

**Town Council
Work Session
Water Supply Studies Chartering Meeting
September 13, 2006
10:00 a.m.**

At approximately 10:26 a.m. in the Town Council Chambers, Vice-Mayor, Bruce Evans called to order the Work Session of the Town Council. In addition to Vice-Mayor Evans, present were Council woman Mary Harris and Councilman Chris Bannon. Councilman Gerald arrived at approximately 2:09. Also present were Town Manager Tim Krawczel, Town Clerk Joy Pelletier, the representatives from Stern and Wheler and approximately 16 various stakeholders/residents and interested parties.

Tim Krawczel opened the meeting by specifying the importance of the water plant expansion to the Town of Cape Charles. He then gave an overview of the “Request for Proposals” and what criteria Sterns and Wheler met to win the contract. Mr. Krawczel introduced the members of the team and turned the meeting over to William Johnson.

William Johnson stated the meeting was not intended to be a presentation. Instead the intention was to gather all the stakeholders of the project. He defined stakeholder as people/entities that had levels of potential involvement and investment in the project. He further clarified this was to gather information and to learn about the challenges the Town would be facing.

The initial segment of the meeting was an orientation of the existing water system. Included was the rationale of the planned expansion and upgrades needed. This discussion included the quality of the current tap water.

The focus of the first half of the meeting was the project mission, issues and concerns. The following items were discussed in detail:

- The iron content in the raw water showed a steady increase; therefore, the run time of the plant was changing.
- A study of the intermittent color of water was begun, i.e. necessary backwashing and the higher demand on the water could be possible culprits.
- The cost of accessing the water – the project was meant to find the safest, most cost effective and the most reliable way, long term, to get to the water.
- Reservoirs – great detail of how those systems work and the costs attached.

- Conservation of the current water withdrawal.
- Groundwater permitting

The scope of the project and the proposed scheduling of each event were covered. It was stressed that the project would be a balancing act between the short term and long term goals and the quantity and quality of work. Nothing was to be sacrificed for the good of another. Also stressed was the communication process throughout the project. Information would be conveyed throughout the entire assignment.

Input/concerns from the stakeholders were as follows:

- Plant cannot keep up with demand
- Increasing iron concentration
- Town population increasing
- Limited additional capacity of new wells
- Salt water intrusion
- Ground water permitting
- 10% use of lower aquifer supply (different water quality)
- Multi stakeholder process in cost sharing
- Use towns equipment and manpower more efficiently

Risk management was addressed. Items to consider in this genre included the strain on capital investments to build a new plant and abandon the existing plant; competition for ground water sources and an alternative source of water; possible restrictions on growth; prolonged decision making causing undue expense; inaccurate projections on the size of the plant; water reuse; and expectation of the customer.

In closing all the above was summarized. It was suggested to use the Town website to post generic information at each step of the project. Mr. Johnson committed to keep all the stakeholders and the regulatory agencies informed through review meetings and workshop minutes. He mentioned change was inevitable, but all changes would be in written form.

Motion to adjourn the work session was made by Mary Harris, seconded by Chris Bannon and unanimously approved.

Vice-Chairman, Bruce Evans

Town Clerk