

# SOUTHEASTERN PUBLIC SERVICE AUTHORITY

Board of Directors ~ Regular Meeting\*

Regional Board Room

723 Woodlake Drive, Chesapeake, Virginia



Wednesday, September 27, 2023 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/8052123206794701408>. Members of the public may also listen to the SPSA Board Meeting via telephone by dialing toll-free to 1-877-568-4108 and entering access code 389-687-637. 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 September 26, 2023.

**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

**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 August 23, 2023 Board meeting are included as follows for Board review and approval.

RECOMMENDED ACTION: Approve the minutes as presented.

MOTION: Do I hear a motion that the August 23, 2023 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

August 23, 2023

The Regular Meeting of the Board of Directors of the Southeastern Public Service Authority (SPSA) was held at 9:30 a.m. in the Regional Board Room at the Regional Building, 723 Woodlake Drive, Chesapeake, Virginia. The following members were in attendance or as noted:

Mr. John Maxwell	(CH)	Mr. Earl Sorey	(CH)
Ms. Sheryl Raulston	(FR)	Ms. Amanda Jarratt	(FR)
Dr. Dale Baugh	(IW)	Mr. Randy Keaton	(IW)
Mr. John Keifer	(NO)	Mr. Richard Broad	(NO)
Mr. C.W. "Luke" McCoy	(PO)	Ms. Lavonda Graham-Williams	(PO)
Mr. Tony Parnell <sup>1</sup>	(SH)	Ms. Lynette Lowe	(SH)
Mr. D. Rossen S. Greene	(SU)	Mr. Albert Moor	(SU)
Mr. Thomas Leahy	(VB)	Mr. L.J. Hansen <sup>2</sup>	(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. Jeremy Kline (VB), Mr. Greg Martin (CH), and Mr. Brian Thrower (SH). SPSA executives, Mr. Dennis Bagley, Executive Director, Ms. Tressa Preston, Secretary and Director of Administration, Ms. Sandy Schreiber, Treasurer and Director of Finance, 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

Dr. Baugh, Chairman of the Board of Directors, called the August Board Meeting to order at 9:30 a.m. and then he led the Pledge of Allegiance.

## 2. PUBLIC COMMENT

Ms. Preston reported that there were no requests for public comment.

## 3. CHAIRMAN'S COMMENTS

Chairman Baugh thanked the Board for their attendance. He reminded them that the planned adjournment time for the day's meeting was noon, but that with a closed session and several important discussion topics on the agenda, that completion time was at risk unless everyone worked together to watch the agenda and keep engagement appropriate to respect the schedules of members who needed to return to the business of running

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<sup>1</sup> Mr. Parnell was absent.

<sup>2</sup> Mr. Hansen was absent and Mr. Kline served as the voting Ex-Officio Member for the City of Virginia Beach.

SPSA's member communities. Chairman Baugh added that the Executive Committee had engaged in the topics of the day's meeting extensively and that he would be calling on them to share their views to help the full Board understand the finer details of the matters at hand and how the conversation has progressed to this point. He thanked the Board for their support and respect for the meeting's time constraints.

#### 4. APPROVAL OF MINUTES

The minutes of the July 26, 2023 Board Meeting had been distributed. Chairman Baugh asked if there were any additions or changes and there were none.

**Mr. Keifer moved, seconded by Ms. Graham-Williams, to approve the July 26, 2023 minutes of the SPSA Board of Directors, as presented. The motion was adopted by a unanimous vote in favor.**

#### 5. FLYOVER COMMITTEE REPORT

In the absence of Mr. Lewis, Chair of the Flyover Oversight Committee, Mr. Sorey provided the Flyover Report stating that a meeting was held on August 21, 2023 and that while the project is on schedule in terms of permitting and plan development, VDOT informed them that there has been an increase in the budget driven by a number of factors. Mr. Sorey went on to say that VDOT tracks unit prices they pull from bids for construction materials like structural steel, and looking at that data cumulatively, their offices are requiring an inflationary factor increase from 2.4% to 8%. The actual costs for the Flyover Project will not be known until construction bids are advertised in December 2023 and opened in February of 2024, however, a project cannot be advertised for bid unless it is fully funded. With the inflation increase, VDOT requires an additional \$1.7 million commitment from SPSA to consider the project fully funded. Mr. Bagley commented that later in the meeting he would be recommending a plan for that allocation, as it is not currently in the budget. Mr. Leahy added, based on briefing in Executive Committee, that the increase may prove to be more than \$1.7 million depending on the content of the bid responses, but that the Board should also keep in mind that the Flyover is not a discretionary project, but one that must move forward even in the face of budget challenges. Mr. Sorey agreed, noting that the range of the estimated increase is \$1.7 to \$7 million, and that it seems that last year's inflation numbers are being applied at this point, but that current inflation numbers seem to be improving and that actual numbers will be more evident in February. Mr. Keaton commented that Isle of Wight County is seeing similar inflationary challenges with VDOT projects and that it is standard practice that required funding is based on a projection of costs. He also added that he is hopeful that the timing of the project coinciding with completion of other major transportation projects may prove favorable for construction bid responses. Mr. Sorey offered to answer any further questions, but there were none.

#### 6. EXECUTIVE DIRECTOR UPDATES

Mr. Bagley recognized Lead Mechanic, Kenneth Littleton, as the SPSA Values in Action Employee of the Month. Mr. Littleton has been with SPSA for 29 years and takes great pride in the work that he does for his co-workers who he says are like his extended family. Mr. Bagley commented on Mr. Littleton's unique dedication to having spent his entire career with one company and how much that says about a person and their character. Dr. Baugh presented Mr. Littleton with a certificate and a lapel pin as tokens of the Board's appreciation.

Regarding the wetlands permitting process required for the proposed expansion at the Regional Landfill and the Army Corps of Engineers' Environmental Impact Statement (EIS),

Mr. Bagley drew the Board's attention to the wildflower seed planting bookmarks at their tables which are a part of the initiatives being taken to help educate the public on SPSA and responsible waste practices. He added that some staff were not present at the meeting because they were participating in a YMCA event to further that cause, which is something that the Board can expect to see more of from SPSA in the future. The Public Hearings on the draft EIS held in in Suffolk and Southampton County went well. There were no comments in opposition to expansion of the Regional Landfill and the comments from the citizens from the Town of Ivor opposing the alternate site were well organized and appeared to be well received. The Public Comment period for the draft EIS closed on August 15, 2023. Staff has been made aware of those comments, most of which are similar to those received in the past, and they will be meeting with the Army Corps of Engineers to review those comments and make a plan for addressing them, working toward a goal of a Record of Decision in January of 2024. SPSA has also submitted the Joint Permit Application and staff and consultants have answered several requests for additional information.

The Renewable Natural Gas (RNG) Facility is two-weeks operational and injecting RNG into the Columbia pipeline. Staff are working with Terreva Renewables to identify the few remaining items needed to complete the work on site. A ribbon cutting ceremony is scheduled for October 18, 2023 at 11:00 a.m., to be hosted by Terreva and SPSA. The City of Suffolk has been consulted and local officials and the media will be invited, along with the Board, to celebrate this great advancement for the region. Mr. Bagley encouraged Board Members to reach out to Ms. Preston if they had any questions or if there were individuals that they would like to receive an invitation from Terreva.

Mr. Bagley informed the Board that the Waste Characterization Study, the groundwork for which was completed in July of 2023 at the Chesapeake and Landstown Transfer Stations, will be submitted in draft form by SCS Engineers on August 31, 2023. He is eager to get those results and looks forward to sharing them with the Board.

The RFP for Alternative Waste Disposal, which will take into consideration the results of the Waste Characterization Study, will go out in December of 2023 and the Board will be briefed on the exact process to be used at the October Board Meeting. Mr. Bagley reiterated that the results of this RFP will shape the future of SPSA so it is critical that it be handled correctly and as such he will be seeking input from the Board and relying on consultants SCS Engineers to shape and guide the process.

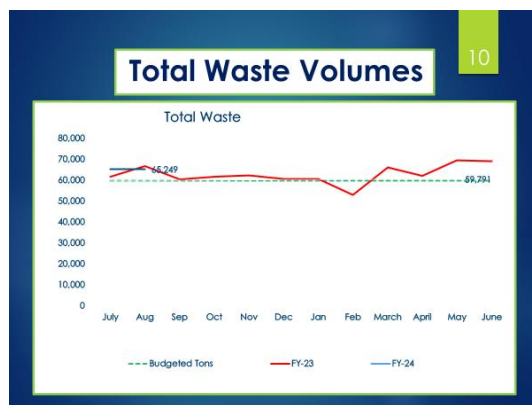
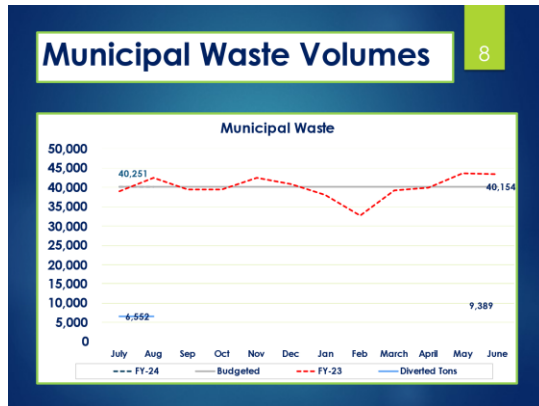
The Regional Solid Waste Management Plan (RSWMP) is moving along with all eight Public Hearings having been completed. Mr. Bagley introduced Mr. Eric Walberg from the HRPDC, who has done excellent work on this project, to discuss next steps. Mr. Walberg reminded the Board that HRPDC's role is as the region's Solid Waste Planning Agency and, working alongside SPSA, the goal is to move the RSWMP forward for amendment. In order to complete that task, they were required to hold eight Public Hearings and now must document that process as an appendix to the plan in such a way that the regulatory agency is fully satisfied. He is also working to ensure that staff and member communities are aware of where they are in the process, which will include a presentation to the City Managers and County Administrators and then require approval of the HRPDC Board. With joint signatures from Mr. Crum of the HRPDC and Mr. Bagley, the formal request for the amendments to be made would be submitted. He offered to answer any questions, but there were none.

Mr. Bagley and Mr. Spain updated the Board on legal language in Commercial Contracts. At the June 2023 Board Meeting the Board voted to approve a 60-day extension to existing Commercial Contracts from 2018 that have now reached the point for their first five-year extension. Due to the reduction in minimum tonnages for Commercial Contract Customers from 50,000 to 30,000, as already approved by the Board in the tipping fee schedule that

took effect January 1, 2023, and a cross-termination clause that is no longer relevant, contractual legal language needed to be altered, but those alterations would have no new financial implications for SPSA. It was clarified that the Board does not need to vote to approve these contracts again.

Since the engineering consultants reported to the Board last month, staff have continued to meet with DEQ regarding permitting for the Leachate Evaporator. DEQ has provided SPSA with an email that will allow site work and slab installation to proceed while the New Source Review is taking place. Mr. Bagley summarized that while the air permit is not complete, staff and consultants feel the project is in a good place with the submitted calculations agreed upon and permit writing begun.

Mr. Bagley reviewed municipal and commercial waste volumes for the reporting period, as well as total waste volumes and tons diverted. Mr. Bagley noted that the municipal tonnage graph includes a dashed red line showing the previous year's actuals for comparison. The FY24 line in grey is difficult to see because at 40,251 it is too close to the budgeted line to differentiate clearly. Commercial waste is significantly higher than budgeted and total waste volumes came in at 66,240 tons.



Mr. Strickland delivered the operations report giving a landfill capacity update from recent drone data and shared the good news that capacity in Cells V and VI remain on target to reach capacity in May of 2027. He also detailed the work that continues to be done to ensure that target is reached, including regular analysis, and being mindful of the change in composition of waste and compaction factors now that there is less ash being delivered to the landfill.

## Landfill Capacity Update 12

- Great News on Cells V and VI!
- 3.8 Years of Capacity Remain.
- Projected to reach capacity in May of 2027.
- Assumes 500,000 Tons annually after June of 2024 with 1% annual growth.
- Assumes 1,600 lbs./CY compaction after June of 2024. Airspace Utilization Factor (AUF) = 8

## Cells V and VI Airspace Analysis 13

- SPSA has historically performed one airspace analysis per year.
- Changes in waste flow during the last year along with nearing capacity in Cells V and VI have resulted in a need for more frequent analysis of airspace utilized.
- SPSA staff utilizes aerial drone photography and Propeller Trimble Stratus software to develop topography.
- Topography is turned over to SCS Engineers who compare the new topography to design drawings, as well as the previous topography, to provide information contained in the report.

## Important Data From Report 14

➤ Total tons disposed to date	12.7 M
➤ Total CY of air space utilized to date	12.9 M
➤ Actual CY of recoverable airspace remaining	2 M
➤ Cumulative Waste Density in lbs./cy	1,969
➤ Airspace consumed during the reporting period	360,000 CY
➤ Operational Waste Density in lbs./cy	1,496

## What Does The Data Mean ? 15

- As a result of the reduction in the disposal of ash coupled with an increase in MSW disposal, operational density has fallen to 1,496 lbs./cy.
- 360,431 CY were consumed in the first eight months of 2023, while 330,876 CY was consumed in all of 2022.
- If current operations continue through June of 2024 and post June 2024 waste increases to approximately 500,000 tons / year, Cells V and VI would have 3.8 years of life remaining.
- Cells V and VI would reach capacity in May 2027.

\*Assumptions:

1. 1% annual growth
2. Staff will achieve 1,600 lbs./cy operational density post June 2024

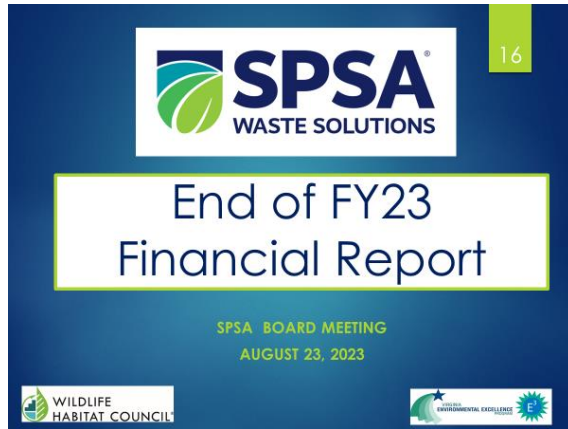
Mr. Sorey asked if the current numbers take into consideration the closing of WIN Waste and Mr. Strickland confirmed that they do. Mr. Leahy asked if the estimated 1% growth in anticipated waste volumes is realistic given the rise in commercial tonnages, and it was clarified that commercial waste tonnages do not impact airspace at the Regional Landfill because, per the Use and Support Agreements, only municipal waste tonnages are landfilled at the Regional Landfill and SPSA uses private landfills for commercial waste. That being said, Mr. Strickland and Mr. Bagley are comfortable with a 1% annual growth rate for municipal waste. Mr. Keifer asked for an update on the construction plans for Cell VII. Mr. Bagley responded that consultants are working on a redesign of Cell VII to capture more airspace than the original design and, once that is completed, it will be submitted to DEQ for approval and go out to bid in early 2024 for completion in 2026. Mr. Bagley added that he will be updating the Board on pay schedules, construction schedules, and funding at an upcoming meeting. There were no further questions or comments.

## **7. END OF FISCAL YEAR 2023 FINANCIAL REPORT**

Ms. Schreiber reviewed the year's revenue and expenses, reminding the Board that in October the Auditors will present a review of the year's financial statements. Ms. Schreiber stated that although municipal tipping fees were short by \$35,000, commercial tipping fee revenues were \$2.5 million over budget. There were also increased revenues from tires, e-waste, household hazardous waste, and white goods, as well as seeing a much better than anticipated return on investment interest earnings. There were also savings in expenses, such as nearly \$300,000 saved in personnel costs and \$1.1 million for contracted waste disposal, even with additional costs for legal fees, materials, hauling, and overtime associated with WIN Waste operational changes. Ms. Schreiber reported that the total net revenue over expenses was approximately \$5.1 million. Mr. Maxwell asked and Ms.



Schreiber confirmed that that these are unaudited figures and that the Audit will be presented in October.



### FY 2023 Revenue ~ Actual

REVENUES	FY 2023 Adjusted Budget	FY 2023 Actual	Budget to Actual \$ Variance
<b>Tipping Fees:</b>			
Municipal	\$ 31,320,290	\$ 31,285,172	\$ (35,078)
Other Tip Fees	18,825,282	21,388,837	2,563,575
<b>Total Tipping Fees</b>	<b>\$ 50,145,512</b>	<b>\$ 52,674,009</b>	<b>2,528,497</b>
Tire/HHW/White Goods	1,255,000	1,601,049	346,049
Landfill Gas Royalties	90,000	89,404	(596)
Miscellaneous Income	258,729	389,188	130,459
Interest Earnings	800,000	1,048,608	248,608
Transfer from FY22 Surplus	279,867	279,867	-
Rolled PO's/Projects Pd from Reserves	14,225,116	14,225,116	-
<b>Total Other Revenue</b>	<b>16,608,712</b>	<b>17,633,232</b>	<b>1,024,520</b>
<b>Grand Total Revenue</b>	<b>\$ 66,754,224</b>	<b>\$ 70,307,241</b>	<b>3,553,017</b>

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### FY 2023 Expenses ~ Actual

EXPENSES	FY 2023 Adjusted Budget	FY 2023 Actual	Budget to Actual \$ Variance
<b>Operating Expenses:</b>			
Personnel	\$ 9,891,811	\$ 9,583,862	\$ 297,949
Professional/Contracted Services	3,708,025	3,778,362	(70,337)
Other Operating Expenses	1,264,024	1,261,561	2,463
Materials & Supplies	2,537,011	2,383,860	143,151
Contracted Waste Disposal	23,638,237	22,449,225	1,189,012
<b>Total Operating Expenses</b>	<b>41,029,108</b>	<b>39,466,870</b>	<b>1,562,238</b>
Capital Expenses	3,500,000	3,500,000	-
Rolled PO's/Projects Pd from Reserves	14,225,116	14,225,116	-
Landfill Closure/Expansion	8,000,000	8,000,000	-
<b>Total Expenses</b>	<b>\$ 66,754,224</b>	<b>\$ 65,191,986</b>	<b>\$ 1,562,238</b>
<b>Net Revenue over Expenses</b>		<b>\$ 5,115,255</b>	

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- ### Recommendation for FY 2023 Surplus
1. Appropriate \$244,000 (from \$297,949 in personnel savings) for one time \$1,200 employee bonuses.
  2. Appropriate \$40,000 (from \$297,949 in personnel savings) for employee appreciation/safety and environmental awards event.
  3. Appropriate \$1,700,000 to cover VDOT change order for Flyover.
  4. Appropriate remainder (\$3,131,255) to the reserve fund.
- August 23, 2023

In addressing staff recommendations for allocation of the \$5.1 million surplus, Mr. Bagley told the Board that staff wanted to address that, in large part, the surplus was due to staff performing above and beyond expectations and in light of that, the first recommendation was for one-time \$1200 bonuses for employees and the second recommendation was for \$40,000 for a safety and environmental awards employee appreciation event, each funded from the \$297,949 in personnel savings from FY23. The third recommendation would be to allocate \$1.7 million for the Flyover project, as discussed earlier and the fourth would be to appropriate the remaining \$3,131,255 to the reserve fund for the Flyover in the event that construction bids come in over budget there will be additional funds ready to cover those costs. Mr. Bagley added that he would be requesting separate motions for each recommendation.

Chairman Baugh commented that the Executive Committee discussed these recommendations thoroughly and when considering the additional work and shortage of staff, the staff bonuses are well-deserved, if not too low for the amount of work done. He asked for further comments. Mr. Moor suggested that in recommendation number four the remaining surplus amount be referred to as the "balance" of the surplus, as the numbers are not yet audited. His suggestion was noted for the motion language. Mr. Leahy commented that the proposed bonus is very well deserved, noting that the City of Virginia Beach is offering \$4000 signing bonuses for CDL truck drivers. He added that, looking over the years, SPSA has managed to do a tremendous amount of cost-cutting while still providing excellent service, particularly in recent times with critical vacancies during changes in operations. Mr. Leahy went on to say that these sorts of one-time bonuses are things that employees never

forget. He also added support for allocating the balance of the remainder to reserves and continuing to build to the reserve to plan for an uncertain future, particularly in light of the unique position that SPSA is in as an organization with annual operational budgets in the \$50 million range that cash funds projects equal to or greater than the annual budget. Ms. Graham-Williams asked about the amount already in reserve and which reserve fund the balance would go to. Mr. Bagley offered to review the multiple fund designations with Ms. Graham-Williams, and she was also directed to page 22 in the agenda for the financial report. Mr. Bagley answered that his recommendation is the Flyover reserve to plan for potential additional budget increases, but that the money in the reserve fund moves between that project and Landfill Construction, as needed. Mr. Bagley added that he plans to review those draw schedules with the Board at an upcoming meeting in a way that should make the information clearer. Mr. Thrower asked if approving the recommendations would keep SPSA within the appropriate approved financial policy guidelines on keeping a percentage of funds in reserve. Mr. Bagley responded that the required reserve is two months' operating expenses, noting that the full reserve accounts were broken down on page 29 of the agenda. Mr. Leahy commented, as he has on other occasions, that SPSA's balance sheet indicates that there is a huge amount of unrestricted cash, but in fact, those funds are strategically allocated to projects even though they are not yet bound through financial restrictions, so he urges the Board to keep that in mind. Ms. Schreiber added that this topic has been discussed in depth with SPSA's auditors and, while the funds cannot be officially restricted due to their reporting processes, there are notes in the financial statements on what the "unrestricted" funds are set aside for. Ms. Raulston commented that in a year when there are excess funds, putting some of it back into hands of the employees is a good thing.

After the below motion and second but before the vote, Mr. Keaton asked if the bonus would be for all employees or those who were employed through June 30, 2023. Mr. Bagley responded that it would go to all employees, himself excluded. He added that Executive Staff discussed extensively where that cutoff would be and determined that the best choice for morale would be to award the bonus to all employees. Mr. Keaton suggested revisiting that idea, as well as considering only giving bonuses to those employees in affected areas, such as truck drivers and people in the field, in a similar response to how many localities gave bonuses during the COVID pandemic only to front line workers. Ms. Lowe commented that she supports giving the bonuses to all of the staff as a team, noting that looking back on the COVID response, the contributions of office staff should not have been excluded. Mr. Sorey added that, in an item down in the agenda, the Board is scheduled to discuss signing bonuses and if bonuses don't go to all employees some will be lost in the gap between a retention bonus and a signing bonus if a cutoff date were set, which is something to be mindful of. Mr. Moor agreed with Mr. Leahy's comments on competition, calling the bonus not only a "thank you" for past performance but also a sustainability effort. Mr. McCoy agreed that even if someone has only been on the job two months, that is a morale builder and as Ms. Lowe said, that person becomes part of the larger group as a team member, noting that is how bonuses were distributed in his time at the City of Portsmouth. Mr. Keifer noted that Mr. Keaton made good points and that he is glad of it, as the Board needs to be challenged, but that he agrees with the original intent of the motion, which is to give the bonus to all employees. Ms. Raulston agreed with the majority, asking how one could determine who is of value and who isn't, aligning with the team approach. Mr. Broad added that when a new employee comes on, veteran staff are relieved to have the help as they are really taking the burden off existing staff just by being there. Mr. Thrower commented that he appreciated Mr. Keaton's points, but in this circumstance, he agrees with the team approach, as echoed by many. Ms. Graham-Williams added a final thought saying that it is important to respect the culture of what employees would want to be included and to know that you have to trust leadership to know the best fit for that organization and she encouraged the Board to rely on that aspect of the recommendation.

**Mr. Keifer moved, seconded by Mr. McCoy, to authorize the Executive Director to appropriate \$244,000 from the FY23 surplus for one-time \$1200 employee bonuses, as presented. Mr. Keaton voted “No.” With the exception of Mr. Keaton’s vote against, the motion was adopted by a unanimous vote in favor.**

After the below motion and second but before the vote, Mr. Leahy commented that, in his 40 years of experience, an event like the one proposed goes a long way in improving employee morale and making people feel appreciated. Chairman Baugh agreed and added that he expects to see the Board there at the next event.

**Mr. Leahy moved, seconded by Ms. Raulston, to authorize the Executive Director to appropriate \$40,000 from the FY23 surplus for an employee appreciation/safety environmental awards event, as presented. The motion was adopted by a unanimous vote in favor.**

**Mr. Moor moved, seconded by Mr. Keifer, to authorize the Executive Director to appropriate \$1,700,000 from the FY23 surplus to cover the VDOT change order for the Flyover, as presented. The motion was adopted by a unanimous vote in favor.**

After the below motion and second but before the vote, it was clarified that while, from a banking perspective, the reserve fund is a single fund, at the request of the Board, the planned project allocation is noted in the financial statements for project pay schedule visibility. The reserve funds can be moved between projects at any time at the Board’s discretion at the recommendation of the Executive Director.

**Mr. Sorey moved, seconded by Mr. Leahy, to authorize the Executive Director to appropriate the balance of the FY23 surplus to the Flyover reserve fund, as presented. The motion was adopted by a unanimous vote in favor.**

## **8. COMPENSATION AND CLASSIFICATION STUDY RECCOMENDATIONS**

Mr. Bagley walked the Board through the newly proposed Pay Plan, as printed in the agenda, along with the breakdown of how each position compares to local market value and peer group (member community) analysis. Hard to fill positions were broken out separately for analysis and it was noted that SPSA’s study did not include member communities’ additional financial incentives, such as signing bonuses and stipends, in its analysis. In addition to recommending that the Board adopt the new pay plan to go into effect December 1, 2023, he is recommending a \$1000 signing bonus for hard to fill positions. Mr. Bagley explained the cost of the changes to the pay plan which would be covered by investment interest earnings, which is new annual revenue, not one-time revenue. Mr. Maxwell asked if the numbers used in the study were weighted and Ms. Preston was able to confirm by phone with consultant Ms. Kerri Arnold that they were.

There was extensive discussion on the topic of signing bonuses for hard to fill positions with opinions ranging from concern that the proposed amount was far too low, to suggestions to vary the amount based on the job position, to opposition to the principle of signing bonuses at all. After listening to the Board’s concerns, Mr. Bagley explained that the rationale for his recommendation lies in finding a balance that can work for SPSA as an Authority that represents all its member communities—some of which have significant signing bonuses and some of which do not offer signing bonuses at all. While it was clear to him that this step must be taken in order to remain competitive, it has to be taken conservatively and in such a way that the interests of all of the member communities are heard and considered. He expressed that the long-term changes needed for the work force must be regional

changes, not just SPSA changes, and they require everyone coming together and changing over time. Board Members expressed appreciation and understanding of Mr. Bagley's goal of implementing this new pay plan and signing bonus as a means of helping lead the charge in the right direction.

**Mr. Keifer moved, seconded by Ms. Lowe, to amend the Fiscal Year 2024 Operating Budget to incorporate a new Pay and Classification Plan, to take effect December 1, 2023, as presented. The motion was adopted by a unanimous vote in favor.**

It was determined that no vote was required for Mr. Bagley to implement the policy on \$1000 discretionary signing bonuses for hard to fill positions, as the expense would be covered by previously budgeted payroll expenses. However, Mr. Bagley agreed to keep the Board well informed of any changes to the amount of the signing bonus as hiring practices have an impact on each of the municipalities. Chairman Baugh thanked the Board for a great discussion and the quality of their communication with each other.

## **9. WIN WASTE REPORT**

Chairman Baugh asked if there were any questions regarding the WIN Waste Report, but there were none.

## **10. CLOSED SESSION**

Chairman Baugh informed those present there was a closed session on the agenda for discussion about the WIN Waste contract. Chairman Baugh announced that only Board Members, SPSA executive staff (Dennis Bagley, Tressa Preston, Henry Strickland, and Sandy Schreiber), and legal counsel (Brad Nowak and Brett Spain for SPSA and Josh Johnson for the City of Chesapeake) would be present for the closed session. There were no objections to that plan.

Motion to Approve Request for Closed Meeting.

*I move that a closed session be held for discussions regarding the impact of the December 2022 fire at the WIN Waste facility on WIN Waste's continued performance under the Waste Disposal and Services Agreement executed by SPSA and WIN Waste's predecessor on September 18, 2018, 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. Sorey, to enter closed session, as presented. The motion was adopted by a unanimous roll call vote in favor by all voting members present as noted, with the exception of Mr. Kline, who had temporarily stepped out of the room. The closed session began at 11:22 a.m.**

Once back in open session at 11:50 a.m. both in person and electronically the following motion was read.

Motion to Approve Certification after Closed Meeting.

*The Board hereby certifies that, to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements by Virginia law under the Virginia Freedom of Information Act; and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting just concluded.*

**Mr. Broad moved, seconded by Ms. Lowe, to certify the closed session, as presented. The motion was adopted by a unanimous roll call vote in favor, including Mr. Kline.**

**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 11:52 a.m.

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Dennis L. Bagley  
Executive Director

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

**5. Audit Committee Update**

Ms. Lynette Lowe, Chair of the Audit Committee will present a brief report on the Monday, September 25, 2023 Audit Committee Meeting.

**6. VDOT Flyover Update Presentation**

Mr. Michael R. Davis, PE, CCM, Deputy District Engineer of Development and Delivery for the Virginia Department of Transportation will present an update on the status of the Flyover Project.

## **7. Executive Director Updates**

Attachments:

- Landfill Operational Summary
- Executive Committee Minutes – July 20, 2023



## Landfill Operational Summary

SPSA Regional Landfill Operational Summary				KEY:	
Period	August 1, 2023 August 31, 2023			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		GP-1s exceedance for methane 5/18 reported on 5/19 Last Monthly Monitoring 9/26 Returning to quarterly monitoring
1.2.2	Title V	Compliance	Response to DEQ submitted 6/15		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. Warning Letter issued on 6/28/2022 Back in compliance 3/31/2023
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	45,654		
2.2	No. staff	13.5	11.5		2 vacancies: , 1 LDF HEO, 1 Environmental Tech
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	10,715		
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 2023
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	227,087		From 8/1 to 8/31
4.5.1.1	Cell V, Sumps 1-4	x gallons	269,677		From 8/1 to 8/31
4.5.1.2	Cell VI, Sumps 5-8	x gallons	357,426		From 8/1 to 8/31
4.5.2	Quantity of leachate hauled for disposal during period	x gallons	734,783		From 8/1 to 8/31
4.5.3	Disposal costs in period: \$		12,892		From 8/1 to 8/31
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 8/1 to 8/31

**Acronym Definitions**

**ACOE**- Army Corps Of Engineers **AUF**- Airspace Utilization Factor **BOD**- Biological Oxygen Demand **CAP**- Corrective Action Plan  
**COD**- Chemical Oxygen Demand **CSC**- 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**  
**Southeastern Public Service Authority of Virginia**  
**July 20, 2023**

A regular meeting of the Executive Committee was held at 2:30 p.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 Executive Committee Members present at this meeting were Mr. Randy Keaton, Mr. John Keifer, Mr. Tom Leahy. Ms. Sheryl Raulston attended electronically from her home in Franklin, Virginia for the personal reason of preparing for a family vacation. There were no objections to her electronic attendance. Also in attendance were Executive Director, Dennis Bagley, Director of Finance, Sandy Schreiber, Director of Administration, Tressa Preston, Director of Operations, Henry Strickland, and General Counsel, Brett Spain.

**Items for Discussion:**

1. Review and approve Executive Committee Minutes of June 21, 2023.

**Mr. Keifer moved, seconded by Mr. Leahy, to approve the minutes of June 21, 2023. The motion was adopted by a unanimous vote in favor.**

2. Annual Meeting

Chairman Baugh reminded the Committee that the July Meeting serves as the Board's Annual Meeting where the election of officers and appointment of committees would take place. Mr. Leahy, Chair of the Nominating Committee reported that the proposed slate of officers remains the same, but when prompted to do so by Chairman Baugh, he would ask if there were any new nominations before recommending the slate of officers and making a motion for a vote to approve. Chairman Baugh commented that he would be reaching out to Board Members about serving on the Executive, Audit, and Flyover Committees and make his appointments accordingly at the July Board Meeting.

3. Executive Director Updates

- a) Upcoming Board Meeting New Agenda Items

Mr. Bagley thanked the Committee for accommodating the change in schedule to allow staff to meet with the person from DEQ responsible for writing the solid waste permit associated with expansion into Cells VIII and IX at the Regional Landfill. He reported that the meeting went well and that it seems that the work done to meet with officials in Richmond about the importance of this project has helped to smooth the path forward. There will be many parties involved in the final permitting decision, which will include a public hearing, tours of the Regional Landfill, and mitigation sites, but so far the feedback and communication has been positive.

Staff gave a tour to citizens from the Town of Ivor connected with Mayor Kea and who had participated in the first Public Informational Hearing. They were very impressed and inquisitive and indicated that they will be coming back to make comments at the formal Ivor Public Hearing on landfill expansion. Mr. Bagley and Mr. Strickland also

spoke with the Suffolk chapter of the Izaak Walton League, a conservation group, who were also appreciative and supportive.

Ms. Preston informed the Committee that there would be four contracts brought for consideration, all of which are part of the Fiscal Year 2024 Capital Replacement Plan budget and are being procured through Sourcewell Contracts. The first two are for Wheel Loaders, a replacement for the Chesapeake Transfer Station and an upgrade for the HHW and E-Waste program. Staff reevaluated total equipment needs and were able to work within budget constraints to make choices that best served the needs of overall operations. The other two contracts are to place a Compactor and a Wheel Loader into the Caterpillar Cat Certified Rebuild Program. After the proven success of the previous compactor rebuild, placing two more pieces of equipment into the program makes sense financially and operationally. Staff and the Cat Machine Rebuild Program Manager will be present at the Board Meeting to answer any questions.

After feedback from the June Board Meeting on the Compensation and Classification Plan Study, Ms. Jasmin Walters, HR Manager, will give a presentation addressing aging vacancies at SPSA and the challenges of hiring for Operator positions within the local market. Ms. Kerri Arnold will return to make another brief modified presentation which addresses the Board's concerns, answers their questions, and allows a path to move forward. Discussion addressed continued concerns about eliminating national data and focusing on local market and peer group data with the goal of remaining competitive while not alienating peer groups. Staff hopes that the study can be used as a tool to benefit all the member communities.

b) Ongoing Update Items

Mr. Bagley reported that since the fire in December of 2022, WIN Waste has changed senior management, but that all of the people SPSA has been working with remain members of the team. The Committee elected to go into closed session later in the meeting to discuss details of the terms of the proposed Settlement Agreement and Second Amendment to Waste Disposal and Services Agreement and Purchase and Sale Agreement for the future Portsmouth Transfer Station.

Regarding the Environmental Impact Statement (EIS), public hearings to take official public comment in Suffolk and Ivor are scheduled for the following week and the public comment period extends through to August 15, 2023. SPSA staff will then meet with the Army Corps of Engineers to review the comments and see what, if any, further action is required.

The Leachate Evaporator site plan is through the City of Suffolk planning office and is awaiting Title V permit modification. Parts have been delivered and it is 95% ready to install. From the time that construction begins it should be roughly 90 days until operational.

The Renewable Natural Gas Facility update is that the gas line is complete and that the well field upgrades continue. Terreva is very close to beginning operations and they have a meeting with staff scheduled for the following week.

The Regional Solid Waste Management Plan (RSWMP) public meetings have all been scheduled and, so far, have not been attended by the general public other than Ray Krabbs attending one meeting. Mr. Walberg from the HRPDC continues to be a great asset and is on schedule for a September DEQ filing date.

Mr. Bagley also mentioned that staff is moving forward with a Phase I Cultural Resources Assessment and Ethnography Study for Cells VIII and IX with the James River Institute for Archaeology. A Phase I A study was completed as part of the EIS process, but the full Phase I will be necessary for any expansion and moving ahead now will prevent any future delays and demonstrates SPSA's commitment to partnership with the Nansemond Indian Nation.

c) Upcoming Board Meeting Agendas

Mr. Bagley reminded the Board that the Flyover Committee will meet in August, and that VDOT is scheduled to make a presentation on the Flyover in September. The Audit Committee should meet in September with the presentation of the Annual Audit taking place in October, as usual.

4. 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 impact of the December 2022 fire at the WIN Waste facility on WIN Waste's continued performance under the Waste Disposal and Services Agreement executed by SPSA and WIN Waste's predecessor on September 18, 2018, 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. Leahy moved, seconded by Mr. Keifer, to approve the closed session motion as read. The motion was adopted by a unanimous roll call vote in favor. Board Members, SPSA staff, and counsel referenced above attended the closed session. The closed session began at 3:34 p.m. and concluded at 3:46 p.m.**

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 Mr. Leahy, to approve the certification as read. The motion was adopted by a unanimous roll call vote in favor.**

5. Other Business

Mr. Leahy asked if there was anything else the Committee should be aware of about the Environmental Impact Statement. Mr. Bagley said that once the comments were processed the Army Corps of Engineers hoped to produce a Record of Decision by the end of 2023 or early 2024. Mr. Keifer also asked about the potential land purchase for the Nansemond Indian Nation. Mr. Bagley responded that Delegate Jenkins had recently taken a tour of the Regional Landfill and that they had spoken about his office taking the lead on new legislation to help that land purchase take place. Mr. Leahy requested that in the near future staff make presentations on the state of recycling in the region and what SPSA can be doing to aid in the diversion of waste entering the landfill to conserve future airspace. Mr. Bagley agreed to move forward with that plan.

6. Meeting Adjourned at 3:53 p.m.

## **8. Alternative Waste Disposal Presentation**

Mr. Bob Gardner of SCS Engineers will present the proposal for the RFP on Alternative Waste Disposal.

## 9. Contracts

### Walking Floor Trailers

This is an HGACBuy Cooperative Contract for 14 Walking Floor Trailers to be used by the Transportation division. This procurement is part of the FY 24 Capital Replacement Plan

Contract: HGAC Buy TR11-18

Vendor: Ken's Truck Repair

Budgeted: \$1,596,000 (\$113,012.93 per unit)

Cost: \$1,582,181.02

RECOMMENDATION: Authorize the Executive Director to award a contract to Ken's Truck Repair for 14 Walking Floor Trailers, as presented.

MOTION: Do I hear a motion to authorize the Executive Director to award a contract to Ken's Truck Repair for 14 Walking Floor Trailers, as presented?



## Transportation Road Tractors

This contract is part of the FY24 Capital Plan. The new road tractors are an addition to Transportation front line tractors to meet the demands of the WIN Waste closure. Staff recommends awarding contract to The Peterbilt Store in the amount of \$440,144.00 for the purchase of two (2) Peterbilt 567 Tandem Axle Tractors utilizing Sourcewell contract #060920-PMC. The additional funds needed in the amount of \$60,144.00 are available from savings on other replacement equipment purchases.

Sourcewell Contract: 060920-PMC

Vendor: The Peterbilt Store - Chesapeake

Budgeted: \$380,000.00

Total Price: \$440,144.00

RECOMMENDATION: Authorize the Executive Director to award a contract to The Peterbilt Store for two Transportation Road Tractors, as presented.

MOTION: Do I hear a motion to authorize the Executive Director to award a contract to The Peterbilt Store for two Transportation Road Tractors, as presented?

## 10. Financial Report (written only)

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

For the month ending August 31, 2023, total revenues exceeded total expenses by approximately \$968 thousand as compared to \$627 thousand in August 2022.

Tipping fee revenue received in August 2023 reflects an increase of 6.4% or approximately \$294 thousand as compared to August 2022.

Total expenses for the month ending August 31, 2023 were approximately \$4.3 million as compared to \$4.6 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 amount 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 2024 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 August 31, 2023, municipal waste tonnages reflect an increase of 4.1% or approximately 1,726 tons as compared to August 31, 2022.

### **Treasurer's Report of Cash Balances**

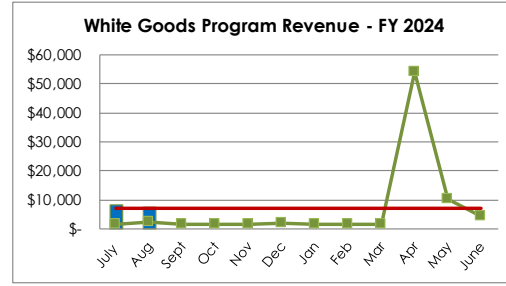
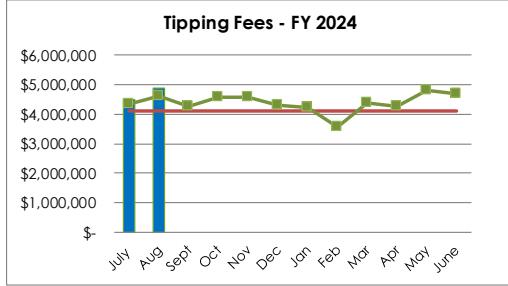
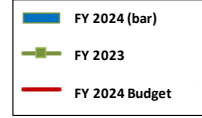
This report captures the monthly activity in each of the depository accounts grouped as either unrestricted and designated funds or trust funds. As of August 31, 2023 cash balances were approximately \$52.5 million representing approximately \$4.6 million in operating funds, \$6.6 million in undesignated fund balance, \$28 thousand for FY 2023 Rolled Purchase Orders, \$2.7 million reserved for the Leachate Evaporation System, \$227 thousand for open Landfill Expansion Purchase Orders, \$21.7 million designated for Landfill Closure and \$15.8 million reserved for Landfill Expansion and Flyover.



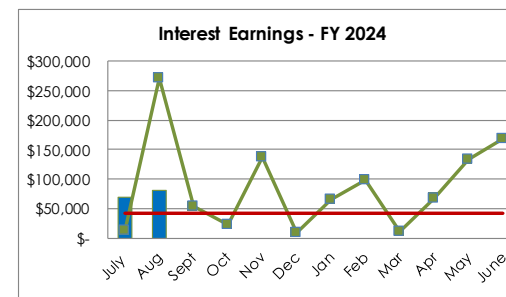
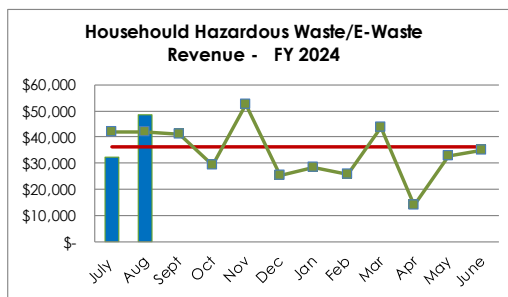
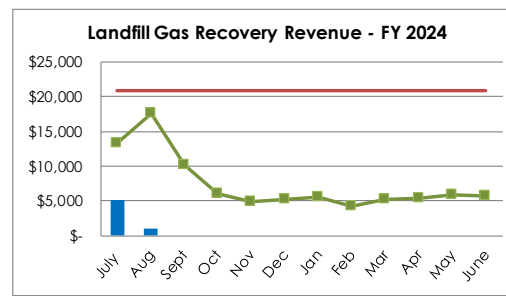
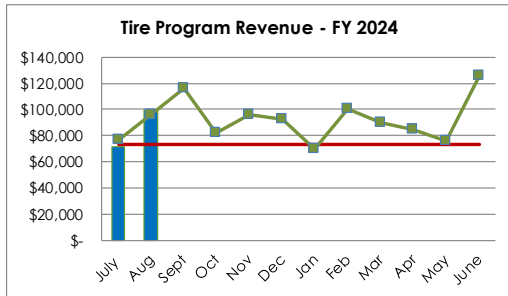
**Southeastern Public Service Authority**  
**Monthly Expense Line Items**

Description	FY 2024				From Previous Month		FYTD
	Adjusted Budget	Jul-23	Aug-23	FYTD	\$ Change	% Change	
Salaries Exempt	\$ 2,276,540	\$ 189,368	\$ 169,363	\$ 358,731	\$ (20,005)	-10.6%	15.8%
Salaries Non-Exempt	5,516,891	348,685	350,172	698,857	\$ 1,487	0.4%	12.7%
Overtime	707,239	63,383	53,794	117,178	\$ (9,589)	-15.1%	16.6%
Fica / Medicare Tax	648,635	44,826	42,549	87,375	\$ (2,277)	-5.1%	13.5%
VRS Retirement	80,572	5,555	5,746	11,302	\$ 191	3.4%	14.0%
Health Insurance	1,565,170	236,761	119,929	356,690	\$ (116,832)	-49.3%	22.8%
Vrs Group Life Insurance	100,820	7,319	7,304	14,623	\$ (16)	-0.2%	14.5%
Unemployment Insurance	1,966	14	31	45	\$ 17	122.4%	2.3%
Workers Compensation	177,945	13,252	13,252	26,504	\$ -	0.0%	14.9%
Medical Fees	11,872	-	305	305	\$ 305	N/A	2.6%
Security Service	85,100	4,771	7,695	12,467	\$ 2,924	61.3%	14.6%
Professional Services	157,975	29,368	15,055	44,424	\$ (14,313)	-48.7%	28.1%
Engineering Services	160,000	-	14,443	14,443	\$ 14,443	N/A	9.0%
Landfill Survey	2,000	-	-	-	\$ -	100.0%	0.0%
Legal Fees	225,000	-	54,450	54,450	\$ 54,450	100.0%	24.2%
Environmental Testing	100,700	486	21,182	21,667	\$ 20,696	4262.2%	21.5%
Fire Protection	9,700	-	-	-	\$ -	N/A	0.0%
Temporary Employment Services	50,000	1,807	2,515	4,322	\$ 709	39.2%	8.6%
Uniform Rental	50,612	3,193	3,767	6,960	\$ 574	18.0%	13.8%
Maintenance Service Agreements	189,805	6,162	6,473	12,635	\$ 310	5.0%	6.7%
Grounds Maintenance	114,355	780	780	1,560	\$ -	0.0%	1.4%
Hazardous Waste Disp/Cleanup	56,500	-	-	-	\$ -	N/A	0.0%
Equip Maintenance-Parts	823,832	89,243	71,132	160,375	\$ (18,111)	-20.3%	19.5%
Equip Maintenance-Service	341,450	14,629	21,966	36,595	\$ 7,336	50.1%	10.7%
Scale Maintenance	26,200	-	8,802	8,802	\$ 8,802	N/A	33.6%
Building / Site Maintenance	585,917	17,560	45,319	62,879	\$ 27,759	158.1%	10.7%
Leachate Pumping Station Maint	40,000	7,057	10,257	17,314	\$ 3,200	45.4%	43.3%
Printing	2,400	-	-	-	\$ -	N/A	0.0%
Advertising	16,500	188	251	439	\$ 63	33.4%	2.7%
Trustee Expense	1,000	-	-	-	\$ -	N/A	0.0%
Permit Fees	114,876	1,450	21,165	22,614	\$ 19,715	1360.1%	19.7%
Suffolk Host Fee	610,000	132,579	142,823	275,402	\$ 7,774	7.7%	45.1%
Electricity	223,302	(0)	10,146	10,146	\$ 10,146	-50731500.0%	4.5%
Heating/Gas/Propane	9,000	30	54	84	\$ 24	78.6%	0.9%
Water / Sewer	46,550	745	2,139	2,884	\$ 1,394	187.1%	6.2%
Leachate Treatment	250,000	-	33,718	33,718	\$ 33,718	N/A	13.5%
Telephone	131,964	15,622	10,762	26,384	\$ (4,859)	-31.1%	20.0%
Postage	1,900	60	106	165	\$ 46	77.4%	8.7%
Radio Communication & Repair	3,000	457	-	457	\$ (457)	-100.0%	15.2%
Insurance & Bonding	242,902	20,206	20,706	40,912	\$ 500	2.5%	16.8%
Equipment Rental	30,000	98	1,612	1,709	\$ 1,514	1552.9%	5.7%
Land Lease Payment	3,500	292	292	583	\$ -	0.0%	16.7%
Tire De-Rimming Service	1,000	-	-	-	\$ -	N/A	0.0%
Travel And Training	37,290	3,520	1,775	5,294	\$ (1,745)	-49.6%	14.2%
Road Tolls	232,575	11,166	18,744	29,910	\$ 7,578	67.9%	12.9%
Membership & Professional Dues	4,549	-	1,243	1,243	\$ 1,243	N/A	27.3%
Bank Fees	69,500	7,101	5,929	13,029	\$ (1,172)	-16.5%	18.7%
Awards Programs	52,500	425	469	893	\$ 44	10.4%	1.7%
Employee Appreciation	40,000	-	-	-	\$ -	N/A	0.0%
EMS Support Program	1,000	-	-	-	\$ -	N/A	0.0%
Office Supplies	13,350	827	1,061	1,889	\$ 234	28.3%	14.1%
Computer Software	16,451	-	-	-	\$ -	N/A	0.0%
Dues & Subscriptions	57,462	422	1,007	1,429	\$ 584	138.3%	2.5%
Other Operating Supplies	109,876	24,749	9,185	33,934	\$ (15,565)	-62.9%	30.9%
Vehicle / Equipment Fuel	1,491,711	94,930	116,935	211,864	\$ 22,005	23.2%	14.2%
Vehicle/Equipment DEF	45,000	2,739	3,171	5,910	\$ 432	15.8%	13.1%
Vehicle / Equipment Tires	668,992	43,019	65,375	108,394	\$ 22,355	52.0%	16.2%
Safety Apparel & Equipment	22,350	671	2,029	2,700	\$ 1,358	202.2%	12.1%
Small Equipment	34,500	450	5,415	5,865	\$ 4,965	1103.3%	17.0%
Furniture	-	-	-	-	\$ -	0.0%	#DIV/0!
Computer Hardware	12,000	7,206	29	7,235	\$ (7,177)	-100%	60.3%
<b>Total Operating Expenses</b>	<b>\$ 18,703,796</b>	<b>\$ 1,453,172</b>	<b>\$ 1,522,418</b>	<b>\$ 2,975,590</b>	<b>\$ 69,247</b>	<b>\$ 0</b>	<b>15.9%</b>
Capital Projects/Equip Replacement	\$ 17,895,332	2,250,969	289,184	2,250,969	(1,961,785)	-87.2%	12.6%
Contracted Waste Disposal-WM	4,420,000	0	0	0	0	N/A	0.0%
Waste Disposal - RDS	2,280,000	0	160,619	160,619	160,619	100.0%	0.0%
Waste Hauling - MBI	5,081,327	164,489	493,177	657,666	328,688	199.8%	12.9%
Service Fee to Wheelabrator - Adder	9,289,800	1,065,904	1,235,198	2,301,101	169,294	15.9%	24.8%
Suffolk Environmental Trust Fund	5,000	-	-	-	-	N/A	0.0%
Reserves for Landfill Expansion/Closure	8,000,000	666,667	666,667	1,333,333	-	0.0%	16.7%
<b>Total Expenses</b>	<b>\$ 65,675,255</b>	<b>\$ 5,601,199</b>	<b>\$ 4,367,262</b>	<b>\$ 9,679,278</b>	<b>\$ (1,233,937)</b>	<b>\$ (0)</b>	<b>14.7%</b>

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

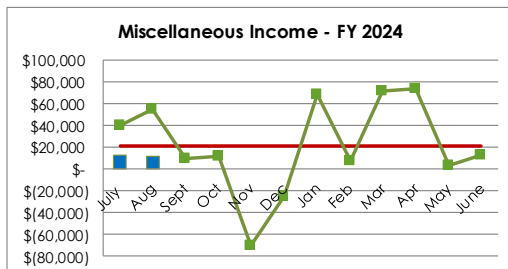


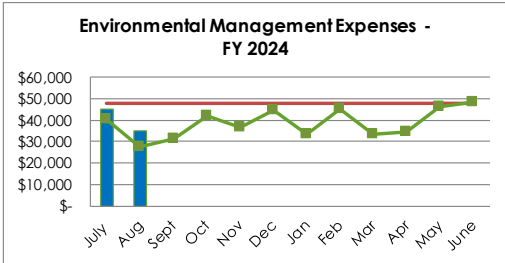
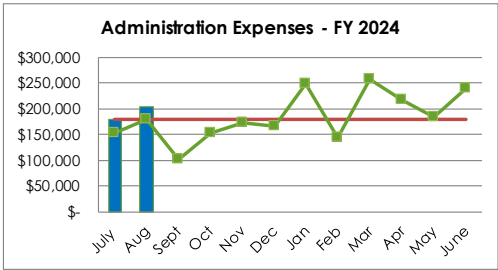
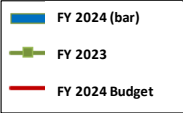
\* Monthly revenue is dependent on users.



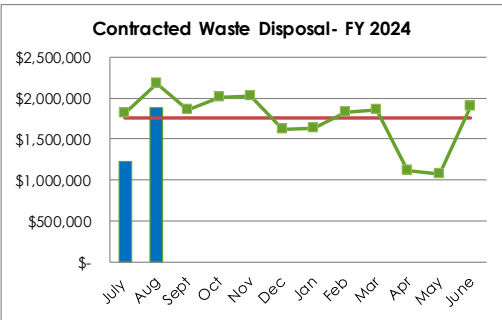
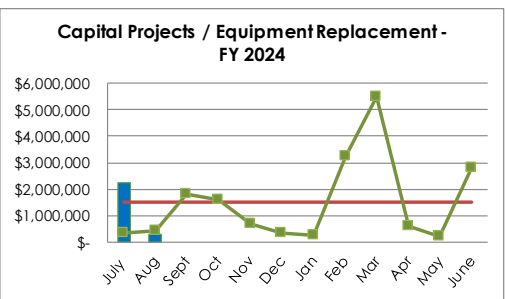
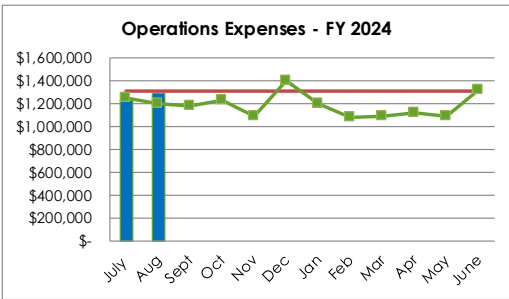
\* Monthly revenue is dependent on users.

Interest payments vary based on investment date and maturity date.





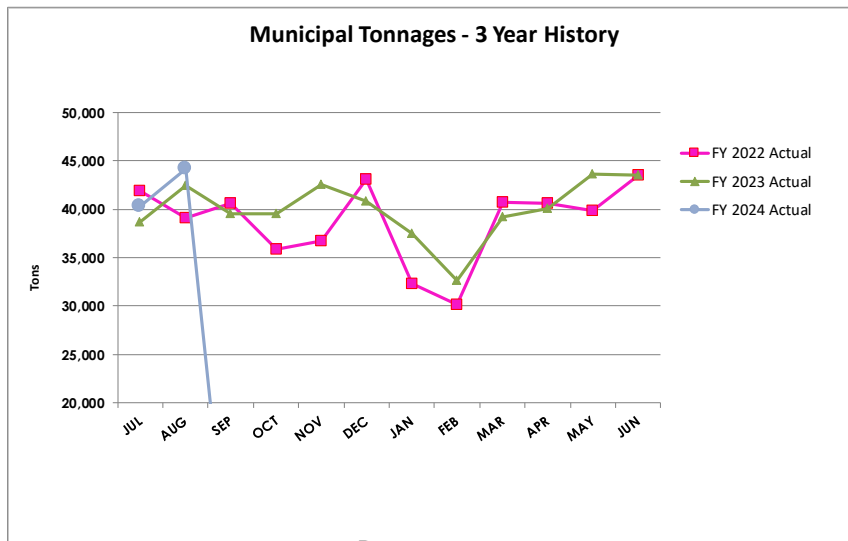
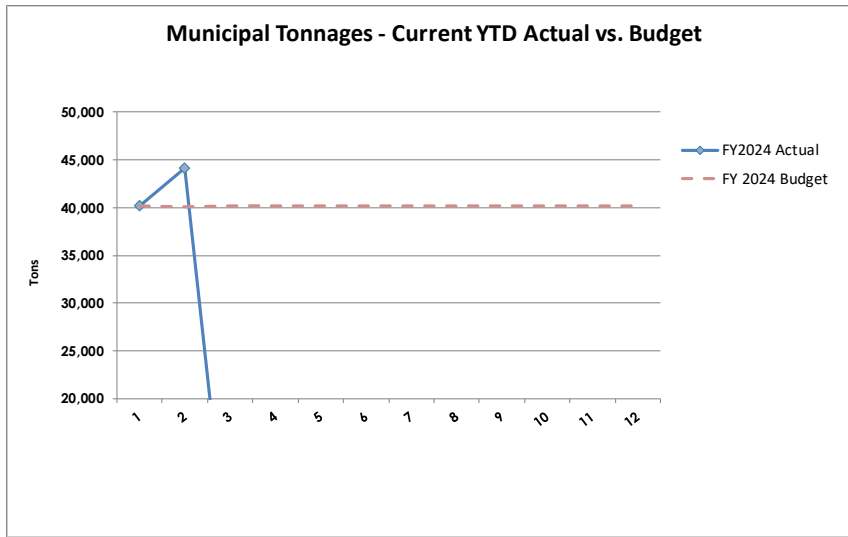
\*Legal fees



## Southeastern Public Service Authority (SPSA) Waste Stream

Waste Category	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	
	Actual (Tons)	Actual (Tons)	Actual (Tons)	Budget	Actual (Tons) as of 8/31/2023	% of Budget
<b>Waste Stream Budgeted under Tipping Fees</b>						
Municipal Waste						
Chesapeake	114,806	108,633	121,603	110,000	20,890	19.0%
Franklin	3,499	3,952	3,880	3,300	663	20.1%
Isle of Wight	17,839	16,561	16,109	18,000	2,739	15.2%
Norfolk	89,209	77,291	77,518	89,000	13,870	15.6%
Portsmouth	46,339	43,584	42,283	42,000	7,799	18.6%
Southampton	10,033	9,972	9,939	10,800	1,691	15.7%
Suffolk	49,639	47,185	46,106	51,200	7,993	15.6%
Virginia Beach	169,097	157,055	162,394	157,550	28,748	18.2%
Residential (Free of Charge)	-	-	-	-	-	-
<b>Total Municipal Waste</b>	<b>500,461</b>	<b>464,233</b>	<b>479,832</b>	<b>481,850</b>	<b>84,393</b>	<b>17.5%</b>
Sludge - Norfolk	4,695	6,352	7,325	5,207	1,324	25.4%
Navy Waste	26,176	23,128	23,915	26,010	4,411	17.0%
SPSA Contracted Waste	134,044	165,485	204,616	140,379	40,612	28.9%
Construction & Demolition Debris	6,514	8,074	8,769	9,370	1,995	21.3%
Non-Contract Waste	46,616	77,909	63,449	59,399	10,733	18.1%
<b>Total Other Waste</b>	<b>218,045</b>	<b>280,948</b>	<b>308,074</b>	<b>240,365</b>	<b>59,075</b>	<b>24.6%</b>
<b>Total Waste Stream</b>	<b>718,506</b>	<b>745,181</b>	<b>787,906</b>	<b>722,215</b>	<b>143,468</b>	<b>19.9%</b>

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



Regional Landfill Waste Stream													Totals
Types of Waste (tons)	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	FY2024
CDD	998	997											1,995
Sludge - Norfolk	524	800											1,324
Sludge - Suffolk	0	0											0
Industrial Waste	6	0											6
Fines C&D	0	0											0
Soils	486	386											872
Brick & Block	0	0											0
Clean Fill	951	1,090											2,040
Peanut Dust/Peanut Hulls	15	66											80
Municipal Solid Waste <sup>1</sup>	0	0											0
Suffolk Municipal NP Solid Waste	33	39											71
Southampton Cty Municipal NP Solid Waste	0	0											0
Chesapeake Municipal NP Solid Waste	0	0											0
Portsmouth Municipal NP Solid Waste	10	7											17
Virginia Beach Municipal NP Solid Waste	0	0											0
Norfolk Municipal NP Solid Waste	0	0											0
NP from Municipal HHW Users	55	60											115
Navy Waste <sup>1</sup>	63	55											118
Contract Processable Waste	55	192											247
Non-Processable Commercial Waste <sup>2</sup>	455	495											950
Non Contract/Non Municipal	6	8											14
Concrete/Asphalt	0	0											-
Shredded Tires	425	1,382											1,807
Ash	6,928	7,857											14,785
Non-Qualifying Ash	708	831											1,539
Cell V Slope	0	0											0
MSW from Tsf Stations (west)	6,534	7,003											13,537
Clean Fill - Clearfield (1.35 factor)	3,194	-	0	0	0	0	0	0	0	0	0	0	3,194
Clearfield Residual (1.35 factor)	0	0	0	0	0	0	0	0	0	0	0	0	-
Non Processible Waste (from Tsf Stations)	0	0											0
Non-Processible Waste (from RDF)	0	0											0
Diverted Processible Waste (from RDF)	0	0											0
Diverted Processible Waste (from Tsf Stations)	20,346	21,533											41,879
													0
<b>Total</b>	<b>41,791</b>	<b>42,800</b>	-	-	-	-	-	-	-	-	-	-	<b>84,591</b>

<sup>1</sup> Represents CDD from Suffolk Contractors

<sup>2</sup> Boats, Flour, Frozen Foods, Other items too large for Suffolk Transfer Station, SW Unacceptable at Tsf Stations, Scrap Tires



**Southeastern Public Service Authority  
Treasurer's Report of Cash Balances  
For the Month Ending August 31, 2023**

<b>Fund Type</b>	<b>Beginning Balance</b>	<b>Deposits / Transfers In</b>	<b>Interest Earnings</b>	<b>Payables / Transfers Out</b>	<b>Payroll</b>	<b>Ending Balance</b>
<b>Unrestricted and Designated Funds (see footnote below):</b>						
Townebank Operating	\$ 5,428,905.89	\$ 5,189,832.06	\$ -	\$ 8,909,591.07	\$ 596,872.58	\$ 1,112,274.30
Townebank Money Market	764.20	-	-	-	\$ -	764.20
Townebank CD	3,185,549.02	16,861.57	-	-	-	3,202,410.59
Virginia Investment Pool (VIP)	6,441,428.85	2,500,000.00	35,225.48	-	-	8,976,654.33
Raymond James & Associates Investments	39,263,641.32	-	-	-	-	39,263,641.32
<b>Total Unrestricted and Designated Funds</b>	<b>\$ 54,320,289.28</b>	<b>\$ 7,706,693.63</b>	<b>\$ 35,225.48</b>	<b>\$ 8,909,591.07</b>	<b>\$ 596,872.58</b>	<b>\$ 52,555,744.74</b>
<b>Trust Funds:</b>						
Environmental / Va. Beach Landfill	\$ 489,264.98	-	2,159.38	-	-	491,424.36
Environmental / Regional Landfill	\$ 500,813.36	-	2,206.06	-	-	503,019.42
<b>Total Trust Funds</b>	<b>\$ 990,078.34</b>	<b>\$ -</b>	<b>\$ 4,365.44</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 994,443.78</b>
<b>GRAND TOTAL</b>	<b>\$ 55,310,367.62</b>	<b>\$ 7,706,693.63</b>	<b>\$ 39,590.92</b>	<b>\$ 8,909,591.07</b>	<b>\$ 596,872.58</b>	<b>\$ 53,550,188.52</b>

**Cash Balances Designated as follows:**

Operating Funds	\$ 4,647,446	
Undesignated (Fund Balance June 30, 2023)	\$ 6,563,000	(equivalent to 2 months operating expenses)
Reserved for FY 2023 Rolled Purchase Orders	\$ 28,287	
Reserved for FY 2023 Rolled Capital POs	\$ 714,560	
Reserved for Leachate Evaporation System	\$ 2,799,600	
Purchase Orders for Landfill Expansion (Rolled)	\$ 227,898	
Reserve for Landfill Closure (as of June 30, 2023)	\$ 21,762,349	
Reserve for Landfill Expansion and Flyover	\$ 15,812,604	
<b>Total Designated Funds</b>	<b>\$ 52,555,745</b>	

**Southeastern Public Service Authority  
Budget Transfer Activity  
For the Month Ending August 31, 2023**

Department	Object	Description	Transfer In	Transfer Out
Landfill	56140	Other Operating Supplies	\$ 15,525.14	
Landfill	53400	Equipment Maintenance - Parts		\$ 15,525.14
Transportation	53310	Maintenance Service Agreements	\$ 1,907.00	
Transportation	53410	Building/Site Maintenance		\$ 1,907.00
Fleet	55810	Membership & Professional Dues	\$ 49.00	
Fleet	56140	Other Operating Supplies		\$ 49.00
Oceana TS	56220	Vehicle/Equipment Tires	\$ 2,892.50	
Oceana TS	53400	Vehicle/Equipment Maintenance-Parts		\$ 2,892.50
Oceana TS	53402	Equipment Maintenance-Scale	\$ 1,000.00	
Oceana TS	53401	Equipment Maintenance-Service		\$ 1,000.00
Capital	61926	Cell 8/9 Permitting	\$ 61,478.91	
Fund Balance	49200	Tsf from Fund Balance		\$ 61,478.91
Capital	62329	Equipment Maintenance-Service	\$ 9,214.08	
Undesignated	62999	Equipment Maintenance-Parts		\$ 9,214.08
Capital	61926	Cell 8/9 Permitting	\$ 4,180.00	
Fund Balance	49200	Tsf from Fund Balance		\$ 4,180.00
Capital	61926	Cell 8/9 Permitting	\$ 349,000.00	
Fund Balance	49200	Tsf from Fund Balance		\$ 349,000.00
Capital	62329	IOW Scalehouse Office	\$ 19,600.00	
Capital	62999	Undesignated		\$ 19,600.00
<b>Total</b>			<b>\$ 464,846.63</b>	<b>\$ 464,846.63</b>

## **11. WIN Waste Innovations – Portsmouth Monthly Report (written only)**

September 15, 2023

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 2023**

MONTH	SPSA ACCEPTABLE WASTE (SPSA report)				OUT-OF-STATE WASTE (TONS) *		TOTAL TONNAGE (TRUX report)		RESIDUE DELIVERED TO LANDFILL (TONS)					MW SOLD TO THE GRID (MWHr)
	THIRD PARTY ACCEPTABLE WASTE (TONS)	THIRD PARTY WASTE (TONS)	OUT-OF-STATE WASTE (TONS)	OUTSIDE-AREA WASTE (TONS)	NAVY STEAM DELIVERED (K-LBS)	ALL WASTE ACCEPTED AT RDF (TONS)	NP REMOVED FROM RDF (TONS)	PROHIBITED WASTE	PROCESSED FORMULA	RESIDUE DELIVERED TO LANDFILL (TONS)	RESIDUE DELIVERED TO LANDFILL (TONS)	RESIDUE DELIVERED TO LANDFILL (TONS)		
JAN	28,107.19	1,171.76	9.36	-	51,518	29,288.31	4,140.78	-	26,406.15	10,593.86	10,593.86	3,202		
FEB	31,320.87	2,694.78	-	-	53,801	34,015.65	4,609.83	-	26,146.82	6,034.25	6,034.25	4,827		
MAR	33,316.60	1,265.59	40.64	-	79,863	34,622.83	3,413.21	-	28,378.47	12,957.81	12,957.81	3,788		
APR	31,910.69	301.26	28.92	-	69,144	32,240.87	2,934.02	-	29,728.51	8,702.69	8,702.69	5,996		
MAY	30,831.58	72.01	42.03	-	64,858	30,182.64	5,875.97	-	25,319.57	12,337.87	12,337.87	4,819		
JUN	30,742.43	21.64	86.15	-	66,741	30,551.59	3,264.76	-	25,437.43	12,103.98	12,103.98	4,163		
JUL	29,832.18	12.51	32.73	-	67,686	29,697.02	4,187.69	-	26,040.25	7,635.21	7,635.21	3,846		
<b>AUG</b>	<b>34,570.32</b>	<b>66.90</b>	<b>4.15</b>	<b>-</b>	<b>68,208</b>	<b>33,580.53</b>	<b>4,992.17</b>	<b>-</b>	<b>27,256.44</b>	<b>8,688.66</b>	<b>8,688.66</b>	<b>4,795</b>		
SEP														
OCT														
NOV														
DEC														
<b>YTD TOTAL</b>	<b>250,631.86</b>	<b>5,606.45</b>	<b>243.98</b>	<b>-</b>	<b>521,819.00</b>	<b>254,179.44</b>	<b>33,418.43</b>	<b>-</b>	<b>214,713.64</b>	<b>79,054.33</b>	<b>79,054.33</b>	<b>35,436.00</b>		

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

**WIN Waste Innovations  
AVAILABILITY  
CALENDAR YEAR 2023**

MONTH	BOILER AVAILABILITY (%)	BOILER PLANNED OUTAGES (HRS)	BOILER UNPLANNED OUTAGES (HRS)	TURBINE AVAILABILITY	TURBINE PLANNED OUTAGES (HRS)	TURBINE UNPLANNED OUTAGES (HRS)
JAN	98.5%	0	46	100%	0	0
FEB	92.0%	204	12	100.0%	0	0
MAR	86.4%	141	263	100.0%	0	0
APR	98.7%	0	37	100.0%	0	0
MAY	97.6%	0	71	100.0%	0	0
JUN	98.4%	0	47	100.0%	0	0
JUL	97.3%	0	80	98.3%	0	37
<b>AUG</b>	<b>99.5%</b>	<b>0</b>	<b>15</b>	<b>100.0%</b>	<b>0</b>	<b>0</b>
SEP						
OCT						
NOV						
DEC						
<b>YTD TOTAL</b>	<b>96.1%</b>	<b>345.00</b>	<b>571.00</b>	<b>99.8%</b>	<b>-</b>	<b>37.00</b>

**WIN Waste Innovations**  
**SUPPLEMENTAL INFORMATION**  
**August 2023**

Total Waste received by SPSA:	34,570 tons
Waste delivered to RDF:	33,581 tons
Total RDF processed:	27,256 tons
Residue sent to landfill:	8,689 tons*
Electric power sold:	4,795 MW
Steam sold to Navy:	68,208 K-LBS
Overall Boiler availability:	99.5%
Overall Generator availability:	100%
Environmental Incidents	0

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

**General Notes:**

Continuing to truck shredded material between RDF and SPP to maintain plant operations.

## WIN Waste Innovations

### Monthly Report for the Month of August 2023

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  
Storm Water Sample  
Annual Stack Test  
Quarterly GHG Test  
Quarterly Ash Test

#### Inspections:

None

#### Air Quality Violations:

None

#### Safety Issues:



OSHA Recordable Accidents this period:	0
OSHA Recordable Accidents YTD:	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 20-27	Boiler 4
March 13-21	Boiler 1
April	No outage
May	No outage
June	Boiler 2
July	Boiler 3
August	Boiler 4
September	Boiler 1
October	Boiler 2
November	Boiler 3
December	Boiler 4

<b>WIN Waste Innovations RDF +A1:G47 and WTE Operational Summary KEY:</b>			
Provided by WIN Waste Innovations		Change Since Last Report	
		All Is Well	
August 1 - August 31, 2023		Working On	
		Noted Issue	
			 <b>PERFORMANCE FOR THE PLANET</b>

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			
2.2	Floor Volume	<1,500 Tons			Floor volumes remaining manageable
2.3	Equipment Utilization	Key equipment fully operational and deployed			C33 fire rendered conveyor OOC.
<b>3</b>	<b>Ash</b>				
3.1	Ash Delivered to RLF	Actual Tons	8,688		
3.2	Percentage of Ash Re-classified	<20%	831		Reclassified was 9.57%
3.3	Percentage of Ash used as ADC	> 80%	7,857		ADC was 90.43%.
3.4	Rejected Loads of Ash	0	0		
<b>4</b>	<b>WTE</b>				
4.1	Boiler Availability	> 90%	99.5%		
4.2	TG Availability	> 90%	100%		
4.3	Ash Screener Availability	> 95 %	95%		
<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



**12. Other Business**

**13. Adjourn**