional funds for landfill expansion and the design build project at the Regional Landfill.



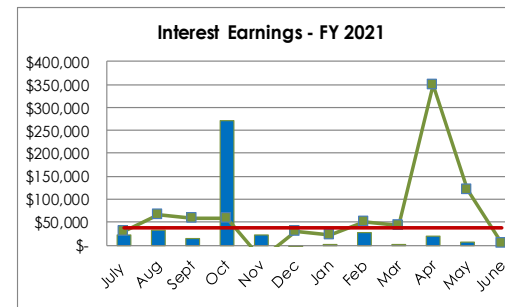
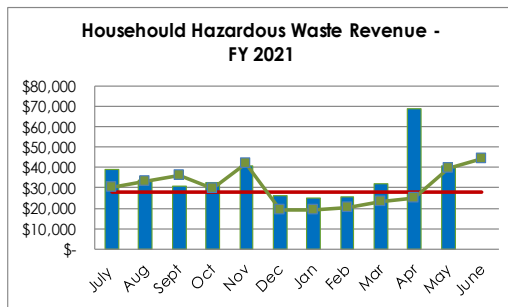
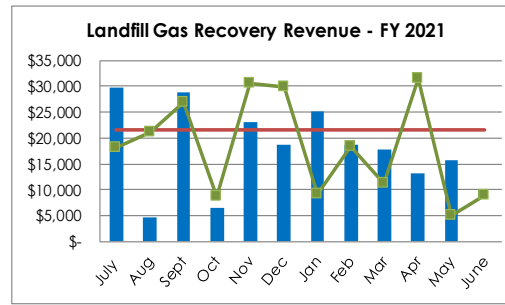
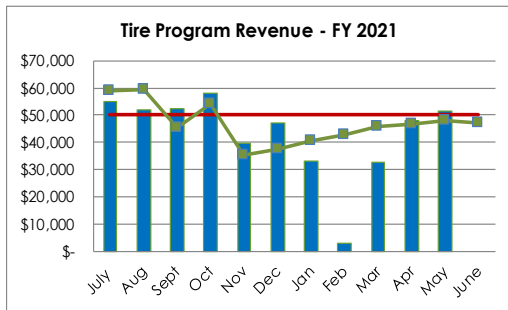
<b>Southeastern Public Service Authority</b>							
<b>Monthly Expense Line Items</b>							
<b>Description</b>	<b>FY 2021 Budget</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>FYTD</b>	<b>From Previous Month</b>	
						<b>\$ Change</b>	<b>% Change</b>
Salaries Exempt	\$ 1,974,694	\$ 148,000	\$ 146,646	\$ 144,102	\$ 1,716,238	\$ (2,544)	-1.7%
Salaries Non-Exempt	4,599,858	326,396	322,438	322,405	3,892,945	(33)	0.0%
Overtime	314,300	15,848	29,142	26,941	234,627	(2,202)	-7.6%
Fica / Medicare Tax	526,999	35,764	36,368	36,041	418,045	(327)	-0.9%
VRS Retirement	43,063	3,272	3,301	3,301	35,685	0	0.0%
Health Insurance	1,418,550	111,186	112,267	109,650	1,230,684	(2,617)	-2.3%
Vrs Group Life Insurance	84,663	6,657	6,524	6,532	72,780	8	0.1%
Unemployment Insurance	1,128	504	138	62	3,553	(75)	-54.7%
Workers Compensation	169,126	13,136	13,136	13,136	144,496	-	0.0%
Medical Fees	14,000	975	420	460	7,537	40	9.5%
Security Service	84,000	9,737	6,463	6,655	76,030	192	3.0%
Professional Services	162,761	3,005	81	13,276	72,495	13,195	16345.1%
Engineering Services	276,001	39,002	18,983	34,868	233,381	15,885	83.7%
Landfill Survey	7,500	1,508	-	-	1,508	-	N/A
Legal Fees	310,000	6,119	9,571	(208)	82,697	(9,779)	-102.2%
Environmental Testing	103,000	1,613	5,574	12,870	76,813	7,296	130.9%
Fire Protection	8,000	-	1,334	-	6,180	(1,334)	-100.0%
Temporary Employment Services	34,320	4,346	3,848	2,806	21,558	(1,042)	-27.1%
Uniform Rental	50,976	4,127	2,748	3,852	38,217	1,104	40.2%
Maintenance Service Agreements	163,082	3,214	6,777	5,282	133,061	(1,495)	-22.1%
Grounds Maintenance	104,190	654	9,429	5,601	54,956	(3,828)	-40.6%
Hazardous Waste Disp/Cleanup	57,000	-	-	11,975	46,520	11,975	N/A
Equipment Maintenance	990,800	(12,564)	47,462	59,002	588,102	11,540	24.3%
Building / Site Maintenance	673,831	85,440	30,197	43,164	573,318	12,968	42.9%
Leachate Pumping Station Maint	38,735	5,496	4,835	-	29,401	(4,835)	-100.0%
Advertising	9,500	513	300	3,978	7,531	3,678	1225.9%
Trustee Expense	1,000	-	1,000	-	1,000	(1,000)	-100.0%
Permit Fees	94,892	-	-	13	94,502	13	N/A
Suffolk Host Fee	582,400	54,705	56,879	53,738	548,097	(3,141)	-5.5%
Electricity	217,600	21,009	15,357	13,222	150,778	(2,136)	-13.9%
Heating/Gas/Propane	11,500	2,409	1,193	582	10,096	(612)	-51.3%
Water / Sewer	42,192	1,503	8,649	3,322	37,288	(5,327)	-61.6%
Leachate Treatment	380,000	28,536	28,754	26,659	225,286	(2,096)	-7.3%
Telephone	112,000	9,133	7,080	9,283	93,731	2,203	31.1%
Postage	2,060	118	68	68	981	-	0.0%
Radio Communication & Repair	4,500	222	-	-	7,170	-	N/A
Insurance & Bonding	207,908	17,182	17,182	17,182	189,502	-	0.0%
Landfill Fire Expenses	0	17,851	4,101	4,598	78,321	497	12.1%
Equipment Rental	35,000	1,461	-	8,682	16,613	8,682	N/A
Land Lease Payment	3,500	292	292	292	3,208	-	0.0%
Tire De-Rimming Service	5,000	-	-	-	3,369	-	N/A
Travel And Training	42,300	165	1,262	394	4,710	(868)	-68.8%
Road Tolls	171,885	15,115	16,653	16,572	163,088	(81)	-0.5%
Membership & Professional Dues	3,888	223	273	1,153	3,464	880	322.3%
Bank Fees	42,000	2,830	4,191	4,108	42,208	(83)	-2.0%
Awards Programs	9,000	53	50	344	8,340	294	587.3%
EMS Support Program	1,000	-	-	-	50	-	N/A
Office Supplies	13,350	511	936	1,095	8,808	159	17.0%
Dues & Subscriptions	16,950	212	211	7,452	17,285	7,241	3435.5%
Other Operating Supplies	92,886	5,905	13,803	6,962	68,376	(6,840)	-49.6%
Vehicle / Equipment Fuel	913,329	49,408	57,592	56,058	467,519	(1,534)	-2.7%
Vehicle / Equipment Tires	747,700	119,867	63,392	57,079	618,811	(6,313)	-10.0%
Safety Apparel & Equipment	25,150	1,770	1,948	2,490	24,457	542	27.8%
Small Equipment	34,818	197	12,900	2,863	26,041	(10,037)	-77.8%
Computer Hardware	10,000	-	60	1,975	2,799	1,915	3193.3%
<b>Total Operating Expenses</b>	<b>\$ 16,043,885</b>	<b>\$ 1,164,624</b>	<b>\$ 1,131,805</b>	<b>\$ 1,161,933</b>	<b>\$ 12,714,258</b>	<b>\$ 30,128</b>	<b>2.7%</b>
Capital Projects/Equip Replacement	\$ 9,479,133	738,383	686,341	60,948	3,158,873	(625,394)	-91.1%
Contracted Waste Disposal	19,820,929	1,694,610	1,879,914	1,756,958	18,787,665	(122,956)	-6.5%
Suffolk Environmental Trust Fund	5,000	-	-	-	-	-	N/A
Reserves for Landfill Expansion/Closure	4,338,750	361,563	361,563	361,563	3,977,188	-	0.0%
<b>Total Expenses</b>	<b>\$ 49,687,697</b>	<b>\$ 3,959,179</b>	<b>\$ 4,059,623</b>	<b>\$ 3,341,401</b>	<b>\$ 38,637,984</b>	<b>\$ (718,222)</b>	<b>-17.7%</b>

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

FY 2021 (bar)  
FY 2020  
FY 2021 Budget

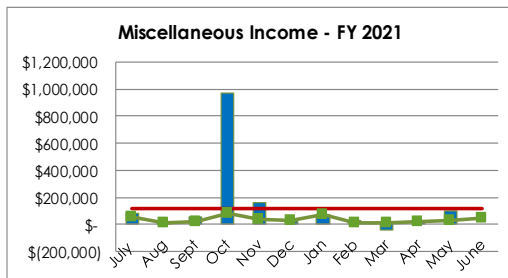


\* Monthly revenue is dependent on users.



\* Monthly revenue is dependent on users.

Interest payments vary based on investment date and maturity date.

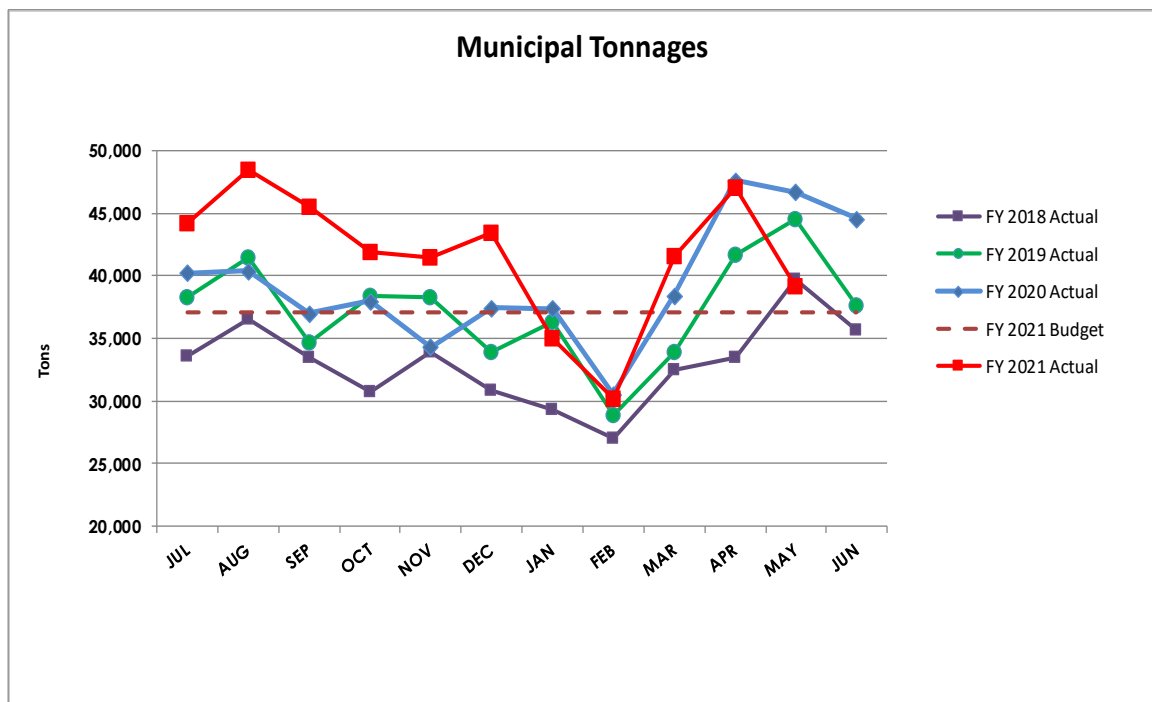




### Southeastern Public Service Authority (SPSA) Waste Stream

Waste Category	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2021	
	Actual (Tons)	Actual (Tons)	Actual (Tons)	Actual (Tons)	Budget	Actual (Tons) as of 5/31/2021	% of Budget
<b>Waste Stream Budgeted under Tipping Fees</b>							
<b>Municipal Waste</b>							
Chesapeake	90,926	90,896	105,353	112,154	105,153	105,153	100.0%
Franklin	2,690	2,698	2,955	3,276	3,172	3,172	100.0%
Isle of Wight	15,180	16,883	17,265	17,102	16,253	16,253	100.0%
Norfolk	64,575	62,587	90,129	92,423	82,005	82,005	100.0%
Portsmouth	30,023	32,769	40,222	43,829	42,141	42,141	100.0%
Southampton	8,593	8,910	10,675	9,881	9,084	9,084	100.0%
Suffolk	45,645	40,847	42,325	46,614	45,177	45,177	100.0%
Virginia Beach	130,645	127,483	138,823	147,250	154,813	154,813	100.0%
Residential (Free of Charge)	11,223	13,711	-	-	-	-	N/A
<b>Total Municipal Waste</b>	<b>399,500</b>	<b>396,784</b>	<b>447,747</b>	<b>472,529</b>	<b>457,798</b>	<b>457,798</b>	<b>100.0%</b>
Sludge - Norfolk	4,782	5,586	6,040	4,725	5,500	4,237	77.0%
Navy Waste	24,500	26,653	26,265	24,974	25,500	24,160	94.7%
SPSA Contracted Waste	26,437	65,936	146,442	130,777	130,000	120,267	92.5%
Construction & Demolition Debris	14,252	14,850	9,808	9,312	15,000	5,896	39.3%
Non-Contract Waste	-	15,469	36,682	39,588	35,500	41,473	116.8%
<b>Total Other Waste</b>	<b>69,971</b>	<b>128,494</b>	<b>225,237</b>	<b>209,377</b>	<b>211,500</b>	<b>196,033</b>	<b>92.7%</b>
<b>Total Waste Stream</b>	<b>469,471</b>	<b>525,278</b>	<b>672,984</b>	<b>681,906</b>	<b>669,298</b>	<b>653,831</b>	<b>97.7%</b>

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



<b>Southeastern Public Service Authority Treasurer's Report of Cash Balances For the Month Ending May 31, 2021</b>						
<b>Fund Type</b>	<b>Beginning Balance</b>	<b>Deposits / Transfers In</b>	<b>Interest Earnings</b>	<b>Payables / Transfers Out</b>	<b>Payroll</b>	<b>Ending Balance</b>
<b><u>Unrestricted and Designated Funds (see footnote below):</u></b>						
Townebank Operating	\$ 2,707,375.06	\$ 3,745,855.51	0.19	\$ 2,433,609.46	\$ 627,381.02	\$ 3,392,240.09
Townebank Money Market	21,775.00		6,861.71			21,775.19
Townebank CD	6,258,801.34		551.52			6,265,663.05
Virginia Investment Pool (VIP)	6,902,478.52	575,000.00	89,407.94			7,478,030.04
Raymond James & Associates Investments	33,569,862.40	-				33,659,270.34
<b>Total Unrestricted and Designated Funds</b>	<b>\$ 49,460,292.32</b>	<b>\$ 4,320,855.51</b>	<b>\$ 96,821.36</b>	<b>\$ 2,433,609.46</b>	<b>\$ 627,381.02</b>	<b>\$ 50,816,978.71</b>
<b><u>Trust Funds:</u></b>						
Environmental / Va. Beach Landfill	\$ 469,316.04		7.97			469,324.01
Environmental / Regional Landfill	466,686.83		7.83			466,694.66
<b>Total Trust Funds</b>	<b>\$ 936,002.87</b>	<b>\$ -</b>	<b>\$ 15.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 936,018.67</b>
<b>GRAND TOTAL</b>	<b>\$ 50,396,295.19</b>	<b>\$ 4,320,855.51</b>	<b>\$ 96,837.16</b>	<b>\$ 2,433,609.46</b>	<b>\$ 627,381.02</b>	<b>\$ 51,752,997.38</b>
<b><u>Cash Balances Designated as follows:</u></b>						
Operating Funds	\$ 6,706,003.54					
Undesignated (Fund Balance June 30, 2020)	5,974,800.00					
Reserved for FY 2020 Rolled Purchase Orders	\$0.00					
Reserved for Capital Budget	314,757.38					
Reserved for HRSD Force-main	2,500,000.00					
Purchase Orders for Landfill Expansion (Rollex)	83,626.58					
Purchase Orders for Landfill Expansion (Cy)	829,874.00					
VDOT Flyover	908,110.00					
Landfill Closure (as of June 30, 2020)	18,633,452.00					
Landfill Expansion	14,866,355.21					
Total Designated Funds	<u>\$ 50,816,978.71</u>					

(equivalent to 2 months operating expenses)

(unencumbered FY20 Capital Budget)

<b>Southeastern Public Service Authority Budget Transfer Activity For the Month Ending May 31, 2021</b>				
<b>Department</b>	<b>Object</b>	<b>Description</b>	<b>Transfer In</b>	<b>Transfer Out</b>
Isle of Wight TS	53210	Uniform Rental	\$ 355.68	
Isle of Wight TS	53410	Building/Site Maintenance		\$ 355.68
Tire Shredder	56300	Safety Apparel & Equipment	\$ 25.00	
Tire Shredder	56410	Small Equipment		\$ 25.00
Chesapeake TS	53400	Equipment Maintenance	\$ 3,000.00	
Chesapeake TS	56200	Vehicle/Equipment Fuel		\$ 3,000.00
ROB	53320	Grounds Maintenance	\$ 1,860.00	
ROB	53410	Building/Site Maintenance		\$ 1,860.00
Accounting	55815	Bank Service Charges/Fees	\$ 4,500.00	
Accounting	53130	Professional Services		\$ 4,500.00
Environmental	56300	Safety Apparel & Equipment	\$ 34.33	
Environmental	53330	Hazardous Waste Disposal/Clean		\$ 34.33
Tire Shredder	56100	Office Supplies	\$ 27.93	
Tire Shredder	56410	Small Equipment		\$ 27.93
Tire Shredder	56300	Safety Apparel & Equipment	\$ 29.41	
Tire Shredder	56410	Small Equipment		\$ 29.41
Tire Shredder	56200	Vehicle/Equipment fuel	\$ 1,000.00	
Tire Shredder	53400	Equipment Maintenance		\$ 1,000.00
HHW	53410	Building/Site Maintenance	\$ 4,000.00	
HHW	53400	Equipment Maintenance		\$ 4,000.00
Landfill	53140	Engineering Services	\$ 11,176.00	
Landfill	55150	Leachate Treatment		\$ 11,176.00
Tire Shredder	53410	Building/Site Maintenance	\$ 1,110.99	
Tire Shredder	53400	Equipment Maintenance		\$ 1,110.99
Executive	53600	Advertising	\$ 383.78	
Executive	53150	Legal Fees		\$ 383.78
Tire Shredder	53410	Building/Site Maintenance	\$ 7,300.00	
Tire Shredder	53400	Equipment Maintenance		\$ 7,300.00
Franklin TS	53410	Building/Site Maintenance	\$ 4,700.00	
Isle of Wight TS	53410	Building/Site Maintenance		\$ 4,700.00
Operations	55120	Heating/Gas/Propane	\$ 2,500.00	
Operations	55100	Electricity		\$ 2,500.00
Landfill	53410	Building/Site Maintenance	\$ 5,000.00	
Landfill	56140	Other Operating Supplies		\$ 5,000.00
Fleet	56410	Small Equipment	\$ 11,678.00	
Executive	53130	Professional Services		\$ 11,678.00
Fleet	55810	Membership & Professional Dues	\$ 44.00	
Fleet	56140	Other Operating Supplies		\$ 44.00
Capital	62122	RLF-Design Build Project	\$ 3,316,052.00	
Fund Balance	49000	Transfer From Fund Balance		\$ 2,134,652.00
Misc Income	47600	Insurance Recoveries		\$ 1,181,400.00
Capital	62121	VDOT-RLF Flyover	\$ 908,110.00	
Fund Balance	49300	Tsf Fund Balance-RLF Expansion		\$ 908,110.00
<b>Total Budget Transfers</b>			<b>\$ 4,282,887.12</b>	<b>\$ 4,282,887.12</b>
**Per the Strategic Operating Plan, the SPSA Board shall be advised of all budget transfers between cost centers.**				

## 8. Contracts

### Landscaping Services

Landscaping Services are provided at the Chesapeake, Landstown, Norfolk and Oceana Transfer Stations, Operations, Transportation and the Regional Office Building. Landfill staff maintain the Suffolk Transfer Station and Landfill. The Boykins, Franklin, Isle of Wight and Ivor Transfer Stations are maintained by a separate vendor.

Landscape maintenance areas shall include but are not limited to the following: turf areas, comprehensive landscape maintenance of bedded areas, trees (pruning), shrubs, perennials and other plant materials, and hardscaping (parking, curbing and walkway areas, etc.).

This is a fixed price contract to be paid in 12 equal installments. Staff recommends awarding the contract to Coastal Lawn Service.

Bid: IFB 07-21  
 Issued: 4/27/2021  
 Opened: 5/27/2021  
 Options: 1 base year with 4 option years

<u>Vendors:</u>	<u>Price:</u>
Coastal Lawn Service	\$77,825
Integrity Property Management	\$99,375
P&D Lawncare	\$177,150

**RECOMMENDATION:** Authorize the Executive Director to award a contract to Coastal Lawn Service for Landscaping Services, as presented.

**MOTION:** Do I hear a motion to authorize the Executive Director to award a contract to Coastal Lawn Service for Landfill Services, as presented?

### Truck Tire Management Program

This is an all-inclusive Truck Tire Management Program that includes the following components:

1. New Tire Purchases – approximately 170 new tires each fiscal year
2. Retreading Service – approximately 70 retread tires each fiscal year
3. Recap Purchases – approximately 260 recap tires each fiscal year
4. Mounted Repair Service – approximately 60 tire repairs
5. Mobile Service Calls – Provides for tire replacements after hours and on weekends
6. Service and Support – Provides for guaranteed turnaround times, specific invoicing requirements and regular history reports
7. Warranty – guaranteed manufacturers and retread warranties
8. Technical Service – provides for fleet surveys with supporting documentation, failed tire analysis, usage and cost data.

Bid: RFP 11-21  
Issued: 5/28/2021  
Opened: 6/9/2021  
Options: 4 years

Vendors: Colony Tire  
McCarthy Tire

Budgeted: \$166,808 (based on actual per-service rates)

**RECOMMENDATION:** Authorize the Executive Director to award a contract to Colony Tire for a truck tire management program, as presented.

**MOTION:** Do I hear a motion to authorize the Executive Director to award a contract to Colony Tire for a truck tire management program, as presented?



### HDR Engineering – Regional Landfill Greenhouse Gas Reporting

This Task Order is to update SPSA's Greenhouse Gas (GHG) Monitoring Plan, perform EPA mandated GHG Reporting for years 2011 – 2021 and assist in the development of future schedules and compliance roles for reporting in 2022 and beyond. This work is necessary to comply with 40 CFR 98 Subtitle HH (Greenhouse Gas Reporting Requirements) SPSA registered with the EPA as a "Generator" in 2010 but did not report as required. This task order will include the necessary work to properly submit the missing data from 2010 – 2021 and bring the SPSA Regional Landfill back into administrative compliance with 40 CFR 98 Subtitle HH. It should be noted that regulatory authority of Greenhouse Gases at the SPSA Regional Landfill are enforced by VDEQ under a Title V permit. Both emission and reporting requirements under the Title V permit have been met each year. In 2010 the EPA enacted additional reporting only requirements under 40 CFR 98 Subtitle HH. Funds are available within the landfill budget. The task order is available for review in the following pages.

Bid: Professional Service Agreement #15-21

Project: Task Order LF20/21-07  
Regional Landfill Greenhouse Gas Reporting

Vendor:  
HDR Engineering

Price:  
\$47,688

RECOMMENDATION: Authorize the Executive Director to execute the task order with HDR Engineering for Regional Landfill Greenhouse Gas Reporting, as presented.

MOTION: Do I hear a motion to authorize the Executive Director to execute the task order with HDR Engineering for Regional Landfill Greenhouse Gas Reporting, as presented?

# AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

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

### TASK ORDER LF20/21-07

This Task Order pertains to the Professional Service Agreement #15-21 by and between Southeastern Public Service Authority (“SPSA”) and HDR Engineering, Inc. (“CONSULTANT”) dated December 9, 2020 (“the Agreement”). Consultant shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been approved by SPSA. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

#### **PROJECT NAME: Regional Landfill Greenhouse Gas Reporting**

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

HDR Engineering, Inc. (HDR) will provide environmental services associated with the compliance and reporting requirements as part of [Subpart HH and Subpart C – Municipal Solid Waste Landfills | Greenhouse Gas Reporting Program \(GHGRP\) | US EPA](#) for the SPSA Regional Landfill in Suffolk. The intent of this work is to bring the existing GHG Monitoring Plan up to date with current regulations and operations, to re-establish reporting to EPA encompassing any past data over the last eleven reporting years, and to develop a schedule to maintain compliance.

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

##### **Part 2.1 GHG Monitoring Plan Update**

##### Services Provided by HDR:

1. HDR will revise the existing GHG Monitoring Plan for the landfill that includes the landfill gas collection and control system. This written plan will identify the positions of responsibility within SPSA and include members of the onsite landfill gas to energy group (MAS). The plan will also detail the methods used to collect the necessary data for the GHG calculations, maintenance of equipment used during the collection of GHG related data, and include a description of procedures used for quality assurance

##### Deliverables:

1. Draft of the revised GHG Monitoring Plan for client review in pdf format.
2. Final GHG Management Plan in pdf format only.

Clarifications:

1. GHG Monitoring Plan is not required to be submitted to EPA, but must always be maintained in file and available for review.

**Part 2.2 EPA Mandatory GHG Reporting (Years 2011-2021)**

Services Provided by HDR:

1. HDR will contact EPA, on SPSA's behalf, to notify the agency of the current submission status, proposed actions and submission timeframes in order to bring the Regional Landfill into administrative compliance.
2. HDR will assist SPSA staff by re-establishment of the Regional Landfill's registration and access to the EPA's e-GGRT system, which is the digital portal required for this reporting.
3. Per 40 CFR 98 Subparts HH and C, the landfill is required to submit Mandatory Greenhouse Gas (GHG) Reporting to the EPA on an annual basis. HDR will calculate the GHG generated and emitted from the landfill and the engines (as applicable) for each year of the last 11 reporting years for the mandatory EPA GHG Reporting that has been due in March of each year (starting in 2011). These calculations will be based on equations found in the regulations and specific to the reporting year. HDR will coordinate with SPSA staff in verifying the annual tonnage, LFG collection, and landfill cover data required for reporting the GHG emissions pursuant to the GHG Monitoring Plan. HDR will subsequently assist SPSA in uploading the GHG data to EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) website. EPA-published calculation spreadsheets will be completed and shared with SPSA as documentation of the reported values.

Deliverables:

1. Draft submittal package for each past reporting year 2011-2021 (with backup calculations) submitted electronically (via email or file share) for SPSA review.
2. Final submittal package submitted to EPA via online e-GGRT system on behalf of the SPSA
3. Final submittal receipt and documentation files submitted electronically for SPSA records.

Clarifications:

1. HDR will follow EPA guidance on how to bring SPSA into compliance regarding the delinquent reports from previous years. This scope of work assumes that retro-active reporting will be required.
2. SPSA staff will provide year-specific tonnage and site information as requested.
3. No site visits expected for this task.
4. HDR will be available for phone/teleconference discussions with SPSA staff to discuss and answer questions.
5. HDR assumes SPSA or MAS will transmit any/all data related to landfill gas monitoring and or past engine operating data when requested by HDR.

6. In the case of missing or incomplete historical information, HDR will follow regulatory protocols for missing data and/or request guidance from EPA (in consult with SPSA).

### **Part 2.3 Compliance Scheduling & Support**

#### Services Provided by HDR:

1. HDR will assist SPSA with the development of future schedules and compliance roles for reporting in 2022 and thereafter.

#### Deliverables:

1. Memorandum of understanding based on the outcome of discussions with SPSA.

#### Clarifications

1. HDR will participate in one conference/video call with SPSA staff.

### **PART 3.0 SPSA'S RESPONSIBILITIES:**

1. SPSA staff will provide year-specific tonnage and site information as requested.
2. HDR assumes SPSA or MAS will transmit any/all data related to landfill gas monitoring and or past engine operating data when requested by HDR.

### **PART 4.0 PERIODS OF SERVICE:**

Services are anticipated to occur from May 26, 2021 through September 31, 2021.

### **PART 5.0 PAYMENTS TO CONSULTANT:**

HDR recommends an estimated budget/fee of **\$47,688** to be performed on a time and materials bases. Total hours accumulated and reimbursable costs incurred will be invoiced for work performed per Professional Service Agreement #21-19. Provided below is a breakdown of estimated labor and expenses by category.

### **GHG Monitoring Plan Update**

<b>Labor Category</b>	<b>Labor Hours</b>	<b>2021 Contract Rates</b>	<b>Subtotals</b>
<b>Project Manager III</b>	6	\$198.00	\$1,188
<b>Engineer/Scientist IV</b>	10	\$194.50	\$1,945
<b>Engineer/Scientist I</b>	24	\$115.50	\$2,772
<b>Technician III</b>	4	\$136.50	\$546
<b>Mid-Level Accountant</b>	4	\$121.00	\$484
<b>Expenses (Travel, Misc.)</b>	-	-	-
<b>TOTAL</b>			<b>\$6,935</b>

## EPA Mandatory GHG Reporting (Years 2011-2021)

Labor Category	Labor Hours	2021 Contract Rates	Subtotals
Project Manager III	8	\$198.00	\$1,584
Engineer/Scientist IV	77	\$194.50	\$14,977
Engineer/Scientist I	176	\$115.50	\$20,328
Technician III	11	\$136.50	\$1,502
Expenses (Travel, Misc.)	-	-	-
<b>TOTAL</b>			<b>\$38,391</b>

## Compliance Scheduling & Support

Labor Category	Labor Hours	2021 Contract Rates	Subtotals
Project Manager III	8	\$198.00	\$1,584
Engineer/Scientist IV	4	\$194.50	\$778
Expenses (Travel, Misc.)	-	-	-
<b>TOTAL</b>			<b>\$2,362</b>

### HDR Engineering – Design Build Owner’s Representative for Operations Area Improvements

This Task Order is to assist SPSA with the necessary engineering to complete the design build project. HDR will serve as the Owner’s Representative and Engineer of Record for the Regional Landfill operations area improvements. These services will include final site plan work and civil design, design review and construction administration assistance. This task order is anticipated to last 218 construction days and will conclude with the final walk through. Funds are available in other cost centers within the FY 2021 Operating Budget. The task order is available for review in the following pages.

Bid: Professional Service Agreement #15-21

Project: Task Order LF21/22-03  
Design Build Owner’s Representative for Operations Area Improvements

Vendor:  
HDR Engineering

Price:  
\$104,392

RECOMMENDATION: Authorize the Executive Director to execute the task order with HDR Engineering for Design Build Owner’s Representative for Operations Area Improvements, as presented.

MOTION: Do I hear a motion to authorize the Executive Director to execute the task order with HDR Engineering for Design Build Owner’s Representative for Operations Area Improvements, as presented?

# AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

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

### TASK ORDER LF 21/22-03

This Task Order pertains to the Professional Service Agreement #21-17 by and between Southeastern Public Service Authority (“SPSA”) and HDR Engineering, Inc. (“CONSULTANT”) dated December 9, 2020 (“the Agreement”). Consultant shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been approved by SPSA. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

#### **PROJECT NAME:**

**Design Build Owner’s Representative for Operations Area Improvements**

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

HDR Engineering, Inc. (HDR) assisted SPSA with site plan application submittals and design build request for qualifications and request for proposals for the operations area improvements at the SPSA Regional Landfill in Suffolk, Virginia. HDR also assisted with the review of proposals and award of the design build contract to A. R. Chesson Construction Co., Inc. (ARCC)

As the Owner’s representative, HDR would serve to advocate for the SPSA’s best interest through the entire project. Our role for this task would be to prepare civils drawings for construction, review of ARCC’s design drawings and specifications, project coordination, quality control during construction through part time observation and inspection, assisting with identifying/resolving conflicts, assistance during commissioning and contract closeout.

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

The intent of the scope of services is to assist SPSA with design build owner’s representative for the proposed facility improvements. As such, SPSA is retaining HDR for engineering services which may include the following.

#### Services Provided by HDR:

##### **Task 100 – Final Civil Design**

- Finalize the site plan drawings for construction including site grading, gravel roadways, stormwater improvements, and water and sewer connections for the administration building. ARCC to provide site survey information adjacent to proposed buildings and utility size and locations exiting building.

## **Task 200 – Design Review**

- Review design drawings and specifications prepared by ARCC for conformance with the request for proposal and industry standards. Provide comments for SPSA consideration to transmit to ARCC for incorporation.
- Review to be completed HDR’s architectural, structural, mechanical and electrical design leads who assisted with the DB RFQ and RFP.
- Review of submitted drawings to be completed within 3 calendar days upon receipt.
- HDR’s project manager to attend design review meetings virtually and participate in discussion and review of comments to be considered and incorporated.

## **Task 300 – DB Contract Administration**

HDR will serve as a representative of the Owner to guard the Owner against defects and deficiencies in the work, assisting with identifying/resolving conflicts, assistance during commissioning and contract closeout.

- Provide construction administration assistance including:
  - review and responding to requests for information
  - review of changes orders
  - attending in-person construction progress meetings
- Provide periodic part-time review of the construction progress through visits to the site at intervals appropriate to the various stages of construction as deemed necessary in order to observe the progress that has been made and the quality of the various aspects of Design Builder’s executed work.
- Based on information obtained during site visits and observations, Engineer will determine in general whether the work is proceeding in accordance with the Design Build Contract Documents.
- Conduct substantial completion inspections and develop with assistance from SPSA lists of items to be corrected or completed for each facility.

### *Assumptions:*

- Design review period to commence in mid-June and be completed by August 30, 2021. Over this period, we have assumed attendance at three (3) design review meetings for the initial, 60% and 90% construction drawings.
- Design review assumes that drawings for all four facilities are developed concurrently and that the three reviews requires a total of twenty (20) hours for each discipline.
- Construction administration and inspection services assume a 210-calendar day construction period in accordance with ARCCs preliminary schedule.
- Attend monthly construction progress meetings being held in-person and virtually at the site. Five (5) meetings are assumed to be conducted at the site,



including the project kickoff and substantial completion walk through for each facility. Five (5) meetings are assumed to be attended virtually.

- Review of record drawings and O&M manuals prepared by ARCC.
- Periodic inspections of the work will include up to 2 visits per week and a total of 8 hours per week on average over the course of construction, including travel time from local office and reporting. Construction inspector(s) will be experienced with review of concrete, piped connections, electrical work, pre-engineered metal building erection, and HVAC systems.
- Special Inspections, if required by the City of Suffolk for the building permits, are not included in this scope of work, and would need to be completed by others.

### **PART 3.0 SPSA'S RESPONSIBILITIES:**

- Coordination with ARCC for scheduling design and construction progress review meetings.
- Review of and processing of payment application from ARCC.
- Transmittal of design drawings for review by HDR upon receipt from ARCC.

### **PART 4.0 PERIODS OF SERVICE:**

Services are anticipated to occur from mid-June 2021 through April 2022. Assistance during the one-year project warranty period is assumed to not be required.

### **PART 5.0 PAYMENTS TO CONSULTANT:**

HDR recommends a budget of **\$104,392** for this work. Work to be billed based on a time and materials basis, in accordance with the applicable Schedule of Billing Rates. We will notify SPSA if work effort required will exceed the estimated fee.

HDR Engineering, Inc.

Attachment B - SPSA Design Build Owners Representative for Operations Area Improvements

Labor Category	Task Rate \$/hr	1		2		3		Total	
		Final Site Design	Design Review	Contract Administration	Hours	Cost			
<i>HDR Engineering Inc.</i>									
Project Director	\$ 242.00	9	36	82	127	\$ 30,734			
St. Technical Advisor	\$ 242.00		20	20	40	\$ 9,680			
Senior Engineer	\$ 221.50	2	20	20	42	\$ 9,303			
Engineer IV	\$ 194.50		40	32	72	\$ 14,004			
Engineer III	\$ 168.50				0	\$ -			
Engineer II	\$ 136.50				0	\$ -			
Engineer I	\$ 115.50	42		8	50	\$ 5,775			
Technician IV	\$ 157.50	18			18	\$ 2,835			
Construction Manager III	\$ 157.50			60	60	\$ 9,450			
Construction Manager II	\$ 136.50			132	132	\$ 18,018			
Mid Level Accountant	\$ 121.00	2	3	8	13	\$ 1,573			
Clerical/Administrative Support	\$ 84.00	5			5	\$ 420			
<b>Total Labor (hrs)</b>		<b>78</b>	<b>119</b>	<b>362</b>	<b>559</b>				
<b>Labor Costs</b>		<b>\$ 10,969</b>	<b>\$ 26,125</b>	<b>\$ 64,698</b>		<b>\$ 101,792</b>			
<b>Other Direct Costs</b>									
Travel	\$ -		\$ 300	\$ 2,000		\$ 2,300			
Meals	\$ -		\$ 50	\$ 50		\$ 100			
Copy/Mail	\$ 100		\$ 100	\$ -		\$ 200			
<b>Total Direct</b>		<b>\$ 100</b>	<b>\$ 450</b>	<b>\$ 2,050</b>		<b>\$ 2,600</b>			
<b>TOTAL COST</b>		<b>\$ 11,069</b>	<b>\$ 26,575</b>	<b>\$ 66,748</b>		<b>\$ 104,392</b>			

SAY \$ 104,392

**9. Other Business**

**10. Adjourn**