

# SOUTHEASTERN PUBLIC SERVICE AUTHORITY

Board of Directors ~ Regular Meeting\*

Regional Board Room

723 Woodlake Drive, Chesapeake, Virginia



Wednesday, February 23, 2022 at 9:30 a.m.

\*To accommodate those who may not be able to attend in person, the public may listen to and view presentations displayed at this meeting by registering at <https://attendee.gotowebinar.com/register/8296549026955183376>. 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 992-077-641. 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 February 22, 2022.

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



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**1. Call Meeting to Order**

Pledge of Allegiance  
Roll Call

**2. Public Comment Period**

All speakers must register prior to call to order;  
5-minute maximum per speaker unless advised by Chairman differently;  
30-minute total maximum time.

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

The minutes of the January 26, 2022 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 January 26, 2022 minutes of the SPSA Board of Directors meeting be approved as presented?

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

**January 26, 2022**

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 ( <i>absent</i> )	(CH)
Ms. Sheryl Raulston	(FR)	Ms. Amanda Jarratt	(FR)
Mr. Dale Baugh	(IW)	Mr. Randy Keaton	(IW)
Mr. John Keifer ( <i>absent</i> )	(NO)	Mr. Richard Broad	(NO)
Mr. C.W. "Luke" McCoy	(PO)	Mr. Burle Stromberg <sup>1</sup>	(PO)
Mr. Tony Parnell	(SH)	Ms. Lynette Lowe <sup>2</sup>	(SH)
Mr. D. Rossen S. Greene <sup>3</sup>	(SU)	Mr. Albert Moor <sup>4</sup>	(SU)
Mr. Thomas Leahy	(VB)	Mr. L.J. Hansen	(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. Gary Kelly (VB), Mr. Robert Lewis (SU), Mr. Greg Martin (CH), and Mr. Richard Underhill (PO), SPSA executives, Mr. Dennis Bagley, Interim Executive Director, Ms. Tressa Preston, Secretary and Interim Director of Administration, Ms. Sandy Schreiber, Treasurer and Interim CFO, and Mr. Brett Spain, General Counsel.

To accommodate those who could not attend in person, 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. Baugh, Chairman of the Board, called the meeting to order at 9:30 a.m., wished the Board welcome and Happy New Year, and led the Pledge of Allegiance.

### **2. PUBLIC COMMENT**

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

<sup>1</sup> Mr. Stromberg left the meeting at 12:45 p.m. during closed session and Mr. Underhill continued in his place as alternate.

<sup>2</sup> Ms. Lowe left the meeting at 11:55 a.m. and returned at 12:00 p.m., after closed session had begun.

<sup>3</sup> Mr. Greene left the meeting at 12:33 p.m. during closed session.

<sup>4</sup> Mr. Moor left the meeting at 12:22 p.m. during closed session and Mr. Lewis continued in his place as alternate.

### 3. CHAIRMAN'S COMMENTS

Chairman Baugh welcomed new Governor-appointed Board Members, Mr. Parnell of Southampton, and Mr. Greene of Suffolk. He also welcomed Mr. Lewis as Suffolk's new Alternate Ex-Officio Member. Chairman Baugh commented on the expertise that each new Member brings to the Board. He remarked that a Board Member orientation is planned to immediately follow the February Board Meeting, and he asked that all members interested in attending contact Ms. Preston. Chairman Baugh drew the Board's attention to SPSA lapel pins at their places and asked that the Board Members accept the pins with his thanks for their service.

Chairman Baugh informed the Board that, in keeping with the Bylaws, on January 1, 2022, he appointed Interim CFO Sandy Schreiber as SPSA's Treasurer until the next Board Meeting was held and nominations could be made to appoint someone to serve the remainder of the term until the SPSA annual meeting in July 2022. Ms. Lowe commented that Ms. Schreiber has served SPSA well since the beginning of her employment, has excellent day-to-day knowledge of SPSA's finances, and makes decisions in the organization's best interests.

**Ms. Lowe moved, seconded by Ms. Jarratt, to appoint Ms. Schreiber as Treasurer for the remainder of the term. The motion was adopted by a unanimous vote in favor.**

Chairman Baugh congratulated Ms. Schreiber and thanked her for her work. He went on to inform the Board that the meeting originally scheduled for December 7, 2022, needed to be moved to December 14, 2022 to accommodate other regional meetings.

**Ms. Lowe moved, seconded by Ms. Jarratt, to approve moving the December 2022 Board Meeting date to December 14, 2022. The motion was adopted by a unanimous vote in favor.**

Chairman Baugh commented that the Board has an ambitious year ahead of them and their support and insight will be important for continued successful operations. After listing some of the items to be considered, such as the selection of a new Executive Director, ongoing operational and fiscal responsibilities, and managing relationships with community partners and stakeholders, Chairman Baugh noted that he is confident that SPSA is well-prepared to manage all of these opportunities and that he looks forward to the Board's feedback and participation in leading this outstanding organization.

### 4. APPROVAL OF MINUTES

The minutes of the December 8, 2021 Board Meeting had been distributed. Chairman Baugh asked if there were any additions or changes and there were none.

**Ms. Raulston moved, seconded by Mr. McCoy, to approve the December 8, 2021 minutes of the SPSA Board of Directors, as presented. The motion was adopted by a unanimous vote in favor.**

### 5. PERSONNEL COMMITTEE REPORT

Mr. Leahy, Chairman of the Personnel Committee, reminded the Board that the members of the Personnel Committee are Ms. Raulston, Mr. McCoy, Mr. Broad, Mr. Etheridge, and

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himself. The Personnel Committee met with the Executive Committee on January 12, 2022, and it was determined that minor revisions would be made to the language in the Executive Director recruitment to be less restrictive regarding the wording of candidate credentials. Those changes were made, and the position was readvertised through January 31, 2022. The Personnel Committee would be asking that the Board ratify those changes. The Personnel Committee also met on January 19<sup>th</sup> and established a schedule and ranked screening criteria. They plan to meet on February 2, 2022 to rank candidates and arrive at a short list to present to the Executive Committee on February 16<sup>th</sup>. The goal will be to present an Executive Committee approved short list of candidates to the full Board in closed session at the February 23, 2022 Board Meeting. Regarding the schedule for March, the Personnel Committee will need guidance from the full Board about what level of participation they would like to have in the interview process. It was discussed that the Board will make that determination after hearing from the Personnel Committee at the February Meeting.

**Mr. Leahy moved, seconded by Mr. Moor, to ratify the changes to the Executive Director recruitment, as presented. The motion was adopted by a unanimous vote in favor.**

Chairman Baugh thanked Mr. Leahy for leading the discussion and thanked the Personnel Committee for their important work.

**6. FLYOVER OVERSIGHT COMMITTEE REPORT**


Mr. Hansen, Chairman of the Flyover Oversight Committee, reminded the Board that the Committee has had two meetings with VDOT and, as a part of their discussions, they asked Mr. Mike Davis, VDOT’s Deputy Engineer for the Hampton Roads District, to give a brief overview of the project to help Board Members understand the scope of the work that is being undertaken and where they are in the process. Mr. Hansen introduced Mr. Davis, who made the following presentation.



**SPSA INTERCHANGE IMPROVEMENTS**  
Flyover Ramp over US 13/58/460

Michael Davis, PE  
Deputy District Engineer - Development & Delivery

January 28, 2022



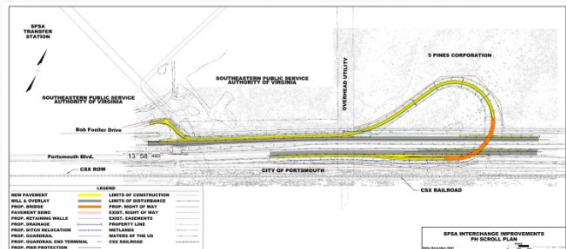
  


**SPSA Project Overview**


VDOT Access Safety Improvement Study – Finalized May 2021

- Recommended two phases of improvements**
  - Phase 1 – Flyover ramp eliminates the at grade crossing (Current Design Project)
  - Phase 2 – Reconstructs the current entrance at Bob Foeller Drive to increase the weave area (Hampton Roads 2045 Long Range Transportation Plan)

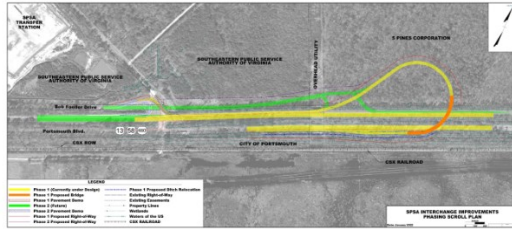
**SPSA INTERCHANGE IMPROVEMENTS PHASE 1**







**SPSA INTERCHANGE IMPROVEMENTS PHASE 2**



**Current SPSA Project (Phase 1) Update**

- **Environmental Field work**
  - Completed January 2022
- **Geotechnical and Survey Field work**
  - Completed September 2021
- **Preliminary Design**
  - Public Hearing Plans November 9, 2021
- **Draft Geotechnical Report**
  - November 9, 2021
- **Post Willingness in lieu of Public Hearing**
  - February 2022

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**Environmental Update**

- **Wetland Delineation – Will verify field wetland flags January 2022**
  - Submit preliminary jurisdictional determination to USACE and schedule field meeting – February/March 2022
- **Assessments for the endangered and threatened species – Complete January 2022**
  - Mabee's Salamander
  - Canebrake rattlesnake
  - Red Cockaded woodpecker
  - Reports will be prepared and submitted in February 2022

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**Environmental Update - Continued**

- Next steps**
- Presentation on updated information to the Inter Agency Committee Meeting (IACM) – Anticipated March 2022
  - Detailed alternative analysis – Anticipated March/April 2022
  - Project Permits Anticipated
    - Individual DEQ
    - Individual USACE
    - DEQ Coastal Zone Management Consistency
  - Joint Permit Application – Anticipated July/August 2022

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**SPSA Schedule**

Key Milestone	Activity	Scheduled Date	Actual Date
Preliminary Field Investigation (PFI) Plans (30%)		9/24/2021	9/10/2021
Public Hearing (Post Willingness)		2/11/2022	
Field Inspection (FI) Plans (60%)		8/1/2022	
Right of Way (ROW) Plans (75%)		10/5/2022	
Pre-Advertisement Conference (PAC) Plans (90%)		2/3/2023	
Bidability Plans (99%)		3/24/2023	
Advertisement		11/30/2023	
Award		2/23/2024	
Fixed Completion Date		4/29/2026	

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**SPSA Project Update**

**Project Budget:**

Phase	Budget
PE	\$6,720,000
RW	\$3,697,500
CN	\$28,848,710
<b>Total</b>	<b>\$39,266,210</b>

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**Questions?**

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Mr. Davis and Ms. Claudia Walsh, HDR's flyover project manager, offered to answer any questions. Chairman Baugh asked Mr. Davis to identify the current greatest unknown factors about the project that could create an impact. Mr. Davis replied that it was difficult to speculate, but that supply chain and staffing issues are a concern, and that VDOT always performs a thorough analysis before seeking contractors, but that it is not possible to say what the market will look like in two to three years when the construction phase of the project will take place. Mr. Leahy asked if the cost estimates include inflation and Mr. Davis confirmed that they are at a 2.4% inflation rate to roughly the midlife of the construction season. Mr. Leahy also asked about anticipated impacts to traffic during construction, which Mr. Davis anticipates will be minimal, by design.

Mr. Hansen reminded the Board that the flyover project was originally planned as regional project to be paid for with regional transportation funds, due to a number of identified safety issues along the entire corridor, not just the entrance to the Regional Landfill. Now that the landfill entrance portion of the project is being funded by SPSA, the project has been divided into two phases. Phase one covers SPSA's obligations related to opening Cell VII as a stipulation in the conditional use permit with the City of Suffolk. The second phase of the project will continue to improve the corridor but is not necessary to fulfill SPSA's obligations. Mr. Hansen wanted to ensure that the Board was aware that SPSA is not expected to fund phase two of the project.

Mr. Maxwell asked about VDOT's strategy to address the concerns of inflation and supply chain issues on the budget and schedule for the project. Mr. Davis replied that with each iteration of designs for a project VDOT completes a deep dive into the cost estimate data to assess market fluctuations and adjust the schedule accordingly. He also noted that there is a contingency fund built into the project budget. Mr. Davis also mentioned that, while market changes are out of their control, VDOT's engineering estimates are typically within a 5% or less margin compared to contractors' bids. Chairman Baugh recalled that Mr. Davis had mentioned that VDOT was looking for cost savings in the project and asked where those savings might occur. Mr. Davis replied that VDOT's initial assessments anticipated worst-case scenarios for each aspect of the project and budgeted accordingly. For example, VDOT prepared for poor soil quality that would require fully supported groundwork. If the soil is better quality and less extensive stabilization is needed, that would result in a savings.

Chairman Baugh thanked Mr. Davis for his presentation and commented that he looks forward to hearing more from him in the future.

## **7. INTERIM EXECUTIVE DIRECTOR UPDATES**

Chairman Baugh took a moment to comment that since the Board appointed Mr. Bagley as Interim Executive Director, he has had a firm grip on the organization. Chairman Baugh has noted a revitalization of energy and focus under his direction, commenting that Mr. Bagley is giving him regular updates and that he has been very impressed with the level of communication and the quality of work being done.

Mr. Bagley commented that the past three weeks have presented a number of out-of-the-ordinary challenges, such as a snowstorm and several email outages, but that he is fortunate to be surrounded by positive, dedicated co-workers who make handling those challenges much easier.



Mr. Bagley commented that when he and Executive staff met at the beginning of the month to discuss preparing for the Board Meeting, they felt it important that the Board be able to get to know and appreciate the staff that make SPSA the outstanding organization it is. He went on to say that the staff that attend Board meetings as part of their job get to hear the Board's praise, but those that are most deserving of that praise are generally in the field and go largely unnoticed. Mr. Bagley began a new initiative to recognize an employee at each Board Meeting and highlight how they are examples of SPSA's values. The first of those employees was Mr. Robbie Robinson, 30-year employee and Supervisor of the Landstown Transfer Station. Mr. Robinson exemplifies Community Stewardship, Dependability, and Pride, in the way that keeps Landstown operating at peak performance. Mr. Bagley and Chairman Baugh thanked Mr. Robinson for his dedication and service to SPSA. As a small token of his appreciation, Chairman Baugh presented Mr. Robinson with a SPSA lapel pin.

In regard to Cells VIII and IX wetland permitting, Mr. Bagley informed the Board that the date for receiving the draft Environmental Impact Statement (EIS) has been delayed and the details surrounding that situation will be discussed in the contract section of the meeting. The Army Corps of Engineers is planning another site visit to the Regional Landfill with representatives from the EPA, which will take place on March 3, 2022.

Mr. Bagley reported that the process to amend the leachate management cost sharing agreement with HRSD is ongoing and will move forward once the final price for the leachate evaporation system is determined after reviewing the submitted proposals on January 28, 2022. Mr. Bagley anticipates that SPSA and HRSD's attorneys will be able to finalize the agreement before Mr. Ted Henifin retires from HRSD on February 22, 2022.

Developments for Mas Energy's renewable natural gas facility are progressing, but they have encountered some permitting delays which must be rectified before their financing is finalized. Mr. Bagley said that Mas is hopeful to have permitting completed within the week and then they will move forward with their plans. He added that operations and communications have been good and that SPSA staff is receiving regular status updates.

Mr. Bagley drew the Board's attention to a handout that details the schedule for creating the fiscal year 2023 budget. He offered to answer any questions on that process, but there were none. Mr. Bagley also informed the Board that the Annual Airspace Report, which is a critical analysis of the work being done at the Regional Landfill, will be presented at the February Board Meeting. While he is still reviewing and confirming data from that report, Mr. Bagley is pleased with what he is seeing in terms of airspace utilization.

Mr. Bagley presented the operations report, noting that while all the detailed operational numbers will still be included in the Board Agenda packet, he is moving in a new direction for the presentation portion of the meeting. In an effort to help make the information more accessible and relatable, he will be using visual comparisons to help put numbers in context. For the reporting period of December 1<sup>st</sup> – 31<sup>st</sup> 2021, the landfill received 25,000 tons of material, which is the equivalent of 3,124 8-cubic-yard dumpsters. 481,945 gallons of leachate were hauled to HRSD, which is the equivalent of 96 tanker loads. The 727,000 gallons of leachate that were pumped to HRSD represent 145 tanker loads that did not have to be hauled, thereby avoiding the cost and liability of additional hauling. There were no odor complaints received in the reporting period and all permits are in compliance. EPA greenhouse gas reporting was completed and submitted. Mr. Bagley reminded the Board that staff had been anticipating a response from DEQ regarding the missed wellhead readings included in the Semi-Annual Report. He was pleased to be able to tell the Board

that DEQ issued only a warning letter because SPSA made the right choices in communicating the issue and immediately taking extensive corrective measures as soon as the issue was brought to SPSA's attention. Mr. Bagley is confident that now that these issues have been addressed, operations are running smoothly.

The next part of the monthly Environmental Excellence Program series to be discussed under the 17 Elements of an ISO 14001 Environmental Management System was the identification of environmental compliance requirements. Mr. Bagley provided the Board with a copy of SPSA's current compliance schedule which outlines every requirement for every permit that SPSA maintains.

Mr. Bagley went on to say that an important part of any good environmental program is looking for continuous improvement. SPSA was operating under a structure that may have been good in some respects, but it was not optimal from a strictly environmental perspective. In order to improve the autonomy and responsibility of the environmental team, as of January 1, 2022, Mr. Bagley separated the environmental division from landfill operations, where they were previously a combined program. Mr. Bagley appointed Mr. Mike Kelley, former Assistant Landfill and Environmental Manager, as Environmental Manager. Mr. Kelley and the staff of environmental specialists are now their own department which reports directly to Mr. Bagley. Mr. Kelley is responsible for all of SPSA's regulatory compliance and environmental inspections, including monitoring third-party contractors' activities. Mr. Bagley commented that he and the team have been working with Ms. Raulston and utilizing her expert knowledge in the field of environmental compliance to improve policies and procedures. Mr. Bagley and staff are committed to continuous improvement. He offered to answer any questions or address any concerns from the Board.

Mr. McCoy thanked Ms. Raulston for the leadership role she has taken in regard to SPSA's environmental management and for lending her expertise. He complimented her and Mr. Bagley for their work to improve the program. Ms. Raulston added that she applauds Mr. Bagley and his team for their reorganization and putting an emphasis on environmental compliance that is separated from operations. Mr. Hansen commented, and Mr. Bagley confirmed, that SPSA had a dedicated environmental division that was folded into operations when SPSA was struggling financially. While Mr. Hansen understands why that decision was made, he hoped that future Boards would keep the divisions separate and called the reorganization a good change.

Chairman Baugh asked if there were any further questions, but there were none. He congratulated Mr. Kelley and thanked him for his willingness to step into this important position.

## **8. WIN WASTE INNOVATIONS PORTSMOUTH MONTHLY REPORT**

Mr. Clint Stratton presented the WIN monthly report in person.

**WIN Waste Innovations -  
Portsmouth**

January 2022 Report to SPSA Board



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



**WIN Waste Innovations Portsmouth  
November 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
44,134	48,781	(4,647)	43,057	51,593	(8,536)	5,586	5,420	(166)	11,383	14,702	(3,319)
Driven by diversions due to boiler USDOT and internal power issues			Driven by boiler USDOT & TG USDOT			Less receipts than budget			Driven by unfavorable processing and holding ash utilizing MSF to divert tons		

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
50,367	45,888	4,779	375	152	(224)	35	0	(35)	14,895	17,368	(2,773)
NNEY usage up due to temperature			Driven by bin feed and internal power issues due to contractor error						Driven by boiler and TG USDOT and favorable steam sales		

- Includes 1,470 tons of non-qualifying residue delivered to landfill, qualifying residue 87% for November
- Unscheduled downtime due to failure of 2 ID fan bearing and rotor on 11/22/21. Unit back online as of 12-12-21.
- Waste delivered by SPSA to RDF- 47,245 tons; Boiler availability - 83%; Turbine Generator availability- 98%; Ash Screen availability - 98%
- Completed Boiler 2 outage this period while ID fan was down. Major work completed in pressure part, grate cleaning, flue gas, SDA and baghouse metal repairs
- 0 OSHA Recordable accidents this period, 2 YTD; 1 Environmental Incident/ 0 Citizen Complaints for this period

WIN Portsmouth salutes Lynnhaven River NOW and the Ocean Lakes Homeowners Association for planting 450 trees in common areas and yards to help manage flooding and add shade. Another group in canoes and kayaks picked up trash along the Ashville Bridge Creek shorelines.

WIN WASTE Innovations is Proud to Support **Environmental Action**



**Questions?**



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

**9. FINANCIAL REPORT**

Ms. Schreiber informed the Board that, as of December 31, 2021, total revenues exceeded total expenses by approximately \$4.4 million as compared to \$5.3 million in the previous fiscal year. Tipping fees fiscal year to date reflect an increase of 7.4%, or approximately \$1,735,000 as compared to FY 2021. Municipal waste tonnages were down approximately 10.5% or 27,749 tons as compared to last fiscal year. Commercial tons were up approximately 38% or 33,732 tons as compared to last year. Ms. Schreiber drew the Board's attention to the next two graphs in the presentation. In the past, the current year's tonnages were combined with year-over-year tonnages. For ease of viewing, Ms. Schreiber has broken that information out into two separate graphs. For the month ending December 31, 2021, total municipal waste was 43,130 tons as compared to 43,393 tons a year ago.

Ms. Schreiber reported that total expenses as of December 31, 2021 were approximately \$22.5 million, compared to \$20.7 million in the prior fiscal year. Ms. Schreiber explained that the changes in expenses are largely due to increased reserves for landfill expansion and increased fees to Atlantic landfill for the disposal of western communities' municipal waste, which began in October. Part of the variance can also be ascribed to the timing of capital expenditures.

Ms. Schreiber reported that cash balances were at \$56.8 million, designated as \$3.4 million in the operating fund, \$6.4 million, the equivalent of 2 months' operating expenses, in the undesignated fund balance, \$3.4 million for FY 2021 purchase orders, \$2.5 million for the proposed HRSD force main, \$3.3 million in landfill expansion purchase orders, and \$37.7 million in the landfill expansion and closure fund. She then opened the floor for questions.

Mr. Leahy commented that it appeared as though municipal tonnages are roughly 10% less than what they were in the previous year. Ms. Schreiber agreed with Mr. Leahy but clarified that the graph they were referencing only presented municipal tons, and although municipal tons have decreased slightly since last year, there has been an increase in commercial tons that is balancing SPSA's total tonnages. Mr. Bagley added that he thinks that the trends being seen in tonnages are a natural correction from the pandemic causing municipal tons to increase and commercial tons to decrease. Because businesses have reopened and fewer people are working from home, the tonnages are reflecting that change compared to last year. Mr. Hansen asked for clarification on the variance between this year's revenues and expenses and last year's revenues and expenses. Ms. Schreiber explained that the numbers presented are not just revenues, but the net number of total revenues exceeding expenses. She confirmed that the bulk of the increase in expenses is due to the nearly \$1 million in additional funds being set aside for the landfill, which is calculated as an expense when it becomes earmarked for designated fund.

**Mr. Broad moved, seconded by Ms. Lowe, to approve the SPSA financial report as presented. The motion was adopted by a unanimous vote in favor.**

#### **10. CONTRACTS**

Mr. Bagley informed the Board that there were three contracts for consideration that had extensive information published in the agenda and an additional matter to discuss that was just brought to his attention.

The first contract was for Professional Engineering Services. A request for proposals was put out and four firms responded. Staff assessed the responses and interviewed all four firms. It was established that HDR and SCS were the top two respondents, and they were brought in for negotiation. After much consideration, the selection committee determined that both firms provided excellent proposals, and each could add value in specific areas. The recommendation is that the Board authorize the Interim Executive Director to award a contract to HDR Engineering for Landfill Gas Monitoring and Reporting, General Engineering, Permitting, and Landfill Design and Construction in the amount of \$148,000 and also award a contract to SCS Engineers in the amount of \$100,000 for Groundwater Monitoring and General Engineering. The recommended awards were estimates based on fee schedules for specific services to be rendered under the contracts. Mr. Bagley commented that changing engineering firms is a big decision because of all of the institutional knowledge that is held by a long-standing partner, and he feels that awarding two contracts puts SPSA in the best position possible. Mr. Bagley offered to answer any questions. Mr. Maxwell asked what was budgeted for the contracts and how the budget estimate was put together. Mr. Bagley responded that the budget of \$248,000 was determined by looking at the previous year's costs. There were no further questions.

**Mr. Stromberg moved, seconded by Ms. Raulston, to authorize the Interim Executive Director to award contracts to HDR Engineering and SCS Engineers for professional**

**engineering services, as presented. The motion was adopted by a unanimous vote in favor.**

The next contract Mr. Bagley presented was for a replacement yard spotter for use at the operations center to efficiently move trailers. This contract was bid through an invitation for bids and four vendors came back with pricing. The low bidder was \$15,769.26 over budget, due to ongoing supply chain and commodities prices, which had already been discussed earlier in the meeting. The additional cost could be covered by savings from other capital purchases. Ms. Schreiber commented that wheeled loaders purchased for Oceana and Norfolk Transfer Stations came in \$24,000 under budget and that savings alone was more than enough to cover the difference for the yard spotter. Mr. Bagley and staff recommended that the Board authorize the Interim Executive Director to award a contract to Gregory Poole Equipment Company in the amount of \$140,769.26 to purchase a replacement yard spotter.

**Mr. Hansen moved, seconded by Ms. Jarratt, to authorize the Interim Executive Director to award a contract to Gregory Poole Equipment Company for a yard spotter, as presented. The motion was adopted by a unanimous vote in favor.**

Mr. Bagley commented that the next contract required some context in order for the Board to make an informed decision. Within the current year's budget there is \$630,000 designated to purchase trailers. However, in the last year, due to supply chain issues and commodities pricing, costs for trailers have increased up to an additional \$20,000 - \$30,000 per trailer. Discussions with vendors indicate that prices should be dropping to a more reasonable level within the next year and Mr. Bagley and staff believe that SPSA should postpone purchasing new trailers until the prices decrease. Staff recommends using those budgeted funds to rebuild a compactor that is scheduled for replacement in a future budget year. Mr. Bagley explained the expense of maintaining the current compactor, and detailed the benefits of Caterpillar's refurbishment program, which include a total rebuild with a new identification number and 3-year/5000-hour manufacturer's warranty. The cost for the rebuild would be \$584,137. The cost for a new compactor, in the current market, would be \$1.2 million. Mr. Bagley estimates that by delaying the purchase of trailers and moving forward with the compactor refurbishment now, rather than replacing the compactor, as was planned for in fiscal year 2024, SPSA will see a savings of roughly \$500,000 over two years. Mr. Bagley introduced Mr. Cavanaugh, a representative from Caterpillar, to answer any questions the Board may have about the program. Mr. Bagley wants to ensure that the Board is comfortable making an informed decision, and that they are confident that he has looked into the situation in depth and is making this recommendation based on that research.

Mr. Leahy asked how having this compactor out of commission for refurbishment would impact operations at the landfill. Mr. Bagley responded that because a compactor is one of the most critical pieces of landfill equipment to preserve airspace, SPSA has more than one compactor. Operations would continue using the compactor that is still in good operational condition. Mr. Hansen asked for the useful life expectancy of a refurbished compactor. Mr. Bagley responded, and Mr. Cavanaugh confirmed, that the refurbished machine is like-new and has the same life expectancy as a new machine, meaning that it would fall into the same 8-year capital replacement plan currently in place. Mr. McCoy reminded the Chairman that, as he always has done, he would abstain from voting on this and any contract involving Carter Machinery to avoid any appearance of a conflict of interest due his son-in-law's employment with the company. Chairman Baugh asked if Mr. Bagley had spoken with anyone locally who had completed the program. Mr. Bagley responded that, while he had

not spoken with anyone locally, he had reviewed roughly 50 articles written by people who have completed the program and recommend it. There were no further questions.

**Mr. Hansen moved, seconded by Mr. Keaton, to authorize the Interim Executive Director to award a contract to Carter Machinery to place SPSA's Caterpillar 836 H compactor in the Cat Certified Rebuild Program, as presented. With the exception of Mr. McCoy's abstention from the vote, the motion was adopted by a unanimous vote in favor.**

The final contract Mr. Bagley presented was a change order which required some introduction. Mr. Bagley reminded the Board that in January 2020 they authorized a contract for VHB to serve as third-party contractor for the Army Corps of Engineers' Environmental Impact Statement (EIS), which is a requirement for the wetlands permitting necessary for landfill expansion into Cells VIII and IX. At that time, it was discussed in depth that when an EIS is needed, the requesting agency can wait until the Corps has time and funds to complete the EIS on their own, but the agency has no indication of how long that process will take. Alternatively, as is common practice, a requesting agency can hire a third-party to perform the EIS under the Corps' direction. The SPSA Board elected to move forward with a third-party EIS through a request for proposal procurement process. Vendors who submitted proposals were presented to the Corps and the Corps approved the selection of VHB. The initial contract was approved in the amount of \$488,111 with the understanding that the cost could change depending on the scope of work required. In February of 2021, the Army Corps of Engineers determined that the EIS would need to include multiple off-site alternatives, which increased the scope of work considerably. The Board approved an increase of \$800,000 to the VHB contract, which brought the total value to \$1,288,155. After a great deal of evaluation, the Corps eliminated all but one of the alternate sites from the EIS. Originally, the draft EIS was scheduled to be complete on January 15, 2022, but it was determined that the remaining site, SU-02 in Suffolk, would require a full wetlands delineation of a similar scope to the one conducted at the Regional Landfill. The cost for this added scope of work would be an additional \$55,610, due at least in part to the fact that the property has been ditched previously and earlier wetlands designations have been challenged.

Mr. Bagley commented that he was unhappy to be bringing this additional request to the Board, and even looked into seeing if the work could be done by a different company at a lower cost, but that would delay the draft EIS even further. With the funds already invested in this project, the additional cost would allow the draft to be completed by March 15, 2022. Mr. Bagley said, regardless of the disappointment he feels about this additional expense, SPSA is in a position where it is crucial that the wetlands permitting process reaches completion. It is Mr. Bagley and staff's recommendation that the Board authorize the Interim Executive Director to execute a change order to the Third-Party Environmental Impact Statement purchase order with VHB in the amount of \$55,610 for the purpose of performing a wetland delineation of the alternative site SU-02 in Suffolk. Mr. Bagley offered to answer any questions.

Mr. Hansen and Mr. Maxwell asked if VHB has committed to completing the draft EIS at this price. Mr. Bagley stated that VHB will not need more funds as long as the Corps does not change the scope of work again. VHB cannot control what the Corps requests. If the scope changes, more money would be required, and Mr. Bagley would have to return to the Board to request approval. Mr. Hansen commented that the way he sees it is that this is an incredibly important project for SPSA and that he can't fault VHB for asking for more money

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to cover new work that the Corps asks them to provide. He went on to say that the scope of work is entirely within the Corps' purview and that while SPSA may not like the process, the only other option would have been to wait on the Corps to complete the study themselves. Mr. Hansen said that he understands that moving forward on the EIS is necessary in order to advance SPSA's operations with the possibility of expansion. Mr. Leahy agreed that no one likes it that the scope of work has changed again but commented that going to a different contractor could create additional challenges and expenses and he would not be comfortable with doing that. Mr. Moor agreed with Mr. Hansen and Mr. Leahy's comments and asked if, when eliminating alternative sites from consideration, if the Corps took into account the local approvals that would be necessary to move forward with a new landfill site. Mr. Bagley responded that SPSA has been very clear with the Corps that it is highly unlikely that Suffolk or Southampton would ever agree to siting a new landfill. The Corps requested that SPSA reach out to those municipalities and both Southampton and Suffolk responded, but Southampton's phrasing clearly indicated that there was no doubt in their position. Because there is a willing seller for the Suffolk property and the language in the letter from Suffolk was not quite as definitive, the Corps is still including the Suffolk property. Mr. Spain added that one of the points made regularly by the Corps is that, even if a locality insisted they would not support an action, councils and administrations change, making that argument less persuasive in their estimation. As a final note, Mr. Bagley commented that being thorough on the wetlands delineation of this alternate site is appropriate because it will clarify the viability of the site, which at initial appearance does contain wetlands. There were no further questions.

**Mr. Keaton moved, seconded by Ms. Jarratt, to authorize the Interim Executive Director to authorize the amendment to the VHB contract, as presented. The motion was adopted by a unanimous vote in favor.**

### **CLOSED SESSION**

#### Motion to Approve Request for Closed Meeting.

*I move that a closed session be held for discussions regarding a proposed amendment to the Waste Disposal and Services Agreement between Wheelabrator Portsmouth Inc. (now WIN Waste) and SPSA in accordance with (a) Virginia Code Section 2.2 3711(A)(29) for the purpose of considering the negotiation and award of a public contract involving the expenditure of public funds and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body; and (b) 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 Mr. Leahy, to enter into a closed session to discuss a proposed amendment to the Waste Disposal and Services Agreement between Wheelabrator Portsmouth Inc. (now WIN Waste) and SPSA, as presented. A roll call vote was taken of all voting members present, which included all members (with Mr. Martin acting as an alternate, and the absence of Ms. Lowe) noted above. 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*

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*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. Maxwell moved, seconded by Mr. Hansen, to certify the closed session as presented.**

**A roll call vote was taken of all voting members present, which included all members (with Mr. Martin, Mr. Underhill, and Mr. Lewis acting as alternates, and with Ms. Lowe having rejoined the meeting after the vote to go into closed session) as noted above. The motion was adopted by a unanimous vote in favor.**

**11. OTHER BUSINESS**

Chairman Baugh asked if there was any other business, but there was none.

**12. ADJOURN MEETING**

There being no further business to come before the Board of Directors, the regular meeting was adjourned at 12:55 p.m.

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Dennis L. Bagley  
Interim Executive Director

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



**5. Flyover Oversight Committee Report**

The Flyover Committee met on February 12, 2022. Committee Chairman L.J. Hansen will give a brief overview of that meeting.

Attachment: Flyover Oversight Committee Minutes, December 6, 2021

## Flyover Oversight Committee Minutes – December 6, 2021

**Flyover Oversight Committee Minutes**  
**Southeastern Public Service Authority of Virginia**  
**December 6, 2021**

A meeting of the SPSA Flyover Oversight Committee was held at 3:00 p.m. in the Regional Boardroom of the SPSA Regional Office Building in Chesapeake, Virginia and was called to order by Committee Chairman L.J. Hansen. The Committee Member present at this meeting was Mr. Robert Lewis. Mr. Troy Eisenberger attended on behalf of Committee Member, Mr. Earl Sorey. Mr. Chris Hall and Mr. Mike Davis were present representing VDOT, and Ms. Claudia Walsh, HDR Project Manager was also present, along with Mr. Jeff Raliski of the HRTPO. Also in attendance were SPSA Executive Director, Liesl R. DeVary, Deputy Executive Director, Dennis Bagley, and Executive Administrator, Tressa Preston.

**Review of Minutes**

After determining there was no public comment, Chairman Hansen asked if there were any comments or corrections to the Flyover Oversight Committee Meeting Minutes of October 7, 2021, which had been distributed earlier. There were none.

**Mr. Lewis moved, seconded by Mr. Hansen, to approve the minutes of October 7, 2021. The motion was adopted by a unanimous vote in favor by all members present.**

**Discussion of the VDOT/SPSA Flyover Project**

Mr. Hall delivered a presentation with project updates. Onsite geotechnical testing has been completed and is now at the lab. As work continues, VDOT's original design assumptions are proving to be correct, or better, which means that the project budget projections are remaining consistent. VDOT has received no specific feedback from the Army Corps of Engineers regarding environmental permitting.

Ms. Walsh discussed the design plan timeline, including allotted time for a public hearing, if necessary. She went on to say that the plan is to post a willingness to have a public hearing and address comments. Ms. Walsh will meet in the field with Mr. Kirk, owner of the property adjacent to the landfill and flyover project, to address his concerns about access to his property. The design work that is proposed will allow the passing of a logging truck with no issues and the project is not planning on taking any frontage from his property. Ms. Walsh believes that Mr. Kirk will be pleased to learn this information. Ms. Walsh went on to say that environmental management meetings have held and mitigation for protected rattlesnake habitat will need to take place, but can possibly be accommodated on land already owned by SPSA.

Mr. Lewis asked what environmental permitting is required. Ms. Walsh responded that the project does not require an Environmental Impact Statement, but will be handled as a Categorical Exclusion. She went on to say that the ditches impacted by the project are waters of the US and they are working with agencies to address any issues. Mr. Hall commented that, in regard to the permitting process, the area has been delineated and now the quality of the wetlands must be determined. Ms. Walsh added that their initial assessment was for low quality and although they have received no push-back on those statements, quality will be determined in the field.

Mr. Lewis asked about the possible mitigation options for the rattlesnakes and Ms. Walsh responded that mitigation banks are most likely, but that there may be some onsite mitigation options. Ms. DeVary asked the criteria used for determining what amount of mitigation would be necessary and she was told that it would be based on the size and quality of the impacted area. Mr. Bagley asked what onsite mitigation might entail. Ms. Walsh said it could involve critter crossings to give species access to a higher quality habitat. Chairman Hansen asked if the preference was to look at onsite mitigation or to use mitigation banks. Mr. Hall and Ms. Walsh stated that they will look at possibilities on the landfill property and mitigation banks, but will likely move forward with the most cost-effective option. They went on to say that they will know more after further agency meetings and that this level of mitigation is not outside of VDOT's initial expectations. Mr. Bagley asked about the cost of mitigation and Ms. Walsh reported that they will look into it and have more information in January or February. Mr. Hall added that no decisions on mitigation would be made without SPSA's input.

Chairman Hansen clarified that the public hearing listed on the timeline for February 11, 2022 would only take place if determined to be necessary after posting the willingness. It was determined that, in order to ensure that the Board is fully informed on the status of the project ahead of a possible public hearing, VDOT will make a presentation to the Board at their January 26, 2022 meeting. Mr. Hall asked what information the Board will be most interested in, and Chairman Hansen anticipates that the Board's main areas of concern will be related to how the project is tracking on cost and on schedule.

Regarding budget, it was reported that the project, to date, has incurred \$539,366 in expenses. However, Mr. Hall commented that the most solid budget projections can only be assessed once the project has a signed contract with the contractor. Ms. DeVary asked what increases VDOT is encountering in the market. Mr. Davis responded that there are issues across the entire supply chain resulting in an average 2-5% increase, but that they will do a deep dive before soliciting any estimates. Mr. Hall added that there is a contingency built into the budget for market increases and Mr. Lewis commented that with construction still being two years out, it is difficult to determine market impacts.

Mr. Bagley asked Ms. Walsh about consultation on and surveying for relocation of gas transmission wells impacted by the project. Ms. Walsh responded that, as requested, she has sent design files. She has been told that when the relocation plans are ready, she will be sent the information, which she will then add to the project's as-built drawings. She will also check in on the status of those plans after the first of the year.

Chairman Hansen asked if any additional environmental concerns have come to their attention. Ms. Walsh responded that, at this time, there has been no environmental outcry.

Mr. Lewis asked about any impact to the gas lines near the entrance site. Ms. Walsh said that the abutment will be back far enough that it may not interfere with the current encasement. VDOT is working through their plans, which hopefully will not fall within the zone of influence.

Mr. Lewis also asked about the railway right of way on the property and Ms. Walsh responded that the project will not impact the railroad bed, which is now designated as a cultural resource.

**Review of Invoices**

Chairman Hansen asked Mr. Lewis and Mr. Eisenberger if they saw any issues with the invoices that had been provided to the Committee. They reported that they saw no issues.

**Mr. Lewis moved, seconded by Mr. Hansen, to approve the invoices from VDOT dated October 21, 2021 and November 17, 2021. The motion was adopted by a unanimous vote in favor by all members present.**

**Other Business**

As there was no further business, Chairman Hansen adjourned the meeting at 3:38 p.m.

**6. Interim Executive Director Updates**

## Attachments:

- Landfill Operational Summary
- Executive Committee Minutes – December 1, 2021
- WIN Waste Innovations – Portsmouth Monthly Report

## Landfill Operational Summary

SPSA Regional Landfill Operational Summary			KEY:		
Period	January 1 2022 to January 31 2022		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 during 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	25,227		
2.2	No. staff	13.5	8.5		5 vacancies: 2 Landfill Equipment Operators, 1 Solid Waste Assistant, 1 Environmental Tech, , 1 L&E Compliance Specialist
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	12,035		
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 2022
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 12/28 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. 2. Flow generation remain < 40,000 GPD typically.
4.5	Leachate Disposal	In compliance			Capital Project for dredging of the Leachate Ponds is complete.
4.5.1	Quantity of leachate pumped to HRSD during period	x gallons	757,738		From 1/1 to 1/31
4.5.1.1	Cell V, Sumps 1-4	x gallons	359,505		From 1/1 to 1/31
4.5.1.2	Cell VI, Sumps 5-8	x gallons	531,746		From 1/1 to 1/31
4.5.2	Quantity of leachate hauled for disposal during period	x gallons	744,234		From 1/1 to 1/31
4.5.3	Disposal costs in period: \$		\$ 24,050		From 1/1 to 1/31
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	0		From 1/1 to 1/31
<b>7</b>	<b>HRSD Force Main</b>	Contract Schedule	None provided to date.		Evaluating Leachate Evaporation RFP Proposals.

**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 – December 1, 2021

**Executive Committee Minutes**  
**Southeastern Public Service Authority of Virginia**  
**December 1, 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 Dale Baugh. The other Committee Members present at this meeting were Ms. Sheryl Raulston, Mr. John Keifer, and Mr. Randy Keaton. Also in attendance were Executive Director, Liesl R. DeVary, Deputy Executive Director, Dennis Bagley, Executive Administrator, Tressa Preston, General Counsel, Brett Spain, and Board Members Thomas Leahy and Luke McCoy.

**Items for Discussion:**

## 1. Chairman's Comments

Chairman Baugh began the meeting by thanking the Committee for all of their due diligence in crafting an interim leadership plan and a strategy for recruiting a new Executive Director so that SPSA can move forward with clarity. He also said that it was difficult to find sufficient words and actions to thank Ms. DeVary for all that she has done for SPSA, but encouraged everyone to attempt to do so. Chairman Baugh announced that there would be an informal lunch following the December Board Meeting and that the Board is also planning a dinner in Ms. DeVary's honor. Mr. Spain was consulted on the appropriateness of these events where Board Members will be present and he confirmed that it is acceptable for Board Members to socialize as long as there is no discussion or transaction of public business.

## 2. Review and approve Executive Committee Minutes of October 20, 2021, November 3, 2021, and November 16, 2021.

**Mr. Keifer moved, seconded by Ms. Raulston, to approve the minutes of October 20, 2021, November 3, 2021, and November 16, 2021. The motion was adopted by a unanimous vote in favor.**

## 3. Executive Director Recruitment

Chairman Baugh commented that a great deal of time and thought have gone into determining the best way forward and more time and effort will be needed in the coming months. In keeping with that, he thanked the volunteers for the Personnel Committee, with Tom Leahy as Chair and Sheryl Raulston, Richard Broad and Luke McCoy as members. Mr. McCoy will only serve until the end of his time on the Board. At Chairman Baugh's request, Mr. Leahy presented a draft timeline for the Executive Director recruitment process. It was discussed by the Committee and determined that the first review of applicants would begin on January 17<sup>th</sup> and that it would be the Personnel Committee's goal to present their top candidates to the Executive Committee at their March 16<sup>th</sup> meeting and then, if deemed appropriate, for the Executive Committee to make a recommendation to the Board at the March 23<sup>rd</sup> Meeting. Any Board Member who would like to take a more active role in recruitment would be welcome to attend Personnel Committee and/or Executive Committee Meetings.



There are several motions that will be needed regarding the interim leadership plan and Executive Director recruitment. Chairman Baugh and Ms. DeVary spoke about motions to be recommended and Ms. DeVary drafted some language. The Committee discussed and modified the proposed language. The Executive Committee will recommend that the Board approve motions to advertise for the Executive Director position, appoint a Personnel Committee, appoint an Interim Executive Director, authorize the addition of a Chief Financial Officer position to the FY 2022 budget, and to authorize the Audit Committee to assist staff with SPSA investments and other financial issues.

Ms. DeVary also suggested having an Audit Committee Meeting before her departure so that they may meet with the financial advisor that has been working with SPSA's investments. Chairman Baugh added that he has spoken with Audit Committee Chair, Lynette Lowe, and she agrees that the Audit Committee can provide guidance to staff as necessary. Regarding the matter of Treasurer, Ms. DeVary will continue to serve until her departure. At that time, Chairman Baugh will appoint a replacement to serve until the Annual Meeting in July, when the Board will vote on officers.

#### 4. Executive Director Reports

##### a) Upcoming Board Meeting Agenda:

###### i. Landfill Gas Agreement

Ms. DeVary informed the Executive Committee that a narrative regarding the Amended and Restated Landfill Gas Rights, Easement, and Lease Agreement with Mas Energy is included in the Board Agenda. A link to the full agreement, which is posted on the website, is also included. Ms. DeVary will make a presentation on the financial aspects of the project and Michael Hall will present on the project itself. Both of these presentations will take place in open session.

###### ii. Financial Comparison

Based on discussions and requests from previous Board Meetings, Ms. DeVary will be presenting some additional financial information at the December Board Meeting. She will show a comparison of finances from FY 2021 versus FY 2009, projected costs for landfill expansion, and she will go over the draw-down schedule.

##### b) Ongoing Items:

###### i. Flyover / VDOT Oversight Committee Meeting

The next scheduled meeting of the Flyover Committee is December 6, 2021. Ms. DeVary will ask Committee Chair, LJ Hansen, to give a brief overview of their meeting at the December Board Meeting.

###### ii. Wetlands Permitting

As a part of the wetlands permitting process, the Army Corps of Engineers is taking a tour of the landfill with their third-party consultants from environmental groups and tribal representatives. This tour will take place on December 7, 2021 and staff sees it

as an excellent opportunity to demonstrate how the landfill operates at the highest standards of environmental safety.

iii. Proposed General Assembly Legislation

Ms. DeVary has not received any new information regarding the proposed Virginia state legislation that would introduce a trash tax on landfilled waste.

iv. HRSD Force Main Project

Ms. DeVary reported that Ted Henifin of HRSD plans to retire in the early part of 2022. She and Mr. Bagley spoke with Mr. Henifin about the leachate evaporation system they have been researching and he had no issues with HRSD contributing financially as they were going to with the force main. Ms. DeVary commented that SPSA's cost sharing agreement with HRSD needs to be modified to reflect that SPSA will do the work for evaporation system and invoice HRSD, whereas the current agreement has HRSD performing the construction and invoicing SPSA. Mr. Spain will work on a contract modification to present to HRSD. The Executive Committee encouraged Ms. DeVary to work to ensure that the agreement is updated before Mr. Henifin retires. Ms. DeVary anticipates that a RFP for the leachate evaporation system will be issued in the near future and that the overall cost will be roughly \$6 million, which was the original estimated cost of the force main project.

5. Future Budget Projections

In anticipation of her departure, Mr. Keifer asked Ms. DeVary for her thoughts on future budget items. Ms. DeVary commented that tonnages, cost of living, and fuel costs are areas of particular concern when looking at future projections. She also mentioned that there is a clause in the Suffolk Good Neighbor Agreement that requires SPSA to have a certain amount of cash for landfill closure on hand at all times. She suggested the possibility of approaching Suffolk about waiving this requirement during the flyover project and the construction of Cell VII. If they were amenable to discussing a temporary waiver, SPSA may not need to increase future years' tipping fees as significantly as currently projected.

6. Closed Session

Motion to Approve Request for Closed Meeting.

Chairman Baugh read the following closed session motion:

I move that a closed session be held for discussions regarding the resignation of the Executive Director and for discussion and/or consideration of prospective candidates for the position of Executive Director, Treasurer, and related positions to be filled on an interim or permanent basis as a result of the resignation of the Executive Director in accordance with Virginia Code Section 2.2 3711(A)(1).

**Mr. Keifer moved, seconded by Ms. Raulston, to approve the closed session motion as read. The motion was adopted by a unanimous roll call vote in favor. Ms. DeVary, Mr. Bagley, and Ms. Preston did not attend the closed session. Board members Thomas**

**Leahy and Luke McCoy (both proposed members of the Personnel Committee) attended the closed session.**

Motion to Approve Certification after Closed Meeting.

The Executive Committee 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. Keifer moved, seconded by Ms. Raulston, to approve certification as read. The motion was adopted by a unanimous roll call vote in favor.**

Mr. Keaton left the meeting after the Motion to Approve Certification after Closed Meeting.

7. Other Business

Chairman Baugh asked that Michael Etheridge of Isle of Wight be added to the list of individuals to be proposed for the Personnel Committee. Ms. Preston reviewed options for advertising the Executive Director position, as requested, and will look into other suggested options.

8. Meeting Adjourned at 11:04 a.m.

**7. WIN Waste Innovations – Portsmouth Monthly Report**  
Presented by Mr. Clint Stratton, Plant Manager

February 14, 2022

Dennis Bagley  
Southeastern Public Service Authority  
723 Woodlake Drive  
Chesapeake, VA 23320

Dear Mr. Bagley:

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 2022

MONTH	SPSA ACCEPTABLE WASTE (TONS)		THIRD PARTY ACCEPTABLE WASTE (TONS)		OUT-OF-STATE WASTE (TONS) *		OUTSIDE-AREA WASTE (TONS)		TOTAL TONNAGE		NAVY STEAM DELIVERED (K-LBS)		ALL WASTE ACCEPTED AT RDF (TONS)		NP REMOVED FROM RDF (TONS)		PROHIBITED WASTE		RDF WASTE DIVERTED TO LANDFILLS (TONS)		PROCESSED WASTE (CALC)		PROCESSED FORMULA		RESIDUE DELIVERED TO LANDFILL (TONS)		MW SOLD TO THE GRID (MWh)			
JAN	43,183.39		4,999.67		797.75		-		48,980.81		84,466	48,980.81	5,047.58	-	1,654.83	43,933.23	42,826.75	11,509.39												9,007
FEB																														
MAR																														
APR																														
MAY																														
JUN																														
JUL																														
AUG																														
SEP																														
OCT																														
NOV																														
DEC																														
YTD TOTAL	43,183.39		4,999.67		797.75		-		48,980.81		84,466.00	48,980.81	5,047.58	-	1,654.83	43,933.23	42,826.75	11,509.39											9,007.00	

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

**WIN Waste Innovations  
AVAILABILITY  
CALENDAR YEAR 2022**

MONTH	BOILER AVAILABILITY (%)	BOILER PLANNED OUTAGES (HRS)	BOILER UNPLANNED OUTAGES (HRS)	TURBINE AVAILABILITY	TURBINE PLANNED OUTAGES (HRS)	TURBINE UNPLANNED OUTAGES (HRS)
JAN	84.0%	0	489	99.97%	0	5
FEB						
MAR						
APR						
MAY						
JUN						
JUL						
AUG						
SEP						
OCT						
NOV						
DEC						
YTD TOTAL	84.0%	-	489.00	#DIV/0!	-	5.00

**WIN Waste Innovations**  
**SUPPLEMENTAL INFORMATION**  
**January 2022**

Total Waste received by SPSA:	43,183 tons
Waste delivered to RDF:	48,981 tons
Total RDF processed:	42,827 tons
Residue sent to landfill:	11,509 tons*
Electric power sold:	9,007 MW
Steam sold to Navy:	84,466 K-LBS
Overall Boiler availability:	84%
Overall Generator availability:	99.97%
Environmental Incidents	0

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

**General Notes:**

\* This total includes 1201.49 tons of non-qualifying residue delivered to the landfill this period, qualifying residue 89.56% for this period.

Unscheduled downtime driven by two tubeleaks on Boiler 4 waterwall and freezing issues during snow events

## WIN Waste Innovations

### Monthly Report for the Month of January 2022

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

#### Environmental Issues:

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

#### Tests Completed:

Monthly Industrial Discharge Samples  
Fuel Oil Sample  
Annual Stack Tests  
Quarterly Ash Test

#### Tests Planned:

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

#### Inspections:

VA DEQ Solid Waste

#### Air Quality Violations:

None

#### Safety Issues:

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


**Op Stats: See attached spreadsheet**

#### Upcoming Planned Outages:

##### 2022 Outages

January	No outage
February 13-20	Boiler 3
March 13-20	Boiler 4
April 11-21	Boiler 1
May	No outage
June 12-19	Boiler 2
July 11-19	Boiler 3
August 15-22	Boiler 4
September 19-26	Boiler 1
October	No outage
November 14-22	Boiler 2
December	No outage



WIN Waste Innovations RDF and WTE Operational Summary			KEY:		
Provided by WIN Waste Innovations			Change Since Last Report		
Jan. 1, 2022 to Jan. 31, 2022			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	In Compliance		No issues during reporting period
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			Wait times were running higher than normal, we diverted tonnage to manage floor volumes.
2.2	Floor Volume	<1,000 Tons			Floor volumes exceeded 1000 tons, the facility diverted to manage floor volumes and wait times during C32 motor and gearbox failures
2.3	Equipment Utilization	Key equipment fully operational and deployed			
<b>3</b>	<b>Ash</b>				
3.1	Ash Delivered to RLF	Actual Tons	11,509		
3.2	Percentage of Ash Re-classified	<20%	1,201		Reclassified was 10.44%
3.3	Percentage of Ash used as ADC	> 80%	10,308		ADC was 89.56%
3.4	Rejected Loads of Ash	0	0		
<b>4</b>	<b>WTE</b>				
4.1	Boiler Availability	> 90%	84%		Driven by two tubeleaks on Boiler 4 and freezing lines during snow events in January
4.2	TG Availability	> 90%	100%		
4.3	Ash Screener Availability	> 95 %	100%		
<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

**Acronym Definitions**  
**RDF** - Refuse Derived Fuel, **WTE** - Waste To Energy, **VPDES** - Virginia Pollution Discharge Elimination System, **ADC** - Alternative Daily Cover, **TG** - Turbine Generator

## 8. Financial Report

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

For the month ending January 31, 2022, total revenues exceeded total expenses by approximately \$4.5 million as compared to \$5.8 million in the previous year.

Tipping fee revenue received FYTD reflects an increase of 7.2% or approximately \$1,939,000 as compared to fiscal year 2021. Municipal waste tons are down approximately 10.2% or 30,523 tons as compared to fiscal year 2021.

For the month ending January 31, 2022, total expenses were approximately \$26.2 million as compared to \$23.8 million incurred in the previous fiscal year.

### **Monthly Expense Line Items**

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

### **Monthly Comparison of Revenues and Expenses**

This report illustrates the monthly revenues and expenses. An explanation is included under each graph if there is a sizeable variance. The straight line in each graph represents the fiscal year 2022 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 December 31, 2021, municipal waste tonnages reflect a decrease of 10.5% or approximately 27,749 tons as compared to December 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 January 31, 2022, operating cash balances were approximately \$57 million representing approximately \$2.7 million in the operating account, \$6.4 million in undesignated fund balance, \$3.3 million for FY 2021 Rolled Purchase Orders, \$2.5 million reserved for the HRSD Force Main, \$3.3 million for Landfill Expansion Purchase Orders and \$38.7 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?

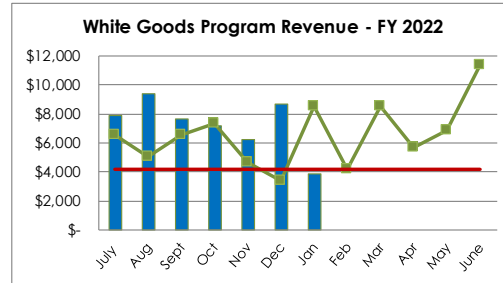
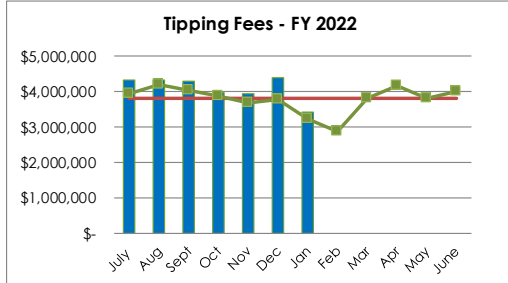
Southeastern Public Service Authority Statement of Revenue and Expenses - Budget to Actual Comparison For the Period Ending January 31, 2022								
	JANUARY 2022				JANUARY 2021			
	Adjusted Budget	Month	FYTD	% of Budget	Adjusted Budget	Month	FYTD	% of Budget
<b>REVENUES</b>								
Tipping Fees	\$ 45,951,468	\$ 3,437,986	\$ 28,721,783	62.5%	\$ 41,756,055	\$ 3,233,670	\$ 26,782,298	64.1%
Tire program	600,000	65,400	484,279	80.7%	600,000	33,120	337,504	56.3%
Household Hazardous Waste Revenue	386,650	18,541	259,918	67.2%	333,000	25,076	227,736	68.4%
White Goods Program	50,000	3,838	50,837	101.7%	40,000	8,541	41,908	104.8%
Landfill Gas Recovery	260,000	7,575	53,667	20.6%	260,000	25,175	136,445	52.5%
Miscellaneous Income	268,729	65,363	281,024	104.6%	1,429,891	71,836	1,366,534	95.6%
Interest Earnings	450,000	24,045	164,696	36.6%	450,000	1,426	360,577	80.1%
Fund Balance / Capital / Rolled PO's	4,034,338	156,636	517,910	12.8%	2,542,284	-	82,225	3.2%
Fund Balance / Landfill Expansion	3,787,832	18,123	257,417	6.8%	2,273,166	73,515	307,046	13.5%
<b>TOTAL REVENUES</b>	<b>\$ 55,789,017</b>	<b>\$ 3,797,506</b>	<b>\$ 30,791,531</b>	<b>55.2%</b>	<b>\$ 49,684,396</b>	<b>\$ 3,472,360</b>	<b>\$ 29,642,273</b>	<b>59.7%</b>
<b>OPERATING EXPENSES</b>								
<b>Administration</b>								
Salaries / Wages	\$ 850,964	\$ 50,176	\$ 443,872	52.2%	\$ 837,565	\$ 63,261	\$ 486,839	58.1%
Employee Benefits	202,110	13,438	96,364	47.7%	212,102	15,643	108,141	51.0%
Professional / Contracted Services	691,279	23,292	206,586	29.9%	688,063	30,892	164,588	23.9%
Other Operating Expenses	226,970	17,532	125,658	55.4%	223,872	16,448	119,420	53.3%
Materials / Supplies	19,208	704	5,025	26.2%	17,888	387	4,247	23.7%
<b>Total Administration</b>	<b>\$ 1,990,531</b>	<b>\$ 105,143</b>	<b>\$ 877,505</b>	<b>44.1%</b>	<b>\$ 1,979,490</b>	<b>\$ 126,631</b>	<b>\$ 883,235</b>	<b>44.6%</b>
<b>Environmental Management</b>								
Salaries / Wages	\$ 327,643	\$ 19,010	\$ 155,592	47.5%	\$ 319,891	\$ 23,292	\$ 171,536	53.6%
Employee Benefits	103,908	6,842	53,957	51.9%	114,101	8,202	53,817	47.2%
Professional / Contracted Services	76,150	12,845	44,817	58.9%	78,200	308	28,926	37.0%
Other Operating Expenses	11,192	335	2,480	22.2%	13,700	(1,998)	3,300	24.1%
Materials / Supplies	22,860	1,288	9,613	42.1%	22,838	899	4,638	20.3%
<b>Total Environmental Management</b>	<b>\$ 541,753</b>	<b>\$ 40,320</b>	<b>\$ 266,458</b>	<b>49.2%</b>	<b>\$ 548,730</b>	<b>\$ 30,704</b>	<b>\$ 262,217</b>	<b>47.8%</b>
<b>Operations</b>								
Salaries / Wages	\$ 5,840,179	\$ 411,179	\$ 3,096,492	53.0%	\$ 5,731,396	\$ 407,767	\$ 3,218,393	56.2%
Employee Benefits	1,949,313	141,269	1,039,391	53.3%	1,917,326	149,602	1,059,980	55.3%
Professional / Contracted Services	3,085,143	193,694	1,359,951	44.1%	2,996,424	251,993	1,593,970	53.2%
Other Operating Expenses	1,089,685	69,342	467,768	42.9%	1,053,761	171,013	487,997	46.3%
Materials / Supplies	1,846,171	147,582	1,019,885	55.2%	1,813,457	88,240	674,448	37.2%
<b>Total Operations</b>	<b>\$ 13,810,491</b>	<b>\$ 963,067</b>	<b>\$ 6,983,487</b>	<b>50.6%</b>	<b>\$ 13,512,364</b>	<b>\$ 1,068,614</b>	<b>\$ 7,034,788</b>	<b>52.1%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 16,342,775</b>	<b>\$ 1,108,530</b>	<b>\$ 8,127,450</b>	<b>49.7%</b>	<b>\$ 16,040,584</b>	<b>\$ 1,225,949</b>	<b>\$ 8,180,240</b>	<b>51.0%</b>
<b>CAPITAL PROJECTS / EQUIPMENT REPLACEMENT</b>								
CELLS 8/9 PERMITTING	822,725	18,123	258,396	31.4%				
TPS - TIRE SHREDDER	74,543	-	59,650	80.0%				
ROB - Updade Lighting	61,798	-	8,404	13.6%				
RLF - DEMO/CONSTRUCTION	29,193	-	24,919	85.4%				
RLF - UST/AST REMOVAL & ADD	242,991	-	232,084	95.5%				
HHW TRAILER & SCREENPRINTS	7,800	-	6,300	80.8%				
VDOT - FLYOVER	2,767,074	13,068	123,649	4.5%				
RLF - DESIGN BUILD PROJECT	3,420,444	138,474	154,238	4.5%				
RLF - DUMP TRUCK	442,388	-	417,388	94.3%				
RLF - PICKUP TRUCK	32,555	-	-	0.0%				
RLF - WHEEL WASH	300,000	-	-	0.0%				
TSP - ROAD TRACTORS	622,624	-	-	0.0%				
TSP - TRAILERS	630,000	-	-	0.0%				
TSP - YARD DOG	125,000	-	-	0.0%				
CTS - TIP FLOOR REPAIRS	100,000	-	-	0.0%				
HHW - PICKUP TRUCK	33,572	-	-	0.0%				
CTS - ABOVE GROUND SCALE	125,000	-	122,318	97.9%				
NTS - WHEELED EXCAVATOR	342,109	342,109	342,109	100.0%				
NTS - WHEELED LOADER	535,570	-	-	0.0%				
OTS - WHEELED LOADER	385,228	-	-	0.0%				
UNDESIGNATED	104,058	-	-	0.0%				
Contracted Waste Disposal	\$ 21,993,420	\$ 1,641,516	\$ 12,761,675	58.0%	\$ 19,820,929	\$ 1,448,883	\$ 12,131,411	61.2%
Suffolk Environmental Trust Fund	5,000	-	-	0.0%	5,000	-	-	0.0%
Reserves for Landfill Expansion/Closure	6,243,150	520,263	3,641,839	58.3%	4,338,750	361,563	2,530,938	58.3%
Tip Fee Stabilization Fund Refund	-	-	-	N/A	-	-	-	N/A
Virginia Beach Environmental Trust Fund	-	-	-	N/A	-	-	-	N/A
Transfer to Operating Reserve	-	-	-	N/A	-	-	-	N/A
Reserve for Tip Fee Stabilization	-	-	-	N/A	-	-	-	N/A
Contingency	-	-	-	N/A	-	-	-	N/A
<b>TOTAL OTHER USES</b>	<b>\$ 28,241,570</b>	<b>\$ 2,161,779</b>	<b>\$ 16,403,514</b>	<b>58.1%</b>	<b>\$ 24,164,679</b>	<b>\$ 1,810,445</b>	<b>\$ 14,662,348</b>	<b>60.7%</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 55,789,017</b>	<b>\$ 3,782,082</b>	<b>\$ 26,280,420</b>	<b>47.1%</b>	<b>\$ 49,684,396</b>	<b>\$ 3,111,537</b>	<b>\$ 23,829,169</b>	<b>48.0%</b>
<b>NET REVENUES / (EXPENSES)</b>	<b>\$ -</b>	<b>\$ 15,424</b>	<b>\$ 4,511,111</b>		<b>\$ -</b>	<b>\$ 360,823</b>	<b>\$ 5,813,104</b>	

A Budget has been adjusted by \$7,349,877 for purchase orders rolled over from FY 2021, and projects related to landfill expansion.

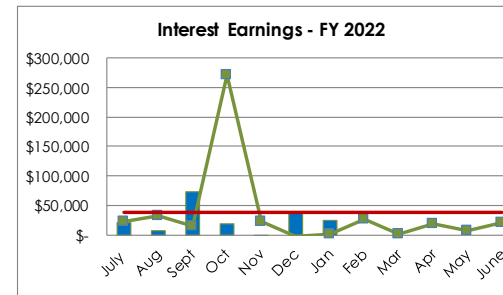
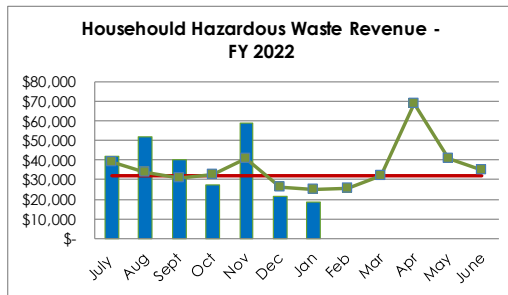
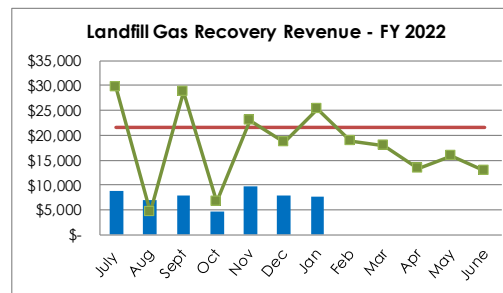
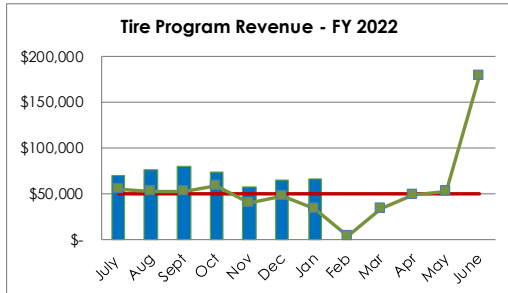
<b>Southeastern Public Service Authority</b>										
<b>Monthly Expense Line Items</b>										
<b>Description</b>	<b>FY 2022 Budget</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>	<b>Jan-22</b>	<b>FYTD</b>	<b>From Previous Month</b>	
									<b>\$ Change</b>	<b>% Change</b>
Salaries Exempt	\$ 2,028,362	\$ 150,180	\$ 147,501	\$ 149,814	\$ 150,886	\$ 223,681	\$ 138,234	\$ 1,088,188	\$ (85,447)	-56.6%
Salaries Non-Exempt	4,680,484	336,959	338,969	333,729	323,002	490,698	312,650	2,418,358	\$ (178,048)	-55.1%
Overtime	309,940	26,721	22,841	22,392	29,219	42,192	29,481	189,410	\$ (12,711)	-43.5%
Fica / Medicare Tax	536,936	37,538	37,227	36,212	35,926	54,797	35,148	267,717	\$ (19,649)	-54.7%
VRS Retirement	51,537	3,481	3,485	3,483	3,312	3,432	3,131	23,658	\$ (301)	-9.1%
Health Insurance	1,408,152	112,765	110,514	108,169	107,154	105,846	102,847	761,437	\$ (2,999)	-2.8%
Vrs Group Life Insurance	86,097	6,826	6,914	6,842	6,695	6,772	6,341	47,169	\$ (431)	-6.4%
Unemployment Insurance	3,658	33	17	30	26	75	1,514	1,754	\$ 1,439	5572.2%
Workers Compensation	168,951	12,568	12,568	12,568	12,568	12,568	12,568	87,976	\$ -	0.0%
Medical Fees	12,450	325	2,365	425	655	835	820	5,425	\$ (15)	-2.3%
Security Service	85,680	5,041	10,132	6,772	6,843	8,604	5,484	48,458	\$ (3,120)	-45.6%
Professional Services	224,576	10,339	9,389	31,114	44	(8,123)	4,825	47,854	\$ 12,948	29588.7%
Engineering Services	248,000	7,697	787	41,850	6,795	14,856	55,533	127,517	\$ 40,678	598.6%
Landfill Survey	5,000	-	-	-	-	-	-	-	\$ -	N/A
Legal Fees	325,000	23,062	53,738	(32,137)	11,339	23,258	12,576	91,836	\$ (10,682)	-94.2%
Environmental Testing	103,000	19,866	1,991	872	17,019	1,267	441	41,752	\$ (826)	-4.9%
Fire Protection	9,250	-	-	-	772	2,661	360	3,913	\$ (2,301)	-297.9%
Temporary Employment Services	34,320	172	-	-	-	-	-	2,008	\$ -	N/A
Uniform Rental	50,608	3,678	2,973	3,623	3,005	4,381	2,101	23,062	\$ (2,279)	-75.9%
Maintenance Service Agreements	159,597	1,607	1,609	3,595	3,444	2,273	10,785	53,437	\$ 8,512	247.2%
Grounds Maintenance	106,240	-	11,281	6,720	12,139	5,640	-	37,963	\$ (5,640)	-46.5%
Hazardous Waste Disp/Cleanup	57,000	10,825	-	-	12,280	-	11,925	35,030	\$ 11,925	97.1%
Equipment Maintenance	963,050	64,889	69,523	65,210	51,200	94,145	72,502	461,682	\$ (21,643)	-42.3%
Building / Site Maintenance	703,641	9,919	6,414	54,690	62,945	16,456	27,464	195,050	\$ 11,008	17.5%
Leachate Pumping Station Maint	37,500	14,990	2,688	-	-	2,152	(4,749)	15,081	\$ (6,901)	N/A
Advertising	9,000	-	299	299	594	-	2,287	4,073	\$ 2,287	385.0%
Trustee Expense	1,000	-	-	-	-	-	-	-	\$ -	N/A
Permit Fees	93,661	(13)	86,955	-	-	350	-	97,406	\$ (350)	N/A
Suffolk Host Fee	624,000	62,685	51,466	37,800	38,913	42,391	27,476	319,809	\$ (14,914)	-38.3%
Electricity	207,700	10,654	13,834	15,290	13,160	12,796	15,048	81,006	\$ 2,251	17.1%
Heating/Gas/Propane	9,000	125	120	83	134	1,130	2,414	4,007	\$ 1,285	955.6%
Water / Sewer	43,550	1,168	2,133	2,355	10,676	3,315	2,032	23,304	\$ (1,283)	-12.0%
Leachate Treatment	380,000	-	51,893	-	-	41,155	17,923	110,971	\$ (23,232)	N/A
Telephone	113,050	8,500	9,841	9,131	9,132	9,147	8,996	61,922	\$ (151)	-1.7%
Postage	1,860	118	73	68	118	-	232	677	\$ 232	196.3%
Radio Communication & Repair	3,500	-	1,090	-	-	-	421	1,511	\$ 421	N/A
Insurance & Bonding	217,340	18,612	18,112	18,112	18,112	18,112	18,112	127,284	\$ -	0.0%
Landfill Fire Expenses	0	601	(23,158)	4,598	2,500	101	500	(10,359)	\$ 399	16.0%
Equipment Rental	57,100	20,300	190	-	10,963	4,373	1,118	38,384	\$ (3,255)	-29.7%
Land Lease Payment	3,500	292	292	292	292	292	292	2,042	\$ -	0.0%
Tire De-Rimming Service	5,000	-	-	-	-	-	-	-	\$ -	N/A
Travel And Training	31,775	1,083	792	133	196	436	695	4,381	\$ 259	131.7%
Road Tolls	191,940	16,308	16,894	15,548	15,309	17,838	13,895	112,283	\$ (3,943)	-25.8%
Membership & Professional Dues	3,200	100	-	-	450	-	722	1,651	\$ 722	160.4%
Bank Fees	48,332	4,016	4,205	4,087	4,288	4,021	4,334	29,216	\$ 313	7.3%
Awards Programs	10,000	420	66	-	6,665	-	476	7,628	\$ 476	7.1%
EMS Support Program	1,000	-	-	-	-	-	-	-	\$ -	N/A
Office Supplies	13,850	579	517	1,022	707	-	3,043	6,603	\$ 3,043	430.2%
Dues & Subscriptions	23,158	599	965	284	1,723	-	1,719	5,677	\$ 1,719	99.7%
Other Operating Supplies	100,900	5,041	2,572	4,532	8,997	4,748	16,220	46,751	\$ 11,472	127.5%
Vehicle / Equipment Fuel	911,753	67,490	114,897	69,095	75,571	77,521	69,496	539,279	\$ (8,025)	-10.6%
Vehicle / Equipment Tires	747,700	72,331	50,804	57,606	51,765	65,331	57,269	397,821	\$ (8,061)	-15.6%
Safety Apparel & Equipment	35,400	4,191	1,406	3,825	4,021	114	1,300	15,008	\$ 1,186	29.5%
Small Equipment	45,478	1,565	3,648	12,714	1,729	1,159	436	21,650	\$ (723)	-41.8%
Computer Hardware	10,000	120	39	688	797	-	91	1,735	\$ 91	11.4%
<b>Total Operating Expenses</b>	<b>\$ 16,342,775</b>	<b>\$ 1,156,365</b>	<b>\$ 1,262,867</b>	<b>\$ 1,113,533</b>	<b>\$ 1,134,079</b>	<b>\$ 1,412,797</b>	<b>\$ 1,108,530</b>	<b>\$ 8,127,450</b>	<b>\$ (304,268)</b>	<b>-26.8%</b>
Capital Projects/Equip Replacement	\$ 11,204,672	134,454	269,033	635,079	67,237	131,880	511,773	1,749,455	379,893	565.0%
Contracted Waste Disposal	21,993,420	1,862,113	1,916,464	1,801,188	1,788,872	2,101,223	1,641,516	12,761,675	(459,707)	-25.7%
Suffolk Environmental Trust Fund	5,000	-	-	-	-	-	-	-	-	N/A
Reserves for Landfill Expansion/Closu	6,243,150	520,263	520,263	520,263	520,263	520,263	520,263	3,641,839	(1)	0.0%
<b>Total Expenses</b>	<b>\$ 55,789,017</b>	<b>\$ 3,673,195</b>	<b>\$ 3,968,627</b>	<b>\$ 4,070,063</b>	<b>\$ 3,510,451</b>	<b>\$ 4,166,163</b>	<b>\$ 3,782,081</b>	<b>\$ 26,280,419</b>	<b>\$ (284,174)</b>	<b>-8.1%</b>

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

FY 2022 (bar)  
FY 2021  
FY 2022 Budget

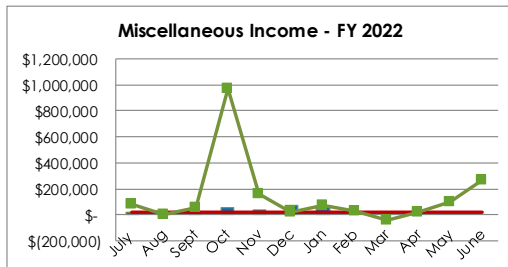


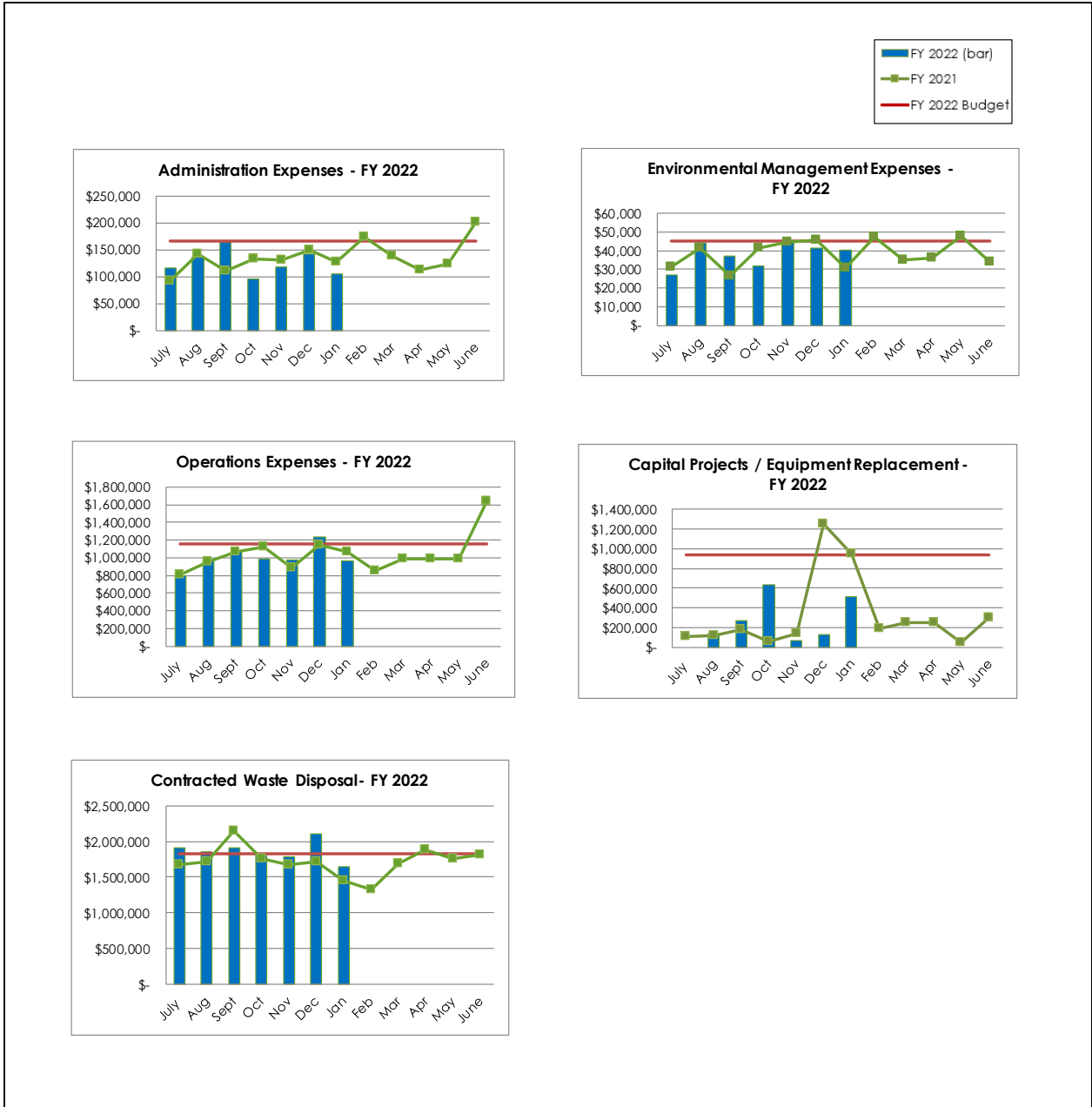
\* Monthly revenue is dependent on users.



\* Monthly revenue is dependent on users.

Interest payments vary based on investment date and maturity date.

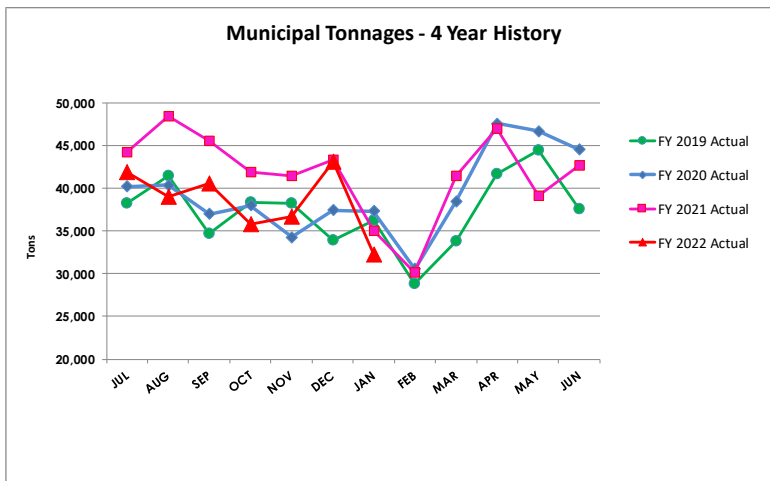
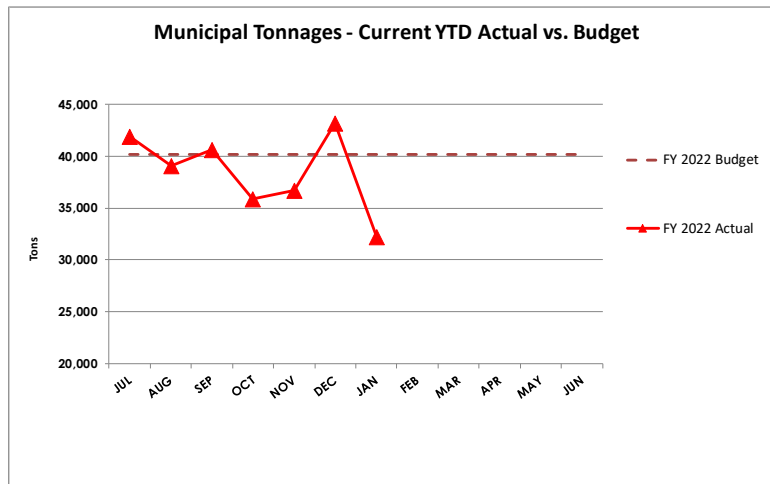




**Southeastern Public Service Authority (SPSA)  
Waste Stream**

Waste Category	FY 2019 Actual (Tons)	FY 2020 Actual (Tons)	FY 2021 Actual (Tons)	FY 2022 Budget	FY 2022	
					Actual (Tons) as of 1/31/2022	% of Budget
<b>Waste Stream Budgeted under Tipping Fees</b>						
Municipal Waste						
Chesapeake	105,353	112,154	114,806	110,000	63,519	57.7%
Franklin	2,955	3,276	3,499	3,300	2,223	67.4%
Isle of Wight	17,265	17,102	17,839	18,000	9,498	52.8%
Norfolk	90,129	92,423	89,209	89,000	44,836	50.4%
Portsmouth	40,222	43,829	46,339	42,000	25,667	61.1%
Southampton	10,675	9,881	10,033	10,800	738	6.8%
Suffolk	42,325	46,614	49,639	51,200	27,497	53.7%
Virginia Beach	138,823	147,250	169,097	157,550	90,515	57.5%
Residential (Free of Charge)	-	-	-	-	-	N/A
<b>Total Municipal Waste</b>	<b>447,747</b>	<b>472,529</b>	<b>500,461</b>	<b>481,850</b>	<b>264,493</b>	<b>54.9%</b>
Sludge - Norfolk	6,040	4,725	4,695	5,500	3,681	66.9%
Navy Waste	26,265	24,974	26,176	25,500	13,363	52.4%
SPSA Contracted Waste	146,442	130,777	134,044	130,000	95,108	73.2%
Construction & Demolition Debris	9,808	9,312	6,514	9,000	4,908	54.5%
Non-Contract Waste	36,682	39,588	46,616	38,000	43,848	115.4%
<b>Total Other Waste</b>	<b>225,237</b>	<b>209,377</b>	<b>218,045</b>	<b>208,000</b>	<b>160,907</b>	<b>77.4%</b>
<b>Total Waste Stream</b>	<b>672,984</b>	<b>681,906</b>	<b>718,506</b>	<b>689,850</b>	<b>425,400</b>	<b>61.7%</b>

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



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

Types of Waste (tons)	FY 2018	FY 2019	FY 2020	FY 2021	July	Aug	Sept	Oct	Nov	Dec	Jan	FYTD
					FY 2022	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022
Construction and Demolition Debris	14,850	9,807	9,312	6,515	609	636	713	1,023	765	679	483	4,908
Water Treatment Plant Sludge	5,717	6,039	4,725	4,694	534	528	482	398	608	582	549	3,681
Industrial Waste	379	295	660	603	46	2	-	-	4	13	-	65
Fines C&D	-	-	-	-	501	517	443	562	70	128	-	2,221
Soils for Use as Alternate Daily Cover	9,990	8,630	6,602	5,841	-	-	-	-	-	-	-	-
Brick & Block	-	-	-	-	-	54	-	-	-	-	874	928
Clean Fill	26,396	5,940	97,970	2,281	-	-	-	-	510	256	319	2,433
Peanut Residue/Hulls	9,366	4,023	4,907	4,555	514	230	296	308	105	116	91	690
Non-Processible Municipal Solid Waste	3,791	867	1,570	3,409	86	97	115	80	105	116	91	690
Navy Waste <sup>2</sup>	154	359	237	297	23	7	10	11	8	3	44	106
Contract Processible Waste	-	-	-	-	104	218	206	178	133	72	97	1,008
Non-Processible Commercial Waste <sup>2</sup>	2,631	598	650	891	-	-	-	-	-	-	-	-
Fluff from BiMetals	-	-	-	-	22	-	-	-	7	-	-	29
Concrete/Asphalt	-	133	116	-	709	800	808	751	569	606	853	5,096
Shredded Tires	4,586	5,394	6,144	6,102	13,658	11,883	12,114	11,665	9,912	13,594	10,308	83,134
Ash - Qualifying	179,361	113,979	112,585	150,882	1,946	2,015	1,510	1,151	1,471	1,752	1,201	11,046
Non-Qualifying Ash	-	52,998	58,912	16,680	-	-	-	-	-	-	-	-
Non Processible Waste (from T&S stations)	-	-	-	-	10,293	9,652	9,873	6,159	6,164	5,965	3,891	51,997
MSW from FTS, IWTs, STS	46,011	102,702	106,908	112,006	3,287	2,795	6,143	4,555	4,895	2,873	6,332	30,880
Clean Fill - Clearfield	31,709	51,540	57,872	48,453	76	76	19	-	-	38	113	322
Residual Waste - Clearfield	5,585	436	446	817	-	1,347	-	-	-	873	73	2,293
Diverted Processible Waste (from T&S Station)	201	2,518	2,127	2,252	-	-	-	-	-	-	-	-
<b>Total</b>	<b>340,727</b>	<b>366,258</b>	<b>471,743</b>	<b>366,278</b>	<b>32,408</b>	<b>30,857</b>	<b>32,732</b>	<b>26,841</b>	<b>25,221</b>	<b>27,555</b>	<b>25,228</b>	<b>200,842</b>

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

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



<b>Southeastern Public Service Authority                      Treasurer's Report of Cash Balances                      For the Month Ending January 31, 2022</b>						
Fund Type	Beginning Balance	Deposits / Transfers In	Interest Earnings	Payables / Transfers Out	Payroll	Ending Balance
<b>Unrestricted and Designated Funds (see footnote below):</b>						
Townebank Operating	\$ 3,022,879.22	\$ 4,891,187.85	\$ -	\$ 4,482,810.62	\$ 497,588.57	\$ 2,933,667.88
Townebank Money Market	21,776.46	0.19				21,776.65
Townebank CD	6,276,482.09					6,276,482.09
Virginia Investment Pool (VIP)	5,306,901.40		391.70	1,750,000.00		3,557,293.10
Raymond James & Associates Investments	42,242,423.55	2,000,000.00				44,242,423.55
<b>Total Unrestricted and Designated Funds</b>	<b>\$ 56,870,462.72</b>	<b>\$ 6,891,187.85</b>	<b>\$ 391.89</b>	<b>\$ 6,232,810.62</b>	<b>\$ 497,588.57</b>	<b>\$ 57,031,643.27</b>
<b>Trust Funds:</b>						
Environmental / Va. Beach Landfill	\$ 469,385.23		7.86			469,393.09
Environmental / Regional Landfill	471,754.80		7.84			471,762.64
<b>Total Trust Funds</b>	<b>\$ 941,140.03</b>	<b>\$ -</b>	<b>\$ 15.70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 941,155.73</b>
<b>GRAND TOTAL</b>	<b>\$ 57,811,602.75</b>	<b>\$ 6,891,187.85</b>	<b>\$ 407.59</b>	<b>\$ 6,232,810.62</b>	<b>\$ 497,588.57</b>	<b>\$ 57,972,799.00</b>
<b>Cash Balances Designated as follows:</b>						
Operating Funds	\$ 2,741,999.76					
Undesignated (Fund Balance June 30, 2021)	6,370,616.00					(equivalent to 2 months operating expenses)
Reserved for FY 2021 Rolled Purchase Orders	51,504.01					
Reserved for FY 2021 Rolled Capital POs	3,273,796.00					
Reserved for HRSD Forcemain	2,500,000.00					
Purchase Orders for Landfill Expansion (Rolled)	620,917.59					
VDOT Flyover	2,767,074.00					
Landfill Closure (as of June 30, 2021)	19,174,086.00					
Landfill Expansion	19,531,649.91					
<b>Total Designated Funds</b>	<b>\$ 57,031,643.27</b>					

<b>Southeastern Public Service Authority Budget Transfer Activity For the Month Ending January 31, 2022</b>				
<b>Department</b>	<b>Object</b>	<b>Description</b>	<b>Transfer In</b>	<b>Transfer Out</b>
Fleet	56110	Dues & Subscriptions	\$ 1,944.00	
Fleet	55510	Travel & Training		\$ 1,944.00
Tire Shredder	53410	Building & Site Maintenance	\$ 3,000.00	
Tire Shredder	53400	Equipment Maintenance		\$ 3,000.00
Capital	61926	Cell 8/9 Permitting	\$ 55,610.00	
Capital	62999	Undesignated		\$ 55,610.00
Capital	62206	TSP-Yard Dog	\$ 15,769.26	
Capital	62999	Undesignated		\$ 15,769.26
Capital	62213	RLF-Compactor Refurbishment	\$ 584,137.05	
Capital	62205	TSP-Trailers		\$ 584,137.05
Capital	62999	Undesignated	\$ 45,862.95	
Capital	62205	TSP-Trailers		\$ 45,862.95
Human Resources	53600	Advertising	\$ 375.00	
Human Resources	53110	Medical Fees		\$ 375.00
<b>Total</b>			<b>\$ 706,698.26</b>	<b>\$ 706,698.26</b>

**9. WIN Waste Innovations Update****10. Airspace Report Presentation****11. Personnel Committee Report**

The Personnel Committee met on February 2, 2022. Committee Chairman Leahy and the rest of the Personnel Committee will discuss their evaluation of Executive Director candidates and seek input from the full Board.

Closed Session

Motion to Approve Request for Closed Meeting.

*I move that a closed session be held in accordance with Virginia Code Section 2.2 3711(A)(1) for discussion regarding the consideration of prospective candidates for the position of Executive Director.*

**Roll Call Vote in Open Session**

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.*

**Roll Call Vote in Open Session**

Attachment: Personnel Committee Minutes, January 19, 2022

## Personnel Committee Minutes – January 19, 2022

**Personnel Committee Minutes**  
**Southeastern Public Service Authority of Virginia**  
**January 19, 2022**

A meeting of the Personnel Committee was held at 11:30 a.m. in the second-floor conference room of the SPSA Regional Office Building in Chesapeake, Virginia and was called to order by Chairman Tom Leahy. The other Committee Members present at this meeting were Ms. Sheryl Raulston, Mr. Luke McCoy, Mr. Richard Broad, and Mr. Michael Etheridge. Also in attendance was Interim Director of Administration, Tressa Preston.

**Items for Discussion:**

## 1. Chairman's Comments

Chairman Leahy welcomed the Committee and distributed the current draft schedule for their work. He reported that the Personnel Committee would deliver a brief update at the January 26, 2022, Board Meeting and ask the Board to ratify the changes made to the Executive Director recruitment to reflect less restrictive language and extend the submission deadline to January 31, 2022. Chairman Leahy also discussed confirming the Board's preferences in regards to how many candidates to include on a short list and whether or not they would like to be involved in the interview process. It was suggested that topic could be addressed at the January Board Meeting.

## 2. Closed Session

Motion to Approve Request for Closed Meeting.

Chairman Leahy read the following closed session motion:

I move that a closed session be held in accordance with Virginia Code Section 2.2 3711(A)(1) for discussion regarding the consideration of prospective candidates for the position of Executive Director.

**Mr. Leahy moved, seconded by Mr. Etheridge, to approve the closed session motion as read. The motion was adopted by a unanimous roll call vote in favor. Ms. Preston did not attend the closed session.**

Motion to Approve Certification after Closed Meeting.

The Personnel Committee 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. Leahy moved, seconded by Mr. Etheridge, to approve certification as read. The motion was adopted by a unanimous roll call vote in favor.**

3. Meeting Adjourned at 12:43 p.m.

- 12. Other Business**
- 13. Adjourn Formal Meeting**
- 14. New Board Member Orientation**