

**ONANCOCK SEWER TRANSMISSION LINE STEERING COMMITTEE
MEETING MINUTES
SEPTEMBER 26, 2019**

Chairman Bloxom called the meeting to order at 10:02am. Members present were Messrs. Bloxom, Byrd, Colonna, Silverman and Dodge and Mdme. Tunstall. Absent was Messr. Shannahan. Also present was Town Manager Kerbin.

Chairman Bloxom welcomed the group and thanked them for their willingness to serve on the committee. All committee members then spoke to their professional experience and qualifications to serve on the committee.

Chairman Bloxom reiterated that all documents produced by the committee would be held in the public domain and archived on the Town's website. A discussion was held as to the frequency of meetings going forward and the committee decided that the group would meet the first and third Thursday's of each month at 10am in the council chambers. The next meeting was scheduled for October 3.

The committee then reviewed the items identified by Council and at the workshop held on September 3 that the committee was tasked with analyzing (see attached Agenda). In addition to those items, the committee added the following items to included in the committee's scope:

1. Proforma budget to include the Water Dept. as a "standalone", without the Sewer Plant included.
2. Identification of Sewer Plant deferred maintenance items and a schedule of future capital expenditures required.
3. Analysis of Plant's compliance with 2025 TMDL Watershed requirements
4. Obtaining clarification on the HRSD estimate of \$3.33 per user contribution to debt service, assuming the Town's debt cannot be repaid in full or forgiven prior to any future partnership with HRSD. Will that contribution change if Exmore opts out of the partnership?

The committee established the following working sub-committees and assigned members to each:

1. Finance/Accounting: Colonna and Spuck
2. Legal/Procedural: Bloxom and Silverman
3. Operational: Byrd, Dodge, Tunstall and Shannahan

The list of items identified for analysis was then assigned to one of the established sub-committees.

Steve Johnsen, a member of the regional study committee, updated group on the most recent timeline associated with the petitioning of the Accomack and Northampton County Circuit Courts to permit HRSD to include those counties in HRSD's service area.

A discussion ensued as to what outside consulting resources might be needed in order for the committee to complete the project. The group decided that the Accounting/Finance and Operational sub-committees may need external resources to assist with financial modeling and engineering questions. Those sub-committees will develop scopes of work and will present those to the full committee, to be followed by Council's consideration of approving financial resources for that purpose.

The committee discussed the requirements around FOIA and the Open Meetings Act. Mr. Kerbin was tasked with setting up email addresses for each committee member that will segregate the committee's emails in the event of a FOIA request.

There being no further business, the meeting adjourned at 11:58am.