

**MINUTES OF THE
EASTERN SHORE OF VIRGINIA
PUBLIC SERVICE AUTHORITY**

A meeting of the Eastern Shore of Virginia Public Service Authority was held on Tuesday, October 15, 2013, at 7:00 p.m. in the main conference room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia.

Members present:

Bob Panek, Chairman
J. T. Holland, Vice Chairman
Carl Harris
John Reiter
Greg Hardesty
Sean Ingram

Member absent:

Nassawadox Representative (still to be named)
Garrett Dunham
Taylor Dukes

Others present:

Janice K. Williams, County Administrator's Office
Deborah Bender
Granville F. Hogg, Jr.
Gloria Bradley
Mike Steelman
Dorrie Southern

Call to Order & Establishment of Quorum:

Chairman Panek called the meeting to order and announced that a quorum was present. He noted that he has received the resignation of Mr. Felton Sessoms but noted that the Town of Nassawadox has not selected a replacement representative.

Approval of Agenda:

Motion was made by Mr. Holland, seconded by Mr. Harris, that the agenda be approved. All members were present with the exceptions of Mr. Dukes and Mr. Dunham and voted "yes." The motion was unanimously passed.

Statements from the Public:

Mrs. Deborah Bender asked if the contract with Hurt & Proffitt is available for public review. Mr. Panek responded that the contract was a public document, available through the County Administrator's Office; it was also suggested that it could be placed on the County's website.

Approval of the Minutes:

Motion was made by Mr. Holland, seconded by Mr. Harris, that the minutes of the meeting of September 16, 2013, be approved. All members were present with the exceptions of Mr. Dunham and Mr. Dukes and voted "yes." The motion was unanimously passed.

Review of Financial Statements:

No statements were distributed.

Report of Chairman:

Mr. Panek reported that the County's website has been updated with all of the presentations made to the Northampton Board of Supervisors as well as the responses made to written questions which were submitted to the PSA. It was also suggested that the Hurt & Proffitt contract and amendment be included on the website as well.

Report of Vice Chairman:

Mr. Holland had no report.

Report of Hospital Committee:

There was no report.

Report of Northern Node Committee:

There was no report.

Report of Southern Node Committee:

The Chairman noted that there had been three items of information provided to the Board of Supervisors at the Public Hearing on September 23, 2013, which needed to be corrected or clarified:

(1) Mr. Granville Hogg's statement indicated that the general tax rate would increase by one-half of one cent. Mr. Panek said that the general tax rate would increase by 14/100 of one cent, a significant difference.

(2) Mrs. Deborah Bender said that the Town of Cape Charles would need 5,000 customers to see a rate reduction. Mr. Panek said that this was a mis-interpretation of data contained on one of the slides used during his presentation.

(3) Mr. Mike Steelman made a comment that he had spent \$40,000 for a septic system. Mr. Panek said that he had not been able to reach Mr. Steelman for clarification as this was a large amount of money for an alternative system. Mr. Ingram noted that he believed he could clarify the statement following conversation with Mr. Steelman, who said that he had purchased the adjoining property which contained three separate septic systems in order to alleviate the problems on his neighboring property. The \$40,000 represented acquisition costs for the adjacent parcel.

Chairman Panek then distributed a map showing parcels whose owners have expressed interest in joining the special tax district as well as those who wish to be excluded. He had compiled a listing of ten parcels (9 owners) who wanted to be omitted; four parcels (2 owners) who wish to be included and three other parcels which have other considerations.

Mr. Ingram said that a more affirmative approach is needed to reach the remaining property owners in the proposed district who have not responded.

Mr. Harris questioned whether the PSA could just install a pipe and pump station & connect only those properties who wished to be included; such system could be enlarged as needed in the future. He said that future hook-up cost information would also be needed and the Chairman agreed that this could be a sliding fee year-by-year. The Chairman responded that Mr. Harris' proposal was possible and that such engineering information could be obtained from Hurt & Proffitt. Given the existing businesses, daily volumes are estimated to range between 15,000 – 20,000 gallons; typically, a four-inch main is utilized. The large undeveloped parcels are still “unknowns” in this calculation.

Mr. Reiter agreed with Mr. Ingram's assessment that more feedback is needed from those property owners who did not respond.

Mr. Holland stated that we need the information to be provided by Hurt & Proffitt, the revised property listing as compiled by the Chairman, and a revised property valuation and tax rate calculation to be provided to the Board and request further direction at that time. Motion was so made by Mr. Holland, seconded Mr. Ingram. All members were present with the exceptions of Mr. Dunham and Mr. Dukes and voted “yes.” The motion was unanimously passed.

The Chairman distributed e-mail correspondence from Hurt & Proffitt that provided a progress report on its efforts in connection with the recent contract amendment for topographic survey and preliminary design & estimating services. The e-mail stated that they are approximately 35% complete with all survey tasks and surveyor labor.

Mr. Ingram stated that he tried to get feedback following last month's public hearing on the special tax district and had compiled the following information:

- (1) Most residents that he spoke to are "fine with a pipe in the ground."
- (2) There is interest in an "opt-out" option.
- (3) Concerns were expressed with perceived lack of attention to both the County and Town of Cape Charles Comprehensive Plans.
- (4) Has any study been done on the number of septic systems and their failure rates? This information would be helpful for future capacity questions.
- (5) He heard concerns with Cape Charles' existing and future capacities.
- (6) What is happening with the Nassawadox situation? The Chairman stated that this was a private system that may be able to continue for some years especially with the reduction of wastewater volume when the hospital leaves.

New Business – Cape Charles Information

The Chairman said that one Council work session has been held and another session is being planned. He explained the packet of information relative to providing operating services to the PSA (wastewater processing, meter reading, billing, maintenance). He said that two questions dominated the discussion: (1) should the Town of Cape Charles offer these services to the PSA?, and (2) calculation/imposition of hook-up charges.

Move November Meeting Date:

Due to a conflict with a rescheduled meeting of the Northampton Board, motion was made by Mr. Ingram, seconded by Mr. Harris, that the November meeting of the PSA be changed from Tuesday, November 19, 2013, to Monday, November 18, 2013, at 7:00 p.m., in the main conference room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia. All members were present with the exception of Mr. Dunham and Mr. Dukes and voted "yes." The motion was unanimously passed.

Adjourn:

Motion was made by Mr. Holland, seconded by Mr. Harris, that the meeting be adjourned. All members were present with the exceptions of Mr. Dukes and Mr. Dunham and voted "yes." The motion was unanimously passed.

The meeting was adjourned at 8:30 p.m.