

**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, November 18, 2014, at 7:00 p.m. in the main conference room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia.

Members present:

John Reiter, Chairman
J. T. Holland, Vice Chairman
Taylor Dukes
Greg Hardesty
Bob Panek
Felton Sessoms (late)

Member absent:

Carl Harris
Sean Ingram
Garrett Dunham

Others present:

Katherine H. Nunez, Executive Director
Janice K. Williams, County Administrator's Office
William Prosisie
Granville F. Hogg, Jr.
Mary Miller
Mike Steelman
Dorrie Southern
Bob Meyers

Call to Order & Establishment of Quorum:

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

Approval of Agenda:

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

Statements from the Public:

Mr. Bill Prosize questioned why the line was proposed to extend from Parsons Siding southward.

Approval of the Minutes:

Motion was made by Mr. Holland, seconded by Mr. Hardesty, that the minutes of the meeting of October 21, 2014 be approved. All members were present with the exceptions of Mr. Dunham, Mr. Ingram, Mr. Sessoms and Mr. Harris and voted “yes” with the exception of Mr. Dukes who abstained. The motion was passed.

Review of Financial Statements:

A Budget Performance Report and Accounts Payable Report were distributed to the membership. It was noted that one invoice remains outstanding pending completion of work tasks.

Chairman’s Report:

Chairman Reiter stated that last month, copies of the preliminary contract documents and specifications were made available for review. He reminded the members that any comments relating to these documents should be provided to the Executive Director not later than December 1st. Once compiled, these comments will be forwarded to Hurt & Proffitt.

The Chairman then noted that he was uncertain if actions taken in last month’s meeting completely conveyed the intent relative to plumbing and electrical connections. To remedy this, motion was made by Mr. Holland, seconded by Mr. Panek, that the following clarifying motion be approved. All members were present with the exceptions of Mr. Ingram, Mr. Dunham, Mr. Harris and Mr. Sessoms and voted “yes.” The motion was unanimously passed. Said clarifying language is set out below:

“The contractor is to connect to the property owner’s plumbing in the vicinity of the building and to the owner’s electrical service at the electrical panel. The property owner is to provide sufficient electrical and plumbing services to which the contractor will connect.”

With regard to the various hand-outs and prior document disbursement, the Chairman thanked Mr. Prosize for providing a spreadsheet of water consumption data.

With regard to correspondence from Hurt & Proffitt dated October 29, 2014, this letter provided an explanation for the low-pressure system being contemplated. No comments were offered by the members.

With regard to e-mail correspondence from Hurt & Proffitt dated November 14, 2014, these were design calculations which brought the project estimate down to \$2.4 million and reflected small pipe sizes.

Lastly, Hurt & Proffitt had provided under date of November 17th, a proposal for final engineering/bid assistance, construction administration, and construction inspection. The document provides for a 19-month construction window from the time that notice to proceed is issued.

Mr. Sessoms arrived at 7:10 p.m.

Mr. Panek questioned whether contractor submittals were contained within Task 513 and the Chairman indicated that this work task was included in the base contract. The Executive Director commented that we will make sure that this is fully spelled out in any contract.

The Chairman stated that he does not believe that we are ready to execute the proposal but did suggest that a motion be offered to authorize the Chairman to execute the proposal at such time as the Board of Supervisors approves the special tax district and mandatory connections and directs the PSA to go forward. Motion was so made by Mr. Holland and seconded by Mr. Panek. All members were present with the exception of Mr. Ingram, Mr. Dunham and Mr. Harris and voted “yes”, with the exception of Mr. Hardesty and Mr. Dukes who voted “no”. The motion was passed. Mr. Dukes commented that he did not believe in imposing a tax on those that do not want it. Mr. Hardesty commented that in speaking with some of the businesses proposed for inclusion in the special tax district, they are vehemently opposed to the project.

Vice Chairman’s Report:

There was no report from Mr. Holland.

Reports of Committees:

(Hospital Committee): Mr. Holland said that the committee is waiting on the hospital to provide a time for the next meeting, scheduled to be held during the first week in December.

(Northern Node Committee): The Chairman asked Mr. Dukes to provide a status report on the activities of Exmore. Mr. Dukes replied that the Town Council has commissioned a Preliminary Engineering Report, to be completed by Draper Aden & Associates, for their existing sewer system. Due to the existing Consent Order, the Town is not allowed to connect any new customers. The Town’s existing sewer plant is 8-9 years old and is in bad shape and the Town Council is hopeful that it will be able to double its existing capacity. Funding is anticipated to be a combination grant/loan from USDA. It was noted that the existing monthly sewer rate is \$39.50

(Southern Node Committee): Mr. Ingram and Mr. Garrett were absent. Mr. Panek stated that he believes everyone was pleased with the progress of the subcommittee and the Executive

Director is in the process of developing a draft agreement. Mrs. Nunez stated that she believes that most of the major points have been addressed.

(Economic Development Committee): No Report from Mr. Holland.

Old Business:

A. Revision of cost estimates to eliminate vacant properties as well as refinement of County cost estimates to be more in line (similar format) with the costs as proposed by the Town of Cape Charles. At the request of the Executive Director, this item will be deferred until next month.

New Business: Change of December Meeting Date

Motion was made by Mr. Holland, seconded by Mr. Panek, that the following resolution be adopted to change the regular December meeting from Tuesday, December 16th, to Monday, December 15th. All members were present with the exceptions of Mr. Ingram, Mr. Dunham and Mr. Harris and voted “yes.” The motion was unanimously passed. Said resolution as adopted is set forth below:

RESOLUTION

BE IT RESOLVED by the Eastern Shore of Virginia Public Service Authority, this 18th day of November 2014, that the regular meeting of the Authority, scheduled for Tuesday, December 16, 2014 at 7:00 p.m., in the Main Conference Room, 16404 Courthouse Road, Eastville, Virginia, be changed to Monday, December 15, 2014, at 7:00 p.m., in the Main Conference Room, 16404 Courthouse Road, Eastville, Virginia; and

BE IT RESOLVED that, following this meeting, the regular meeting of the Eastern Shore of Virginia Public Service Authority shall revert to the third Tuesday of each month thereafter at 7:00 p.m., in the Main Conference Room, 16404 Courthouse Road, Eastville, Virginia.

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Adjourn:

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

The next meeting of the PSA will be held on Monday, December 15, 2014, commencing at 7:00 p.m. in the main conference room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia.