

SOUTHEASTERN PUBLIC SERVICE AUTHORITY

Board of Directors ~ Regular Meeting*

Regional Board Room

723 Woodlake Drive, Chesapeake, Virginia



Wednesday, February 28, 2024 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/4427872300795746654>. 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 916-774-191. 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 27, 2024.

Meeting Organizer: Tressa Preston ~ 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 January 24, 2024 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 January 24, 2024 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 24, 2024

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	(SH)	Ms. Lynette Lowe	(SH)
Mr. D. Rossen S. Greene	(SU)	Mr. Albert Moor	(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. Jeremy Kline (VB), Mr. Robert Lewis (SU), 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. Dale E. Baugh, Chair of the Board of Directors, called the January 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 commented that the Board has an exciting new year ahead. He also noted that he and Ms. Raulston are working with Mr. Bagley on setting his goals for 2024 and encouraged Board Members to reach out with suggestions for specific objectives if they would like them considered for inclusion. Chairman Baugh also informed the Board that immediately following the conclusion of the day's meeting at noon, Mr. Bagley would be meeting with the HRPDC, so remaining on schedule was of particular importance.

4. APPROVAL OF MINUTES

The minutes of the December 13, 2023 Board Meeting had been distributed. Chairman Baugh asked if there were any additions or changes and there were none.

Mr. Maxwell moved, seconded by Mr. McCoy, to approve the December 13, 2023 minutes of the SPSA Board of Directors, as presented. The motion was adopted by a unanimous vote in favor.

5. EXECUTIVE DIRECTOR UPDATES

Mr. Bagley recognized Mr. Melvin Williams, Transfer Vehicle Operator, as the SPSA Values in Action Employee of the Month. Mr. Bagley commented that Mr. Williams was selected not only because he is an excellent driver, but because he is a natural leader who is new to SPSA but with his positive attitude has become a kind of goodwill ambassador in the organization. Chairman Baugh presented Mr. Williams with a certificate and lapel pin as tokens of the Board's appreciation.

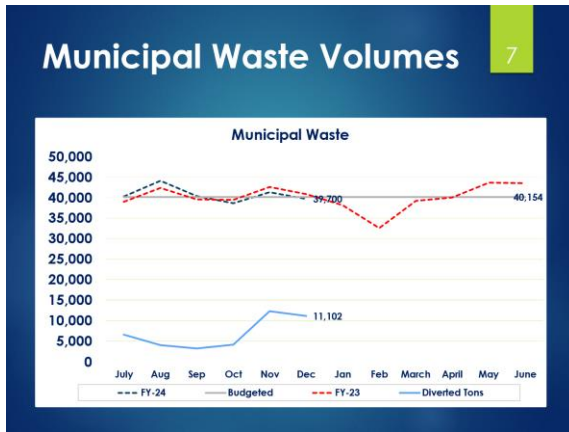
The Navy is processing the mutual request to assign the WIN Waste RDF Facility easement to SPSA and plans to have everything finalized by the end of March. Mr. Bagley explained that this would be the last remaining aspect of the documentation required to fulfill the agreements with WIN Waste before their close of business on June 30, 2024. Staff is working to ensure that there are no barriers to demolition work beginning on July 1, 2024 by coordinating with Dominion Power to provide electricity and engaging with DEQ and HRSD on proper permitting. Mr. Bagley commented that is very exciting for SPSA to be able to see this project come to fruition and for the City of Portsmouth to have its own transfer station.

The Virginia Department of Transportation (VDOT) Regional Landfill Flyover Project construction bids are set to close at the end of February and VDOT is scheduled to update the Board at the March Meeting. The Flyover Committee is hopeful that interest in the project from several well-qualified contractors, as well as a recent VDOT contract bid coming in under budget are optimistic signs for final funding numbers for the flyover.

Air permitting for the leachate evaporator continues to move forward, with staff regularly engaging with DEQ on air modeling and making progress. The Solid Waste Permit modification to increase capacity in Landfill Cells V and VI is being processed by DEQ and SPSA has updated financial assurance documents to address that additional capacity. The modification of the Permit by Rule to increase capacity due to traffic at Chesapeake Transfer Station has been finalized and completed. The modification of the Part A Permit for Cell VII to modify the final cover plan is in process at DEQ.

Mr. Bagley reminded the Board that, as Chairman Baugh mentioned, he will be speaking to the Solid Waste Planning work group of the HRPDC this afternoon, along with the SPSA member community CAOs or their representatives. A presentation will be provided by SPSA staff on the proposed Alternative Waste Disposal RFP. He went on to say that, as the Board instructed, he is working to build the necessary bridges to be able to move forward with future contracts for the region.

Mr. Bagley reviewed municipal and commercial waste volumes for the reporting period, as well as total waste volumes and tons diverted, noting that municipal waste volumes are where they should be, and commercial tons are higher than budgeted. He also pointed out that the Board should expect diversions to continue to increase as July 1, 2024 draws closer due to the unavoidable challenges of continued operations.



6. CLOSED SESSION

Chairman Baugh reminded those present that for the closed session on the agenda for discussion regarding federal wetlands permitting and the Army Corps of Engineers Environmental Impact Statement process, only Board Members, SPSA Executive Staff, SPSA Counsel, and Counsel for the City of Chesapeake would be present for that 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 legal issues that have arisen under the National Historic Preservation Act during the required Federal wetlands permitting and the Army Corps of Engineers' Environmental Impact Statement (EIS) process, which are necessary for proposed expansion at the Regional Landfill, and the retention of special counsel to address those issues in accordance with Virginia Code Section 2.2 3711(A)(8) for the purpose of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel.

At 9:44 a.m., Ms. Raulston moved, seconded by Ms. Jarratt, to enter closed session, as presented. The motion was adopted by a unanimous roll call vote in favor.

Once back in open session both in person and electronically the following motions took place.



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.

The Board came back into open session at 11:21 a.m., at which time Mr. McCoy moved, seconded by Ms. Graham-Williams, to certify the closed session, as presented. The motion was adopted by a unanimous roll call vote in favor.

7. ACTION ARISING FROM CLOSED SESSION

In regard to the Army Corps of Engineers' Environmental Impact Statement (EIS), which is required for the proposed expansion at the Regional Landfill, additional studies have been requested by the Nansemond Indian Nation under the Section 106 process of the National Historic Preservation Act (NHPA). This will require additional work from the Corps' third-party consultant, VHB, and a change order to the current scope of work. Staff also recommends that, due to the specific expertise required to work with the NHPA, SPSA engage outside counsel.

<p style="font-size: 24px; margin: 0;">EIS Update</p> <p style="text-align: right; font-size: 18px; margin: 0;">12</p>	<p style="font-size: 24px; margin: 0;">Staff Recommendations</p> <p style="text-align: right; font-size: 18px; margin: 0;">13</p>
<ul style="list-style-type: none"> ➤ Additional studies have been requested by the Nansemond Indian Nation under the 106 process (NHPA). ➤ The additional work is outside of the original scope of the ACOE 3rd Party Consultant (VHB). ➤ This additional scope of work will require a Change Order to the VHB contract in the amount of \$59,000. ➤ Due to the specific expertise required to meet the requirements of the NHPA, staff recommends engaging outside counsel to assist. 	<ol style="list-style-type: none"> 1. Motion to increase SPSA's contract with VHB for the ACOE 3rd Party EIS Consultant in the amount of \$59,000 with funding allocated from the Landfill Expansion designated fund balance. 2. Motion authorizing the Executive Director to execute an engagement letter with Butler Snow for the purpose of advising SPSA staff and SPSA general counsel on issues relating to the 106 process of the NHPA with funding allocated from the Landfill expansion designated fund balance.
	

Ms. Graham-Williams moved, seconded by Ms. Lowe, to increase SPSA's contract with VHB for the ACOE 3rd Party EIS Consultant in the amount of \$59,000 with funding allocated from the Landfill Expansion Designated Fund Balance. A roll call vote was taken:

Mr. John Maxwell:	YES	Mr. Earl Sorey:	YES
Ms. Sheryl Raulston:	YES	Ms. Amanda Jarratt:	YES
Dr. Dale Baugh:	YES	Mr. Randy Keaton:	NO
Mr. John Keifer:	NO	Mr. Richard Broad:	NO
Mr. C.W. "Luke" McCoy:	YES	Ms. Lavonda Graham-Williams:	YES
Mr. Tony Parnell:	YES	Ms. Lynette Lowe:	YES
Mr. D. Rossen S. Green:	YES	Mr. Albert Moor:	YES
Mr. Thomas Leahy:	YES	Mr. L.J. Hansen:	NO

**YES: 12
NO: 4
ABSTAIN: 0**

The motion passed.

Ms. Graham-Williams moved, seconded by Ms. Raulston, to authorize the Executive Director to execute an engagement letter with Butler Snow for the purpose of advising SPSA staff and SPSA general counsel on issues relating to the Section 106 process of the National Historic Preservation Act with funding allocated from the Landfill Expansion Designated Fund Balance. A roll call vote was taken:

Mr. John Maxwell:	YES	Mr. Earl Sorey:	YES
Ms. Sheryl Raulston:	YES	Ms. Amanda Jarratt:	YES
Dr. Dale Baugh:	YES	Mr. Randy Keaton:	YES
Mr. John Keifer:	YES	Mr. Richard Broad:	YES
Mr. C.W. "Luke" McCoy:	YES	Ms. Lavonda Graham-Williams:	YES
Mr. Tony Parnell:	YES	Ms. Lynette Lowe:	YES
Mr. D. Rossen S. Green:	YES	Mr. Albert Moor:	YES
Mr. Thomas Leahy:	YES	Mr. L.J. Hansen:	YES

YES: 16

NO: 0

ABSTAIN: 0

The motion passed.

8. QUARTERLY FINANCIAL REPORT

In recognition of the time and matters yet to be discussed, Chairman Baugh asked if there were any objections to deferring the oral report on the Quarterly Financials to a later date. There were no objections. Chairman Baugh referred the Board to the monthly financial reports in the agenda and asked for any questions or comments, but there were none.

9. CONTRACTS

Ms. Preston presented the renewal contract for professional engineering services with SCS Engineers to the Board for consideration. The original contract, which covers permitting, landfill design and construction, landfill gas and groundwater monitoring and reporting, airspace analysis, consulting and general engineering, was for one year with four additional one-year terms upon mutual agreement. The budget for this contract year is \$280,000 and SCS's new pricing structure was listed in the Board Agenda packet. Ms. Preston noted that staff is pleased with SCS Engineers' work and asked if there were any questions or concerns, but there were none.

Mr. Keifer moved, seconded by Mr. McCoy, to authorize the Executive Director to award a renewal contract to SCS Engineers for Professional Engineering Services, as presented. The motion was adopted by a unanimous vote in favor.

The next item was an updated engagement letter with Willcox & Savage for services as general counsel. Ms. Preston reminded the Board that, per the Virginia Public Procurement Act, legal services are exempt from competitive bidding and that Willcox & Savage has served as the attorney of record for SPSA since the Authority's inception. Mr. Brett Spain has served as General Counsel at an hourly rate of \$350 for the past four years. This new engagement letter increases his rate to \$375 per hour. Ms. Preston commented that Mr. Spain provides excellent service for SPSA and staff is grateful for his efforts.

Ms. Lowe moved, seconded by Ms. Graham-Williams, to authorize the Executive Director to sign the engagement letter with Willcox & Savage, as presented. The motion was adopted by a unanimous vote in favor.

10. WIN WASTE REPORT

Chairman Baugh asked if there were any questions or comments on the WIN Waste written monthly report, but there were none.

11. DRAFT RFP FOR ALTERNATIVE WASTE DISPOSAL PRESENTATION

Mr. Bagley reminded the Board that he distributed the draft of the Alternative Waste Disposal Request for Proposals via email for review ahead of the day’s meeting. Mr. Bagley reported that he received only one phone call and believes that all the concerns raised at that time have been addressed. He reviewed the key points of the RFP, including that landfilling would not qualify as an acceptable option, that a 20-year term is contemplated, but shorter and longer terms will be considered, and that interim solutions can be proposed during the development of a long-term solution.

Key Points of RFP

- Landfilling does not qualify as an acceptable option under this RFP.
- There will be a mandatory pre-proposal conference on February 12, 2024.
- A 20-year term is contemplated but shorter and longer terms may be proposed.
- Offeror shall have owned and operated a referenced facility for a minimum of three (3) years.
- SPSA will consider proposed interim solutions and the overall ability of the offeror to design, develop, finance construct and operate a long-term solid waste solution.

Evaluation criteria are to be weighted equally to reflect the desire for a reliable solution with an experienced vendor that has both a high diversion rate and a solid economic proposal. The review and selection process will be managed by the RFP Review / Negotiating Committee, made up of the Executive Director, the Director of Operations, SPSA Board Members, and Mr. Gardner of SCS Engineers. The Committee will also receive procurement insight from Ms. Angie Hutchins and legal assistance from Mr. Brad Nowak. Chairman Baugh appointed Mr. Tom Leahy and Mr. Richard Broad to serve on the Committee and they accepted.

Evaluation Criteria

- Full or Partial Solution Up to 30 Points
- Experience and Technical Ability Up to 30 Points
- Proposed Diversion Rate Up to 30 Points
- Economic Proposal Up to 30 Points

The Review and Selection Process

- Board participation in the selection process will be critical.
- RFP Review / Negotiating Committee Make-up

❑ * Executive Director	Dennis Bagley
❑ * Director of Operations	Henry Strickland
❑ * SPSA Board Member	
❑ * SPSA Board Member	
❑ * SCS Engineers	Bob Gardner
❑ Procurement	Angie Hutchins
❑ Williams Mullin	Brad Nowak


* Voting member of review committee

Mr. Bagley made clear that this process will involve the full Board and that they will be briefed by the Committee, as well as bring any proposed contracts back for review and explanation in full detail. Mr. Bagley also reminded the Board that any change in the disposal mechanism would require a 75% supermajority vote from the Board. He reviewed the conceptual schedule and informed the Board that Mr. Kevin Cosgrove of Willcox & Savage was completing final reviews of the RFP from a procurement standpoint and then it would be ready to publish.

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The Review and Selection Process

- The Review Committee will brief the full SPSA Board after the initial review.
- The Review Committee will begin negotiating with one or more offerors only after the full Board has been briefed and concur.
- When a proposed contract with one or more offeror's is generally agreed upon, the proposed contracts will be reviewed with the full Board in detail.
- It would require a super majority of 75% of the member communities to approve a contract that would change the disposal mechanism.



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Conceptual Schedule

ID	Task Name	Duration	Start	Finish
1	Solid Waste Management Post WIN Contract	1310 days	1/1/24	1/5/29
2	Finalize RFP	1 mon	1/1/24	1/26/24
3	Issue RFP	0 days	1/26/24	1/26/24
4	RFP Advertisement	4.5 mons	1/29/24	5/31/24
5	RFP Pre-proposal conference	5 days	2/12/24	2/16/24
6	Evaluate Responses	4 mons	6/3/24	9/20/24
7	Vendor Site Visits	4 mons	6/3/24	9/20/24
8	Board Deliberations	3 mons	9/23/24	12/13/24
9	Board selection of vendor(s)	1 mon	12/16/24	1/10/25
10	Contract Negotiations	3 mons	1/13/25	4/4/25
11	Board Approves Contract	1 mon	4/7/25	5/2/25

Mr. Bagley offered to answer any questions or address any concerns. Mr. Sorey asked for confirmation that the RFP states that the “offeror shall have owned and operated a reference facility for three years”—not as earlier drafts stated— “have three reference facilities.” Mr. Bagley confirmed that Mr. Sorey was correct. There was further discussion regarding the requirement of an offeror having operated a facility for three years. Mr. Bagley commented that he would be sure to work with the procurement attorney to ensure that the language was specific to protect SPSA’s best interests. He also agreed to keep the Board informed about the RFP schedule and abreast of any changes.

12. ADJOURN MEETING

There being no further business to come before the Board of Directors, the regular meeting was adjourned at 11:46 a.m.

Dennis L. Bagley
Executive Director

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

5. Executive Director Updates

Attachments:

- Landfill Operational Summary
- Executive Committee Minutes – December 6, 2023

Landfill Operational Summary

SPSA Regional Landfill Operational Summary			KEY:		
Period	January 1 2024 to January 31, 2024		Change Since Last Report		
Preparer	Grace Roquemore		All Is Well		
			Working On		
			Noted Issue		
Item	Metric Item	Metric	Performance/Comment	Status Code	Comments/Corrective Actions
1	Regulatory Compliance				
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		The Air Dispersion Modeling Protocol for the NSR Air Permit (pertaining to the installation of a leachate concentrator) was approved by the DEQ on 12/19/23 and SCS has begun the modeling process. Additional information for the BACT Analysis was provided to the DEQ on 02/01/24.
1.2.3	VPDES	Compliance	In Compliance		Current 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		The Q3 2023 Groundwater Monitoring Report was submitted to the DEQ on 12/22/23. The Q1 2024 Groundwater Monitoring Event took place 01/16/24 - 02/08/2024.
1.2.7	Storm water system operating and in compliance with VPDES permit	Systems operational and in good order	In Compliance		In compliance.
2	Landfilling Operations				
2.1	Tonnage Landfilled	Actual Tons	33,109		
2.2	No. staff	13.5	10.5		3 vacancies: , 1 LDF HEO, 2 Environmental Techs
2.2	Equipment Utilization	Key equipment fully operational and deployed	All equipment operating and deployed with appropriate spares		
3	Cover Operations				
3.1	Total Cover Material Received	Actual Tons	10,276		
3.2	Date of last aerial survey	Date	2/9/2024		
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 above targeted long term airspace utilization.

4	Leachate Management				
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. Maintenance on the Vault #6 pump has been completed.
	SCADA system operational during period	100 % Operational	Fully operational		SCADA is fully operational. Low-flow pumps were replaced on 10/24/23.
4.3	Flow meter system functional during period	100 % Operational	All 8 Cell V/VI Pump Stations are operational		Annual flow meter calibration (FIT-301, FIT-302, FIT-401) completed on 12/14/23 and submitted to HRSD, as required.
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			No issues during the reporting period. Sampling for Atlantic Waverly disposal requirements was completed on 12/21/2023. The January 2024 monthly leachate sample was collected 01/08/2024 - 01/09/24.
4.5.1	Quantity of leachate pumped to HRSD during period	x gallons		845,770	From 01/01/24 to 01/31/24
4.5.1.1	Cell V, Sumps 1-4	x gallons		377,287	From 01/01/24 to 01/31/24
4.5.1.2	Cell VI, Sumps 5-8	x gallons		488,804	From 01/01/24 to 01/31/24
4.5.2	Quantity of leachate hauled for disposal during period	x gallons		385,858	From 01/01/24 to 01/31/24
4.5.3	Disposal costs in period: \$			21,902	From 01/01/24 to 01/31/24
4.5.4	Any issues relative to leachate quality and acceptance at WWTPs?	No constraints	No constraints		
5	Landfill Gas Management	Compliance	In compliance		
5.1	Operational Metrics				
5.1.1	Elevated liquid levels in wellfield? Yes/No				
5.1.2	# Wells below 45% methane	Observation			
5.1.3	# wells > 130F	Observation			
5.1.4	# wells > 150F	Observation			
5.1.5	# wells with CH4/CO2 ratio <1 or trending to below 1.0	Observation			
5.1.6	% of wells with elevated liquid levels reducing available slotted pipe length by ***%	TBD			
5.1.7	Average system vacuum	TBD			
5.1.8	# wells with positive pressure observed	None	8 open exceedances as of 02/10/2024		
5.1.9	# wells not operational (turned off)	Observation			
5.2	Wellfield maintained and monitored	Yes/No			
5.3	Landfill Gas Migration Monitoring	No methane level exceedances during the last quarterly monitoring event.			
6	Odor Complaints	No complaints		0	From 01/01/24 to 01/31/24
	Odor complaints	# Odor Complaints	0 odor complaints		Odor neutralizer is in place and operational. Used as needed to control odor.

Acronym Definitions

ACOE- Army Corps Of Engineers **AUF**- Airspace Utilization Factor **BOD**- Biological Oxygen Demand **CAP**- Corrective Action Plan
COD- Chemical Oxygen Demand **C SCE**- 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
December 6, 2023**

A regular 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 Executive Committee Members present at this meeting were Ms. Sheryl Raulston, Mr. Randy Keaton and Mr. Tom Leahy. Mr. Al Moor attended telephonically from 442 W. Washington Street in Suffolk, VA for medical reasons. There were no objections to his telephonic attendance. Also in attendance were Executive Director, Dennis Bagley, Director of Administration, Tressa Preston, Director of Operations, Henry Strickland, Director of Finance, Sandy Schreiber, and General Counsel, Brett Spain. Board Members Mr. Luke McCoy and Mr. John Keifer observed the meeting, as well.

Items for Discussion:

1. Review and approve Executive Committee Minutes of October 18, 2023.

Ms. Raulston moved, seconded by Mr. Leahy, to approve the minutes of October 18, 2023. The motion was adopted by a unanimous vote in favor.

2. Executive Director Updates

- a) Upcoming Board Meeting New Agenda Items

At the December Board Meeting, the first item on the agenda will be a closed session to discuss the Executive Director's annual performance review.

The Regional Solid Waste Management Plan (RSWMP) has been approved by the Hampton Roads Planning District Commission (HRPDC) Board of Directors and the final step before submission to Virginia DEQ is approval by the SPSA Board of Directors. As Mr. Eric Walberg of the HRPDC has presented, this update to the plan adjusts for the closing of the Wheelabrator Waste to Energy facility at the end of June 2024 and anticipates the need for expansion into Regional Landfill Cells VIII and IX. Mr. Bagley reminded the Committee that this vote is the culmination of a long and thorough process of public hearings and community engagement on the RSWMP. The Committee had no need for further clarification on the matter.

The update to the SPSA Pay Plan approved by the Board earlier in the year went into effect December 1, 2023. The HR Department will provide an update on this endeavor, as well as other relevant HR matters, including the introduction of SPSA's new HR Manager, Ms. Cam Smith.

The responses to the Request for Information on Alternative Waste Disposal were received and reviewed by staff and consultants from SCS Engineers. Mr. Bagley presented a synopsis of each of the responses. The Committee discussed the variety of technologies proposed, potential financing strategies, terms requested, vendor claims and demonstrated experience and how this information can best be used to shape a Request for Proposals. The Committee looks forward to a presentation from

Mr. Bob Gardener of SCS Engineers at the December Board Meeting and hearing feedback from the full Board on recommendations for moving forward.

The 2024 SPSA Board Meeting dates will be presented for approval at the December Meeting. Board Members will also be reminded of their responsibility to complete a Financial Disclosure Statement and refamiliarize themselves with the Virginia State and Local Government Conflict of Interests Act. Mr. Spain will send detailed emails with instructions early in the new year.

b) Ongoing Update Items

Mr. Bagley updated the Committee on the most recent small fires at WIN Waste/Wheelabrator informing them that while one of the conveyor lines is non-operational, the other two continue to process 1000 tons per day to meet their obligation to SPSA. Regarding the sale of the RDF facility, the contract has been executed and the first payment received, along with the payment and performance bonds. Next steps include requesting that the Navy assign the easements to SPSA, a meeting for which was scheduled for the following day. SPSA attorneys believe that the documents are in final draft to finalize the transfer.

Regarding the Environmental Impact Statement (EIS) for the Army Corps of Engineers required for wetlands permitting necessary for planned expansion at the Regional Landfill, more information continues to be provided to DEQ for the 404 permit and to the EPA to continue to move the process forward. Meetings with the Army Corps of Engineers and Colonel Hallberg, who is motivated to reach a record of decision, remain valuable to the process.

Heartland has delivered the equipment for the Leachate Evaporator installation. Title V new source review permitting with DEQ is moving forward, with all requested information submitted, utility work and construction of the concrete pad are underway so that as soon as the review is complete, equipment can be placed, and leachate processing can begin.

c) Upcoming Board Meeting Agendas

In January the Board will continue to discuss Alternative Waste Disposal. Mr. Bagley also reminded the Board that in February or March the construction bids for the Flyover Project should be completed, giving the Board a better understanding of cost projections.

3. 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 discussion regarding the annual performance review of the Executive Director, in accordance with Virginia Code Section 2.2 3711(A)(1) relating to the performance of a specific public officer.

Mr. Leahy moved, seconded by Mr. Keaton, to approve the closed session motion as read. The motion was adopted by a unanimous roll call vote in favor. Board Members and counsel referenced above 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.

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

4. Other Business

The construction in the downstairs lobby is complete and the Committee agreed that it looks very nice. HRTAC is using their new space and in the future the HRPDC hopes to allocate funding to rent more space, as well. SPSA hosted a holiday blood drive with the Red Cross on December 5, 2023 that saw a good turnout. Mr. Bagley thanked Ms. Deborah White for all of her efforts in coordinating the event.

5. Meeting Adjourned at 11:27 a.m.

6. Quarterly Financial Report

Statement of Revenue and Expenses – Budget to Actual Comparison

For the month ending January 31, 2024, total expenses exceeded total revenue by approximately \$379 thousand as compared to \$546 thousand net revenue in January 2023.

Year to date Tipping fee revenue received through January 2024 reflects an increase of 2.0% or approximately \$613 thousand as compared to the same period in the previous fiscal year.

Total expenses for the month ending January 31, 2024 were approximately \$5.1 million as compared to \$4.0 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 January 31, 2024, municipal waste tonnages reflect an increase of 2.7% or approximately 1,007 tons as compared to January 31, 2023.

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, 2024 cash balances were approximately \$60.2 million representing approximately \$13.3 million in operating funds, \$6.6 million in undesignated fund balance, \$28 thousand for FY 2023 Rolled Purchase Orders, \$2.9 million reserved for the Leachate Evaporation System, \$80 thousand for open Landfill Expansion Purchase Orders, \$21.7 million designated for Landfill Closure and \$15.5 million reserved for Landfill Expansion and Flyover.

**Southeastern Public Service Authority
Statement of Revenue and Expenses - Budget to Actual Comparison
For the Period Ending January 31, 2024**

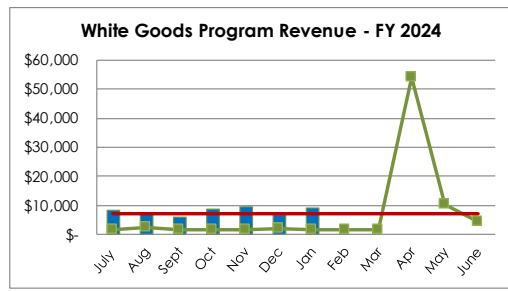
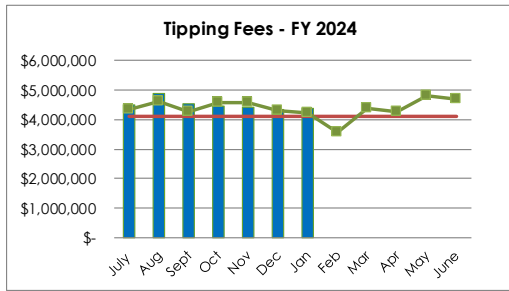
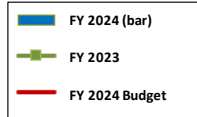
	JANUARY 2024				JANUARY 2023			
	Adjusted Budget	Month	FYTD	% of Budget	Adjusted Budget	Month	FYTD	% of Budget
REVENUES								
Tipping Fees	\$ 49,593,237	\$ 4,369,161	\$ 31,548,472	63.6%	\$ 50,145,512	\$ 4,219,809	\$ 30,935,340	61.7%
Tire program	882,000	73,723	627,694	71.2%	770,000	69,783	628,565	81.6%
Household Hazardous Waste Revenue/Ewaste	433,000	26,290	229,705	53.0%	425,000	28,505	260,643	61.3%
White Goods Program	85,000	8,895	55,922	65.8%	60,000	1,511	12,273	20.5%
Landfill Gas Recovery	250,000	4,202	12,679	5.1%	90,000	5,580	62,884	69.9%
Miscellaneous Income	252,686	168,405	170,947	67.7%	500,000	68,755	89,763	18.0%
Interest Earnings	500,000	64,626	707,514	141.5%	258,729	65,498	571,697	221.0%
Fund Balance / Capital / Rolled PO's	8,382,559	58,966	3,237,903	38.6%	24,943,459	79,676	4,131,395	16.6%
Fund Balance / Landfill Expansion	11,437,725	38,194	498,127	4.4%	158,935	24,755	354,314	229.7%
TOTAL REVENUES	\$ 71,816,207	\$ 4,812,462	\$ 37,088,964	51.6%	\$ 77,351,635	\$ 4,563,871	\$ 37,046,874	47.9%
Administration								
Salaries / Wages	\$ 961,350	\$ 87,139	\$ 609,178	63.4%	\$ 909,222	\$ 77,841	\$ 526,127	57.9%
Employee Benefits	235,169	20,926	168,652	71.7%	206,944	\$ 18,178	110,434	53.4%
Professional / Contracted Services	618,073	41,994	500,834	81.0%	588,613	\$ 113,266	344,737	58.6%
Other Operating Expenses	369,495	34,565	198,673	53.8%	282,157	\$ 37,534	171,900	60.9%
Materials / Supplies	39,399	18,990	47,397	120.3%	60,807	\$ 1,068	18,048	29.7%
Total Administration	\$ 2,223,486	\$ 203,613	\$ 1,524,734	68.6%	\$ 2,047,743	\$ 247,886	\$ 1,171,246	57.2%
Environmental Management								
Salaries / Wages	\$ 369,137	\$ 18,131	\$ 181,803	49.3%	\$ 331,367	\$ 23,330	\$ 172,001	51.9%
Employee Benefits	104,953	5,279	57,269	54.6%	120,383	6,265	43,299	36.0%
Professional / Contracted Services	75,272	9,092	24,099	32.0%	73,508	1,358	26,002	35.4%
Other Operating Expenses	11,289	616	4,733	41.9%	8,201	397	3,385	41.3%
Materials / Supplies	27,824	3,519	14,625	52.6%	24,790	1,950	11,431	46.1%
Total Environmental Management	\$ 588,475	\$ 36,638	\$ 282,530	48.0%	\$ 558,249	\$ 33,301	\$ 256,117	45.9%
Operations								
Salaries / Wages	\$ 7,170,183	\$ 528,012	\$ 4,023,829	56.1%	\$ 6,272,907	\$ 506,972	\$ 3,922,310	62.5%
Employee Benefits	2,234,986	\$ 172,758	1,412,983	63.2%	2,040,988	158,412	1,113,055	54.5%
Professional / Contracted Services	3,118,427	\$ 247,511	2,212,658	71.0%	3,045,904	252,655	1,657,339	54.4%
Other Operating Expenses	1,000,058	\$ 109,588	505,095	50.5%	973,666	74,990	494,614	50.8%
Materials / Supplies	2,406,468	\$ 173,475	1,318,520	54.8%	2,451,414	208,202	1,361,424	55.5%
Total Operations	\$ 15,930,122	\$ 1,231,345	\$ 9,473,086	59.5%	\$ 14,784,879	\$ 1,201,231	\$ 8,548,741	57.8%
TOTAL OPERATING EXPENSES	\$ 18,742,083	\$ 1,471,596	\$ 11,280,351	60.2%	\$ 17,390,871	\$ 1,482,418	\$ 9,976,104	57.4%
CAPITAL PROJECTS / EQUIPMENT REPLACEMENT								
A RLF-CELLS 8/9 PERMITTING	700,476	82,665	564,205	80.5%	-	-	0	-
A VDOT - FLYOVER	12,865,572	470,728	1,281,556	10.0%	-	-	-	-
A RLF - DESIGN BUILD PROJECT	344,889	-	235,582	68.3%	-	-	-	-
A RLF - CAP REDESIGN	117,596	1,427	86,945	-	-	-	-	-
A RLF-FUEL ISLAND CONCRETE	16,450	-	20,450	-	-	-	-	-
A RLF-FUEL CANOPY	76,812	-	76,812	-	-	-	-	-
A RLF-COMPACTOR REFURB	692,000	-	662,399	-	-	-	-	-
A TSP - ROAD TRACTORS	440,144	-	-	0.0%	-	-	-	-
A TSP-MSW TRAILERS	1,582,181	-	-	-	-	-	-	-
A TSP - SLUDGE TRAILER	73,000	-	69,930	95.8%	-	-	-	-
A TSP - SLUDGE TRAILER	69,930	-	71,030	-	-	-	-	-
A FLT-SERVICE TRUCK	125,924	57,439	124,754	0.0%	-	-	-	-
A FLT-PICKUP TRUCK	48,000	-	44,270	-	-	-	-	-
A RLF-LEACHATE EVAP SYSTEM	4,899,300	145	2,121,750	43.3%	-	-	-	-
A ENV-HHW STATION	26,462	-	26,462	-	-	-	-	-
A IOW-SCALEHOUSE OFFICE	61,801	-	56,881	-	-	-	-	-
A NTS - WHEEL LOADER REBUILD	327,388	-	327,388	100.0%	-	-	-	-
A OTS-DROP & HOOK PAVING	97,303	97,303	97,303	-	-	-	-	-
A ENV - HHW WHEEL LOADER	345,291	345,291	345,291	-	-	-	-	-
A IT-VEHICLE	38,000	-	26,795	-	-	-	-	-
A ROB RECEPTION AREA	12,644	4,580	22,681	-	-	-	-	-
A RLF-SHOP ROOF	28,000	-	28,000	-	-	-	-	-
A PORTSMOUTH TRANSFER STATION	-	3,500	3,500	-	-	-	-	-
A LDF-LIGHT TOWERS	-	85,400	85,400	-	-	-	-	-
A AUTOMATIC EXTERNAL DEFIBULATORS	-	25,830	25,830	-	-	-	-	-
A FLT-HOFFMAN TIRE MACHINE	21,950	-	18,950	-	-	-	-	-
A FLT-MOHAWK LIFT SYSTEM	57,424	-	57,424	-	-	-	-	-
A CTS - VOLVO LOADER	454,981	-	454,981	-	-	-	-	-
A CTS - SCALE FOUNDATION	-	-	12,500	-	-	-	-	-
A UNDESIGNATED	474,479	-	-	0.0%	-	-	-	-
TOTAL CAPITAL PROJECTS/EQUIPMENT REPLACEMENT	\$ 23,997,997	\$ 1,174,309	\$ 6,949,069	29.0%	\$ 28,322,527	\$ 230,010	\$ 5,421,010	19.1%
OTHER USES								
Contracted Waste Disposal	\$ -	-	\$ -	N/A	\$ 15,372,692	\$ -	\$ -	0.0%
Service Fee to Wheelabrator Addendum 6	9,289,800	1,013,093	7,649,883	82.3%	\$ 7,260,545	\$ -	\$ -	-
Waste Management Waste Disposal	4,420,000	298,282	348,838	-	\$ -	981,695	8,119,502	N/A
Waste Disposal - RDS	2,280,000	220,410	988,171	-	\$ 1,000,000	-	318,644	31.9%
Waste Hauling - MBI	5,081,327	346,888	2,173,882	-	\$ 8,000,000	-	-	-
Suffolk Environmental Trust Fund	-	-	-	N/A	-	-	-	N/A
Reserves for Landfill Expansion/Closure	8,000,000	666,667	4,666,667	58.3%	-	666,667	4,666,667	N/A
Virginia Beach Environmental Trust Fund	5,000	-	-	0.0%	-	-	-	N/A
Contingency	-	-	-	N/A	-	-	-	N/A
TOTAL OTHER USES	\$ 29,076,127	\$ 2,545,339	\$ 15,827,441	54.4%	\$ 31,638,237	\$ 2,304,989	\$ 17,798,300	56.3%
GRAND TOTAL EXPENSES	\$ 71,816,207	\$ 5,191,243	\$ 34,056,861	47.4%	\$ 77,351,635	\$ 4,017,417	\$ 33,195,414	42.9%
NET REVENUES / (EXPENSES)	\$ -	\$ (378,782)	\$ 3,032,103		\$ -	\$ 546,455	\$ 3,851,460	

A Budget has been adjusted by \$6,140,952 for purchase orders rolled over from FY 2023

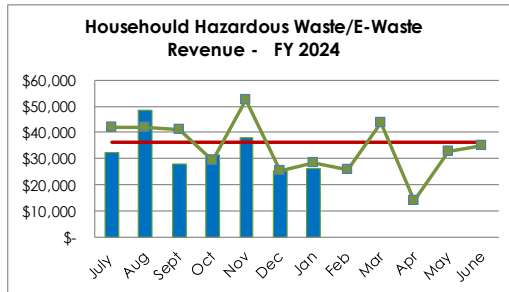
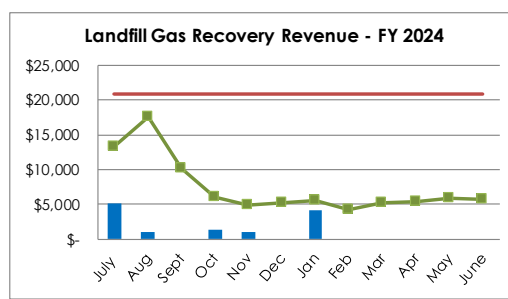
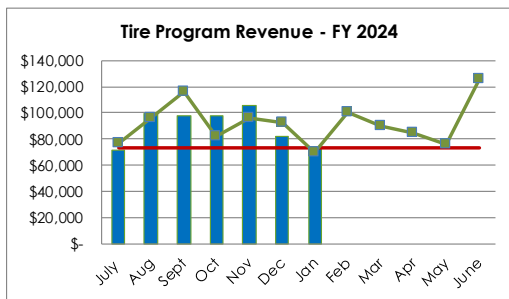
Southeastern Public Service Authority
Monthly Expense Line Items

Description	FY 2024									From Previous Month		FYTD
	Adjusted Budget	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	FYTD	\$ Change	% Change	
Salaries Exempt	\$ 2,276,540	\$ 189,368	\$ 169,363	\$ 226,803	\$ 176,491	\$ 178,403	\$ 279,592	\$ 194,485	\$ 1,414,504	\$ (85,107)	-30.4%	62.1%
Salaries Non-Exempt	5,516,891	348,685	350,172	528,196	364,990	368,211	581,421	382,524	2,924,200	\$ (198,897)	-34.2%	53.0%
Overtime	707,239	63,383	53,794	65,958	67,701	62,309	106,687	56,273	476,106	\$ (50,414)	-47.3%	67.3%
Fica / Medicare Tax	648,635	44,826	42,549	61,333	45,332	44,240	71,325	47,183	356,790	\$ (24,142)	-33.8%	55.0%
VR5 Retirement	80,572	5,555	5,746	5,848	6,489	6,833	7,262	7,251	44,985	\$ (12)	-0.2%	55.8%
Health Insurance	1,565,170	236,761	119,929	125,479	121,673	237,439	125,692	122,401	1,089,373	\$ (3,291)	-2.6%	69.6%
Vrs Group Life Insurance	100,820	7,319	7,304	7,503	7,688	7,893	8,140	8,022	53,868	\$ (118)	-1.4%	53.4%
Unemployment Insurance	1,966	14	31	68	54	38	64	855	1,125	\$ 791	1232.8%	57.2%
Workers Compensation	177,945	13,252	13,252	13,252	13,252	13,252	13,252	13,252	92,743	\$ -	0.0%	52.1%
Medical Fees	11,872	-	305	2,275	800	710	1,035	625	5,750	\$ (410)	-39.6%	48.4%
Security Service	85,100	4,771	7,695	6,302	4,639	9,431	6,157	8,083	47,078	\$ 1,926	31.3%	55.3%
Professional Services	171,975	29,368	15,055	21,116	6,579	18,590	2,226	15,515	108,451	\$ 13,289	596.9%	63.1%
Engineering Services	184,287	-	14,443	-	3,958	11,994	36,363	2,940	69,698	\$ (33,423)	-91.9%	37.8%
Landfill Survey	2,000	-	-	-	-	-	-	-	-	\$ -	N/A	0.0%
Legal Fees	225,000	-	54,450	41,582	31,063	114,180	15,831	10,617	267,723	\$ (5,214)	-32.9%	119.0%
Environmental Testing	100,700	486	21,182	1,692	463	12,074	2,622	3,165	41,683	\$ 543	20.7%	41.4%
Fire Protection	9,700	-	-	-	1,230	5,209	219	357	7,015	\$ 138	63.0%	72.3%
Temporary Employment Services	50,000	1,807	2,515	3,184	2,840	4,323	3,735	3,578	21,981	\$ (157)	-4.2%	44.0%
Uniform Rental	50,612	3,193	3,767	2,782	3,355	4,420	3,406	3,545	24,669	\$ 139	4.1%	48.3%
Maintenance Service Agreements	183,805	6,162	6,473	38,752	6,856	8,135	9,977	13,911	90,267	\$ 3,934	39.4%	49.1%
Grounds Maintenance	116,255	780	780	2,340	21,943	1,365	390	23,880	51,478	\$ 23,490	6023.1%	44.3%
Hazardous Waste Disp/Cleanup	56,500	-	-	-	13,080	-	-	8,765	21,845	\$ 8,765	N/A	38.7%
Equip Maintenance-Parts	823,314	89,243	71,132	58,889	46,672	157,480	34,740	37,836	495,991	\$ 3,096	8.9%	60.2%
Equip Maintenance-Service	339,968	14,629	21,966	20,681	16,352	12,653	11,763	26,740	124,784	\$ 14,977	127.3%	36.7%
Scale Maintenance	28,200	-	8,802	-	6,621	850	4,045	-	20,318	\$ (4,045)	-100.0%	72.1%
Building / Site Maintenance	592,707	17,560	45,319	46,334	43,314	89,611	30,607	33,653	306,398	\$ 3,046	10.0%	51.7%
Leachate Pumping Station Maint	40,000	7,057	10,257	10,603	2,487	1,758	4,556	8,213	44,931	\$ 3,657	80.3%	112.3%
Pump & Haul Leachate	0	-	-	-	-	-	-	-	-	\$ -	N/A	-
Printing	2,400	-	-	-	-	-	-	-	-	\$ -	N/A	0.0%
Advertising	11,500	188	251	150	156	-	-	-	745	\$ -	N/A	6.5%
Trustee Expense	1,000	-	-	-	1,000	-	-	-	1,000	\$ -	N/A	100.0%
Permit Fees	114,876	1,450	21,165	82,839	31,701	-	-	-	137,155	\$ -	N/A	119.4%
Suffolk Host Fee	610,000	132,579	142,823	138,297	134,470	99,079	104,410	97,175	848,833	\$ (7,236)	-6.9%	139.2%
Electricity	223,302	(0)	10,146	19,122	18,494	14,291	12,925	18,787	93,765	\$ 5,862	45.4%	42.0%
Heating/Gas/Propane	9,000	30	54	89	78	46	1,404	2,031	3,731	\$ 626	44.6%	41.5%
Water / Sewer	46,550	745	2,139	1,421	12,417	2,684	3,899	3,147	26,452	\$ (751)	-19.3%	56.8%
Leachate Treatment	250,000	-	33,718	15,399	-	31,384	-	51,697	132,198	\$ 51,697	N/A	52.9%
Telephone	131,944	15,622	10,762	12,176	9,879	4,356	10,939	10,557	74,291	\$ (383)	-3.5%	56.3%
Postage	1,900	60	106	162	315	133	226	70	1,071	\$ (156)	-69.1%	56.4%
Radio Communication & Repair	3,310	457	-	510	1,030	-	141	-	2,138	\$ (141)	-100.0%	64.6%
Insurance & Bonding	242,902	20,206	20,706	20,206	20,206	20,206	20,206	20,206	141,942	\$ -	0.0%	58.4%
Equipment Rental	30,000	98	1,612	2,807	1,160	3,717	5,225	180	14,799	\$ (5,045)	-96.6%	49.3%
Land Lease Payment	3,500	292	292	292	292	292	292	292	2,042	\$ -	0.0%	58.3%
Tire De-Rimming Service	1,000	-	-	-	-	-	-	-	-	\$ -	N/A	0.0%
Travel And Training	37,290	3,520	1,775	3,912	5,382	3,300	2,605	2,600	23,092	\$ (5)	-0.2%	61.9%
Road Tolls	232,575	11,166	18,744	16,884	14,205	18,363	18,117	17,229	114,708	\$ (888)	-4.9%	49.3%
Membership & Professional Dues	4,549	-	1,243	-	-	695	50	-	1,988	\$ (50)	-100.0%	43.7%
Bank Fees	69,500	7,101	5,929	6,305	5,636	5,854	5,772	95	36,690	\$ (5,677)	-98.4%	52.8%
Awards Programs	52,500	425	469	148	150	200	12,733	12,357	26,481	\$ (375)	-2.9%	50.4%
Employee Appreciation	40,000	-	-	114	-	2,000	10,512	5,520	18,147	\$ (4,992)	-47.5%	45.4%
EWS Support Program	1,000	-	-	-	-	-	-	-	-	\$ -	N/A	0.0%
Office Supplies	12,000	827	1,061	632	1,911	421	939	257	6,049	\$ (682)	-72.6%	50.4%
Computer Software	16,451	-	-	355	-	-	-	-	17,866	\$ 18,221	100.0%	110.8%
Subscriptions	57,462	422	1,007	590	2,591	1,698	560	790	7,658	\$ 230	41.0%	13.3%
Other Operating Supplies	109,876	24,749	9,185	9,006	9,824	13,800	3,964	8,568	79,096	\$ 4,604	116.1%	72.0%
Vehicle / Equipment Fuel	1,491,711	94,930	116,935	122,883	132,880	116,428	111,290	101,198	796,542	\$ (10,092)	-9.1%	53.4%
Vehicle/Equipment DEF	45,000	2,739	3,171	3,187	3,450	2,882	4,905	3,442	23,774	\$ (1,463)	-29.8%	52.8%
Vehicle / Equipment Tires	668,992	43,019	65,375	66,394	53,993	60,372	49,497	57,924	396,573	\$ 8,427	17.0%	59.3%
Safety Apparel & Equipment	22,350	671	2,029	684	3,442	1,254	2,304	2,418	12,802	\$ 114	5.0%	57.3%
Small Equipment	34,500	450	5,415	5,190	2,130	997	645	2,958	17,784	\$ 2,313	358.7%	51.5%
Furniture	3,350	-	-	3,350	-	-	102	319	3,771	\$ 217	211.8%	112.6%
Computer Hardware	12,000	7,206	29	3,559	1,831	161	208	244	13,238	\$ 36	18%	110.3%
Total Operating Expenses	\$ 18,742,083	\$ 1,453,172	\$ 1,522,418	\$ 1,827,631	\$ 1,484,542	\$ 1,776,015	\$ 1,744,977	\$ 1,471,596	\$ 11,280,351	\$ (273,381)	(0)	60.2%
Capital Projects/Equip Replacement	\$ 23,997,997	2,250,969	289,184	356,256	747,072	513,640	1,617,641	1,174,309	6,949,069	(443,332)	-27.4%	29.0%
Contracted Waste Disposal-WM	4,420,000	0	0	50,556	0	0	0	298,282	348,838	298,282	N/A	0.0%
Waste Disposal - RDS	2,280,000	0	160,619	241,244	69,741	227,465	68,692	220,410	988,171	151,718	220.9%	0.0%
Waste Hauling - MBI	5,081,327	164,489	493,177	296,419	220,614	359,885	292,412	346,888	2,173,882	54,476	18.6%	57.3%
Service Fee to Wheelabrator - Adder	9,289,800	1,065,904	1,235,198	1,141,084	1,034,666	1,098,606	1,061,333	1,013,093	7,649,883	(48,240)	-4.5%	82.3%
Suffolk Environmental Trust Fund	5,000	-	-	-	-	-	-	-	-	\$ -	N/A	0.0%
Reserves for Landfill Expansion/Closure	8,000,000	666,667	666,667	666,667	666,667	666,667	666,667	666,667	4,666,667	-	0.0%	58.3%
Total Expenses	\$ 71,816,207	\$ 5,601,199	\$ 4,367,262	\$ 4,579,856	\$ 4,223,302	\$ 4,642,278	\$ 5,451,720	\$ 5,191,243	\$ 34,056,861	\$ (260,477)	(0)	47.4%

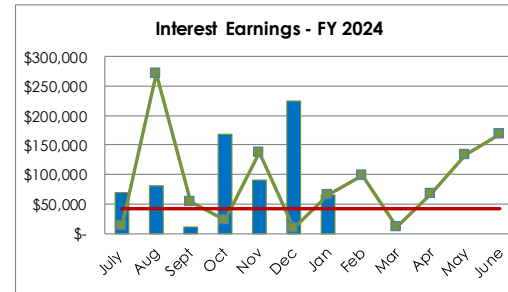
**Southeastern Public Service Authority
Monthly Comparison of Revenues and Expenses**



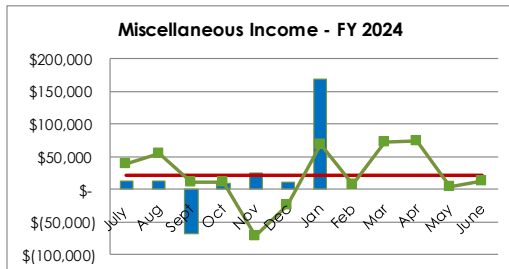
* Monthly revenue is dependent on users.

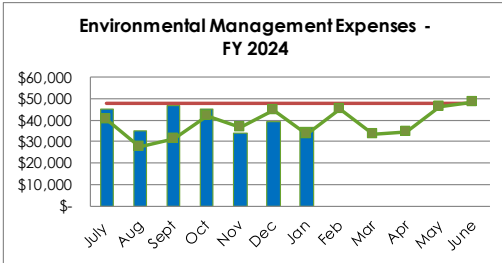
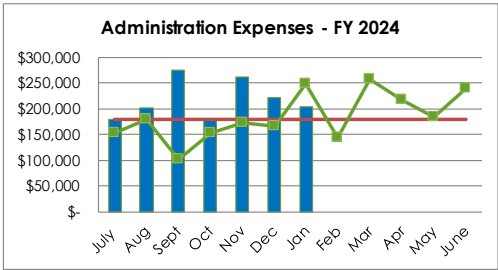


* Monthly revenue is dependent on users.

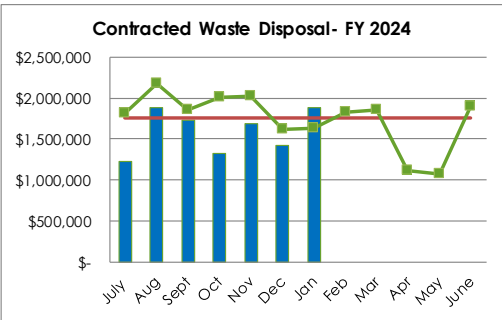
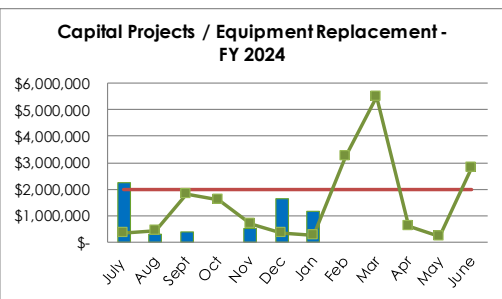
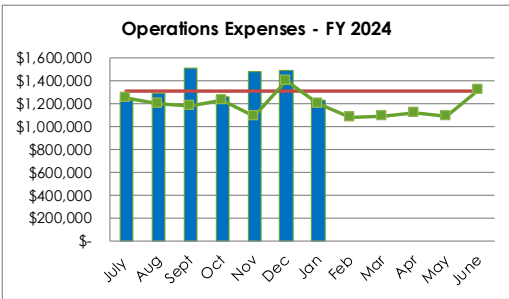


Interest payments vary based on investment date and maturity date.





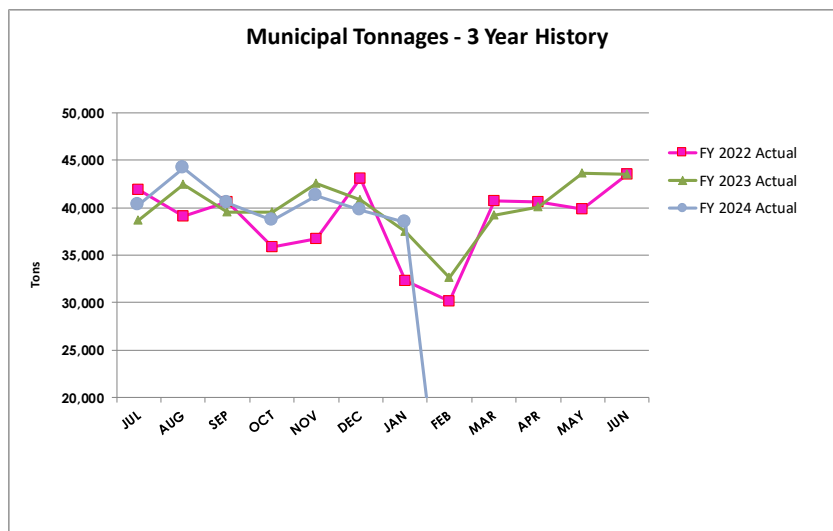
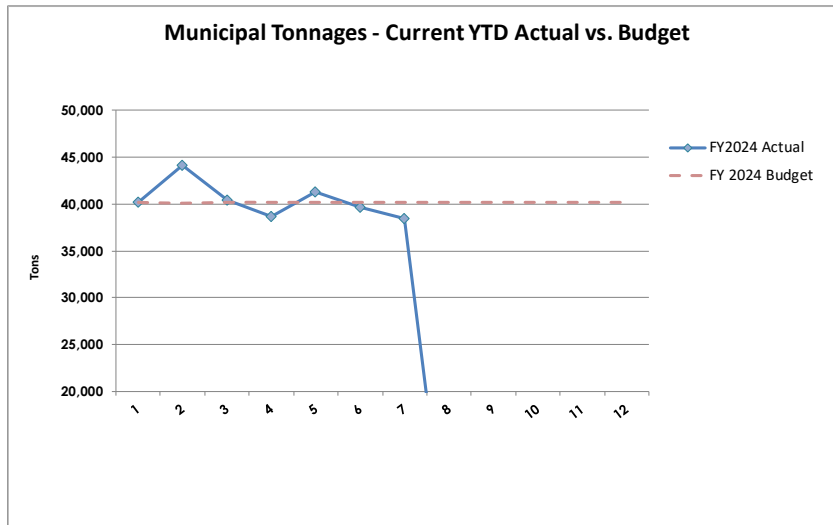
*Legal fees



**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 1/31/2024	% of Budget
Waste Stream Budgeted under Tipping Fees						
Municipal Waste						
Chesapeake	114,806	108,633	121,603	110,000	71,292	64.8%
Franklin	3,499	3,952	3,880	3,300	2,176	65.9%
Isle of Wight	17,839	16,561	16,109	18,000	9,681	53.8%
Norfolk	89,209	77,291	77,518	89,000	46,278	52.0%
Portsmouth	46,339	43,584	42,283	42,000	25,026	59.6%
Southampton	10,033	9,972	9,939	10,800	5,724	53.0%
Suffolk	49,639	47,185	46,106	51,200	26,770	52.3%
Virginia Beach	169,097	157,055	162,394	157,550	96,008	60.9%
Residential (Free of Charge)	-	-	-	-	-	-
Total Municipal Waste	500,461	464,233	479,832	481,850	282,955	58.7%
Sludge - Norfolk	4,695	6,352	7,325	5,207	4,216	81.0%
Navy Waste	26,176	23,128	23,915	26,010	14,441	55.5%
SPSA Contracted Waste	134,044	165,485	204,616	140,379	131,217	93.5%
Construction & Demolition Debris	6,514	8,074	8,769	9,370	6,776	72.3%
Non-Contract Waste	46,616	77,909	63,449	59,399	35,355	59.5%
Total Other Waste	218,045	280,948	308,074	240,365	192,005	79.9%
Total Waste Stream	718,506	745,181	787,906	722,215	474,960	65.8%

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



Regional Landfill Waste Stream													
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 Totals
CDD	998	997	786	1,203	1,023	831	938						6,776
Sludge - Norfolk	524	800	579	632	550	509	622						4,215
Sludge - Suffolk	0	0	0	0	0	0	0						0
Industrial Waste	6	0	3	9	0	11	-						30
Fines C&D	0	0	0	0	0	0	0						0
Soils	486	386	701	663	1,174	741	398						4,549
Brick & Block	0	0	0	0	0	0	0						0
Clean Fill	951	1,090	693	1,676	647	2,072	833						7,962
Peanut Dust/Peanut Hulls	15	66	196	164	133	201	222						996
Municipal Solid Waste ¹	0	0	0	0	0	0	0						0
Suffolk Municipal NP Solid Waste	33	39	29	34	23	25	3						185
Southampton Cty Municipal NP Solid Waste	0	0	0	0	0	0	0						0
Chesapeake Municipal NP Solid Waste	0	0	0	0	0	0	0						0
Portsmouth Municipal NP Solid Waste	10	7	4	18	33	50	7						129
Virginia Beach Municipal NP Solid Waste	0	0	0	0	0	0	0						0
Norfolk Municipal NP Solid Waste	0	0	0	0	0	0	0						0
NP from Municipal HHW Users	55	60	71	66	49	51	65						417
Navy Waste ¹	63	55	36	54	27	9	60						305
Contract Processable Waste	55	192	172	254	183	128	166						1,149
Non-Processable Commercial Waste ²	455	495	386	542	524	575	589						3,565
Non Contract/Non Municipal	6	8	25	17	1	5	10						72
Concrete/Asphalt	0	0	0	10	0	0	0						10
Shredded Tires	425	1,382	585	902	793	627	766						5,479
Ash	6,928	7,857	10,581	8,264	4,652	6,350	8,278						52,910
Non-Qualifying Ash	708	831	869	1,448	678	1,234	1,189						6,958
Cell V Slope	0	0	0	0	0	0	0						0
MSW from Tsf Stations (west)	6,534	7,003	6,372	6,057	6,736	5,994	6,464						45,160
Clean Fill - Clearfield (1.35 factor)	3,194	-	4,328	1,588	4,536	3,591	775	0	0	0	0	0	18,012
Clearfield Residual (1.35 factor)	0	0	95	95	57	151	151	0	0	0	0	0	398
Residual from RDS	0	0	0	0	0	149	1,159						1,308
Non-Processable Waste (from RDF)	0	0	0	0	0	0	0						0
Diverted Processable Waste (from RDF)	0	0	0	0	0	0	0						0
Diverted Processable Waste (from Tsf Stations)	20,346	21,533	21,444	19,779	12,381	13,741	10,565						119,788
Total	41,791	42,800	47,954	43,475	34,200	37,045	33,109	-	-	-	-	-	280,374

¹ Represents CDD from Suffolk Contractors

² 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 January 31, 2024**

Fund Type	Beginning Balance	Deposits / Transfers In	Interest Earnings	Payables / Transfers Out	Payroll	Ending Balance
Unrestricted and Designated Funds (see footnote below):						
Townebank Operating	\$ 5,428,905.89	\$ 6,753,815.25	\$ -	\$ 6,702,852.03	\$ 600,490.84	\$ 4,879,378.27
Townebank Money Market	764.20	-	-	-	-	764.20
Townebank CD	3,238,733.83	-	-	-	-	3,238,733.83
Virginia Investment Pool (VIP)	11,797,589.66	1,500,000.00	56,777.81	510,000.00	-	12,844,367.47
Virginia Investment Pool (1-3)	1,006,249.05	-	3,272.16	-	-	1,009,521.21
Raymond James & Associates Investments	38,263,641.32	-	-	-	-	38,263,641.32
Total Unrestricted and Designated Funds	\$ 59,735,883.95	\$ 8,253,815.25	\$ 60,049.97	\$ 7,212,852.03	\$ 600,490.84	\$ 60,236,406.30
Trust Funds:						
Environmental / Va. Beach Landfill	\$ 500,064.18	-	2,214.49	-	-	502,278.67
Environmental / Regional Landfill	\$ 511,861.30	-	2,266.77	-	-	514,128.07
Total Trust Funds	\$ 1,011,925.48	\$ -	\$ 4,481.26	\$ -	\$ -	\$ 1,016,406.74
GRAND TOTAL	\$ 60,747,809.43	\$ 8,253,815.25	\$ 64,531.23	\$ 7,212,852.03	\$ 600,490.84	\$ 61,252,813.04
Cash Balances Designated as follows:						
Operating Funds	\$ 13,373,199					
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	\$ 38,577					
Reserved for Leachate Evaporation System	\$ 2,911,950					
Purchase Orders for Landfill Expansion (Rolled)	\$ 80,085					
Reserve for Landfill Closure (as of June 30, 2023)	\$ 21,762,349					
Reserve for Landfill Expansion and Flyover	\$ 15,478,958					
Total Designated Funds	<u>\$ 60,236,406</u>					

**Southeastern Public Service Authority
Budget Transfer Activity
For the Month Ending January 31, 2024**

Department	Object	Description	Transfer In	Transfer Out
IT	56120	Computer Software	\$ 1,236.00	
ROB	55150	Maintenance Service Agreements		\$ 1,236.00
Landfill	53420	Leachate Pumping Station Mainte	\$ 5,000.00	
Landfill	55150	Leachate Treatment		\$ 5,000.00
Suffolk TS	55510	Travel and Training	\$ 235.00	
HR	55510	Travel and Training		\$ 235.00
Capital	62327	ROB-Reception Area Remodel	\$ 1,036.80	
Capital	62999	Undesignated		\$ 1,036.80
Environmental	56140	Other Operating Supplies	\$ 2,000.00	
Environmental	56220	Vehicle/Equipment Tires		\$ 2,000.00
Norfolk TS	55510	Travel and Training	\$ 345.00	
HR	55510	Travel and Training		\$ 345.00
Chesapeake TS	56220	Vehicle/Equipment Tires	\$ 175.00	
Chesapeake TS	53400	Equipment Maintenance-Parts		\$ 175.00
Landstown TS	53401	Equip Maint-Parts	\$ 20,000.00	
Landstown TS	53410	Building/Site Maintenance		\$ 20,000.00
Landfill	53425	Pump and Haul Leachate	\$ 5,889.00	
Landfill	55150	Leachate Treatment		\$ 5,889.00
Total			\$ 35,916.80	\$ 35,916.80

7. WIN Waste Innovations – Portsmouth Monthly Report (written only)

February 14, 2024

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
AVAILABILITY
CALENDAR YEAR 2024**

MONTH	BOILER AVAILABILITY (%)	BOILER PLANNED OUTAGES (HRS)	BOILER UNPLANNED OUTAGES (HRS)	TURBINE AVAILABILITY	TURBINE PLANNED OUTAGES (HRS)	TURBINE UNPLANNED OUTAGES (HRS)
JAN	98.0%	0	49	100%	0	0
FEB						
MAR						
APR						
MAY						
JUN						
YTD TOTAL	98.0%	-	49.00	100.0%	-	-

WIN Waste Innovations
SUPPLEMENTAL INFORMATION
January 2024

Total Waste received by SPSA:	28,354 tons
Waste delivered to RDF:	27,871 tons
Total RDF processed:	24,440 tons
Residue sent to landfill:	9,468 tons*
Electric power sold:	1,916 MW
Steam sold to Navy:	112,951 K-LBS
Overall Boiler availability:	98.0%
Overall Generator availability:	100.0%
Environmental Incidents	0

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

General Notes:

* 87.44% of ash sent to the RLF this period was accepted as ADC.

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

WIN Waste Innovations

Monthly Report for the Month of January 2024

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
Quarterly Ash Test

Tests Planned:

Monthly Industrial Discharge Samples
Fuel Oil Sample
Storm Water Sample
Quarterly GHG Test
Quarterly Ash Test

Inspections:

None

Air Quality Violations:

None

Safety Issues:



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

Op Stats: See attached spreadsheet

Upcoming Planned Outages:

2024 Outages

January	No outage
February	Boiler 2
March	Boiler 1
April	No outage
May	No outage
June	No outage

WIN Waste Innovations RDF and WTE Operational Summary			KEY:		 PERFORMANCE FOR THE PLANET
Provided by WIN Waste Innovations		Change Since Last Report			
January 1 - January 31, 2024		All Is Well			
		Working On			
		Noted Issue			
Item	Metric Item	Metric	Performance	Status	Comments
1	Regulatory Compliance				
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
2	RDF Tipping Floor Operations				
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			B processing line OOC at this time
3	Ash				
3.1	Ash Delivered to RLF	Actual Tons	9,468		
3.2	Percentage of Ash Re-classified	<20%	1,190		Reclassified was 12.56%
3.3	Percentage of Ash used as ADC	> 80%	8,278		ADC was 87.44%.
3.4	Rejected Loads of Ash	0	0		
4	WTE				
4.1	Boiler Availability	> 90%	98.0%		
4.2	TG Availability	> 90%	100%		
4.3	Ash Screener Availability	> 95 %	95%		
5	Cleanliness/Litter Control				
5.1	Citizen Complaints	0			
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. Closed Session

Motion to Approve Request for Closed Meeting.

I move that a closed session be held for discussions regarding legal issues that have arisen under the National Historic Preservation Act during the required Federal wetlands permitting and the Army Corps of Engineers' Environmental Impact Statement (EIS) process, which are necessary for proposed expansion at the Regional Landfill in accordance with Virginia Code Section 2.2-3711(A)(8) for the purpose of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel.

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.

9. Other Business

10. Adjourn