

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

A meeting of the Eastern Shore of Virginia Public Service Authority was held on Monday, November 18, 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
Garrett Dunham
Carl Harris
John Reiter
Greg Hardesty
Sean Ingram

Member absent:

Nassawadox Representative (still to be named)
Taylor Dukes
J. T. Holland, Vice Chairman

Others present:

Janice K. Williams, County Administrator's Office
Granville F. Hogg, Jr.
Another Citizen

Call to Order & Establishment of Quorum:

Chairman Panek called the meeting to order and announced that a quorum was present.

Approval of Agenda:

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

Statements from the Public:

There were no statements from the public.

Approval of the Minutes:

Motion was made by Mr. Harris, seconded by Mr. Reiter, that the minutes of the meeting of October 15, 2013, be approved. All members were present with the exceptions of Mr. Holland and Mr. Dukes and voted “yes.” The motion was unanimously passed.

Review of Financial Statements:

While no statements were distributed, Chairman Panek noted that one invoice has been received from Hurt & Proffitt on its topographic survey / project management work tasks, totaling just over \$17k, which has been processed for payment.

Report of Chairman:

Mr. Panek reported that Hurt & Proffitt was on the Shore again last week to continue the survey work, estimated to be 80% complete at this time. Preliminary design work will follow to include updated cost estimates.

Ms. Nunez indicated that based on conversations with the Board of Supervisors, she believes they are going to request to have the engineer review the Bayview system for its expansion capability (to be used for a potential treatment option).

Report of Vice Chairman:

Mr. Holland was absent.

Report of Hospital Committee:

There was no report.

Report of Northern Node Committee:

There was no report.

Report of Southern Node Committee:

Mr. Panek referenced the materials distributed last month containing operating cost estimates of the Cape Charles system and reminded the Authority members to provide their input to Mr. Ingram and Mr. Dunham. The Executive Director commented that she believed that the Southern Node Commercial Service District would encompass one hook-up charge to the Cape Charles system as opposed to multiple hook-ups for each parcel within the district. She also envisioned a tiered-volume system.

The Chairman distributed a draft outline of proposed input to the Board of Supervisors illustrating eleven parcels who wish to be excluded from the special tax district and four parcels who want to be included. Said outline is set out below:

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Draft Outline of Input to Board of Supervisors

1. Results of Public Hearing Process

- a. 11 parcels want to be excluded:
 - i. 84-A-144A Richardson
 - ii. 84-A144 Morgan
 - iii. 84-10-1 Steelman
 - iv. 84-A-77 Brown
 - v. 84-A-80 Brown
 - vi. 84G-A-3 Campbell
 - vii. 84-A-85 Morris
 - viii. 91-A-17 Downing
 - ix. 91-A-13 Wendell
 - x. 84-A-103A ANEC
 - xi. 84-A-103 ANEC
- b. 4 parcels want to be added:
 - i. 84-2-B Cape Charles Chocolates
 - ii. 84-2-B1 Cape Charles Chocolates
 - iii. 91-A-14 Crisler
 - iv. 91-A-12 Crisler

2. PSA Board Recommendation

- a. Remove ANEC parcels 84-A-103A and 84-A-103 on Bayview Circle.
- b. Remove parcel 84-A-100 on Bayview Circle (only parcel remaining).
- c. Add parcels 84-2-B and 84-2 B1; consistent with proposed zoning map.
- d. Add parcels 91-A-14 and 91-A-12; need rezoning, but contiguous to commercial zoning in proposed map.

3. Other Considerations for BOS

- a. Either remove or retain the remaining 9 parcels, above.
- b. Either remove or retain two parcels (84-A-144B, 84-A-92B) which are fully developed storage businesses. Neither owner has voiced a preference.
- c. Add additional parcels with commercial or industrial zoning in the proposed zoning map to the proposed service district.
- d. Retain 75/25 ratio between Special Tax District and general taxes for financing debt service, or revise to 50/50 ratio.

4. Considerations for PSA Board

- a. Establish a time-phased connection charge, including a premium, for those parcels removed from the initial service district which are contiguous to a force main.

- b. Establish a time phased connection charge, without a premium, for parcels added after establishment of the initial service district.

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He also distributed a copy of the zoning map for the middle section of the county illustrating proposed zoning classifications for properties within the special tax district.

Ms. Nunez had prepared several hand-outs including a spreadsheet of the Southern Node Commercial Wastewater Project district's amended valuation report (based on the above-referenced inclusions & exclusions), which reflected a base district valuation of \$16,382,100. A color-colored spreadsheet was also distributed illustrating each individual property's potential disposition as well as listing of tax levy by parcel with various funding scenarios of county general fund tax rate vs. special tax district rate. These documents are on file in the office of the Executive Director.

Mr. Ingram shared additional feedback he had received following the public hearing and said that he would like to receive additional guidance from the Board. He suggested another public information meeting at the Cheriton Fire Hall to include a septic tank analysis of the subject areas and further explanation of potential Phase II plans for the Town of Cheriton.

Motion was made by Mr. Ingram, seconded by Mr. Hardesty, that such information be used to form the outline of the recommendation to the Board of Supervisors to be prepared by the Executive Director, in conjunction with the revised cost estimates to be received from Hurt & Proffitt. All members were present with the exception of Mr. Holland and Mr. Dukes and voted "yes." The motion was unanimously passed. The Executive Director was asked to share the draft with the PSA membership prior to submittal to the Board.

Report of Economic Development Committee

There was no report.

New Business:

The Executive Director reminded the membership that Conflict of Interest statements would be distributed soon from the County Administrator's Office with a deadline of January 15th.

Adjourn:

Motion was made by Mr. Harris, seconded by Mr. Reiter, that the meeting be adjourned. All members were present with the exceptions of Mr. Dukes and Mr. Holland and voted "yes." The motion was unanimously passed. The meeting was adjourned at 8:20 p.m.