

**MEETING MINUTES
CARROLL COUNTY
PUBLIC SERVICE AUTHORITY
MAY 12, 2008
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA**

CALL TO ORDER

The Carroll County Public Service Authority held their regular schedule monthly meeting on Monday, May 12, 2008, at 12:45 p.m. in the Carroll County Governmental Center Board Meeting Room. Members' present included: David Hutchins, Wesley Hurst, Vice-Chairman, Sam Dickson, Thomas Littrell, Andrew Jackson and Manus McMillian. Also present were Ray E. Hill, Director of Operations, Dana Phillips, Sec./Treasurer of the Authority, Kevin Heath, Adams-Heath Engineering and Jim Cornwell, County Attorney.

Mr. Hutchins called the meeting to order at 12:45p.m.

(ORDER)

Kevin Heath –Regional Water Up-Date

Mr. Health stated the 620 Connector to Route 100 application for funding has been sent to the Health Department. The funding will be announced in June. The plant to 620 Connection is a larger portion. This part has been designed and approved by the Health Department. The funding for this portion will be applied for through Rural Development. Before we can apply there are some negotiations between the County of Carroll and Wythe on sharing cost for the customers that are on the Wythe side.

Mr. Hutchins asked if Ray had discussed this with Wythe County.

Mr. Hill stated that Carroll County has appointed a committee for the negotiations. Wythe County also appointed a committee; one of their members was in an accident. They may decide to appoint a new member to replace him, when that happens a meeting will be scheduled.

Mr. Hutchins asked that Ray and Kevin send an e-mail each week to update them.

(ORDER)

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ADPOT A RESOLUTION AUTHORIZING EASEMENTS TO BE ACQUIRED FOR THE LINES TO CONNECT TO THE REGIONAL WATER PROJECT.

Upon a motion by Mr. Hurst and seconded by Mr. Dickson the Authority does hereby adopt a resolution authorizing easements to be acquired that are necessary for the construction for the Regional Connector Lines that have already been designed and submitted to the Health Department.

Citizen to be Heard- Jason Bowers

Mr. Bowers stated that he and his partner are developing a subdivision off of Trapper Drive. There will be 45 to 47 lots. The county had approved to run a 2" water line up Trapper for four or five house. We have been told to serve the subdivision there will need to be a 6 or 8 "line installed for 1320 feet to the entrance. I am asking if the county would run that pipe to the subdivision. We will run the entire pipes for water and sewer inside the subdivision. The contractor paid the county to put the 2" line in.

Mr. Hill stated our current policy states the PSA will pay for the first hundred feet.

Mr. Hutchins asked what the cost would be.

Mr. Bower stated he does not need a 6 or 8" line.

Mr. Hill stated we need to determine what size line the subdivision needs and get a cost estimate.

Mr. Hutchins stated that we would have a cost estimate by the next Authority meeting.

(ORDER)

Upon a motion by Mr. Dickson, seconded by Dr. Littrell and duly carried the Authority does hereby approve the minutes of the April 14, 2008, May2, 2008 and May 6, 2008 meetings and also the payroll, transfer and claims presented as flows: NOTE: The claims are on file in the Public Service Authority office.

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Check # 13494 – 13496 Voided Test Pattern
Check # 13497 – 13503 Payroll in the amount of \$975.47
Check # 15545 – 15597 Claims in the amount of \$175,925.01
Check #15598-Rayborn Earl & Opal Lyon in the amount of \$1,000.00
Gladeville/Cranberry Water- Check # 1265 Carroll County Public Service Authority Operating Account in the amount of \$15026.02
Gladeville/Cranberry Water- Check # 1266 Local Governmental Investment Pool in the amount of \$617.60
Gladeville/Cranberry Water-Check #1267 Board of Supervisors in the amount of \$651.83
Gladeville/Cranberry Water- Check #1268 Virginia Resource Authority in the amount of \$19,549.19
Gladeville/Cranberry Sewer-Check #1178 Carroll County Public Service Authority Operating Account in the amount of \$9,371.57
Gladeville/Cranberry Sewer- Check #1179 Local Governmental Investment Pool in the amount of \$597.70
Rt. 100 Water-Check #1181 Carroll County Public Service Authority Operating Account in the amount of \$28,223.21
Rt. 100 Water- Check #1182 Local Governmental Investment Pool in the amount of \$229.70
Rt. 100 Water- Check #1183 Virginia Resource Authority in the amount of \$5,095.70
Rt. 100 Water- Check #1184 Virginia Resource Authority in the amount of \$18,816.67
Woodlawn Water-Check #1169 Voided
Woodlawn Water- Check#1170 Carroll County Public Service Authority Operating Account in the amount of \$6,607.73
Woodlawn Water- Check #1171 Local Governmental Investment Pool in the amount of \$375.90
Cana Water- Check #1169 Carroll County Public Service Authority Operating Account in the amount of \$7,198.13
Cana Water- Check #1170 Local Governmental Investment Pool in the amount of \$573.80
Airport Road – Check #1002 Carroll County Public Service Authority Operating Account in the amount of \$140.66

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(ORDER)

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

Upon a motion by Mr. Hurst, seconded by Dr. Littrel and duly carried the Authority does hereby approve authorizing the advertisement and solicitation of the Request for Proposal for engineering service on an "as needed " basis under the pre-qualification of the procurement act.

(ORDER)

PSA RULES & REGULATIONS

Upon a motion by Mr. McMillian seconded by Mr. Hurst and duly carried the Authority does hereby approve and authorize the Rules and Regulations be rewritten, draft By Laws to be rewritten to be up to date, also draft design standard and contact documents for subdivisions.

Mr. McMillian asked how much the cost would be.

Mr. Cornwell stated he would need help from an engineering firm for the standards for a subdivision. This would probably be the first project we would use the pre-qualified firm to work on. Ray got an estimate from one firm which was \$1,000.00. Maybe \$2000.00 to \$2,500.00.

(ORDER)

Approval to Award Banking Services

Mr. Hurst stated after going through the criteria for banking services the selection committee feels it would be in the best interest for the county citizens and the PSA to award the banking services to National Bank of Blacksburg.

Upon a motion by Mr. Dickson, seconded by Mr. McMillian and duly carried the Authority does hereby award the banking services to National Bank and execute the contract.

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Project Up-Dates

Airport Road

Mr. Hill stated down to the final close out change order.

Fancy Gap /Exit 8

Mr. Hill stated the committee would be ready to make a recommendation to the Authority at the next month meeting for the Primary Engineering for design.

Woodlawn Sewer

Mr. Hill stated we have made a settlement with the owners of the property for the pump station. There are a handful of easements left on that project.

(ORDER)

Upon a motion by Mr. McMillan and seconded by Mr. Dickson and duly carried the Authority does hereby authorize the PSA to acquire property for easements and other purposes.

Exit 19 Sewer

Mr. Hill stated he has received a pack for funding from VML and this could be a way to fund Exit 19 Sewer.

Exit #1 Water/Sewer

Mr. Hill stated that they are waiting on the well driller to get back to the property to start drilling another well.

Mr. Hutchins asked if the well driller cannot get back soon do we have a backup plan.

Mr. Hill stated if we need to we can go to the next bidder for the well drilling.

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Happy Hollow/Pridemore

Mr. Hill stated Kevin Heath has supplied Jim Wallace/Self Program with a map and cost estimate for both roads. We think the next step with Jimmy will be to set up a community meeting.

Peacock Road

Mr. Hill stated Peacock line is complete and we are waiting to hear from the Health Department.

Rt. 221 North of HES

Mr. Hill stated we have had request for water from residents on Rt. 221 north of Hillsville Elementary School. Mr. Harden Huff has handed out surveys and user agreements for that area. If the Authority would like we could set up a meeting with the community at the school to see what kind of response we receive.

(ORDER)

Upon a motion by Mr. Jackson seconded by Mr. Hurst the Authority does hereby approve for the PSA to set up a community meeting for the Rt. 221 north of Hillsville Elementary School in the near future.

Explanation of Fees

Mr. Hill explained the proposed fees.

Mr. Hutchins suggested having meetings where Mr. Hill could present a schedule of fees and has time to discuss them.

(ORDER)

It was consensus of the Authority to have a meeting on May 27th at 7:00 p.m. to discuss the rate and fee schedule and any other business that may come before the Authority.

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AUTHORITY MEMBERS

Mr. McMillian stated we continue to come upon stumbling blocks because of poor planning or very little planning. I am not pointing any fingers at anybody. It is what it is. There has been very little planning of infrastructure. We are looking forward in positive direction.

Dr. Littrell stated he appreciates the map on Happy Hollow and Pride more. He asked if it is possibly to get county wide copies of service areas. I am glad we are proceeding with the documents that Mr. Cornwell mentioned. Also as I notice on the budget we have \$90,000.00 lost is that normal?

Mr. Hill stated we have money to be refunded from grants.

Mr. Dickson stated that Mr. Larowe, Brenda, and he were able to fly to Abington and pick up a Tobacco Commission Member. The Tobacco Commission Member gave some pointers for the grant applications. We flew over all the exits and the Regional Water Plant and discussed plans for the exits. It was very productive. Fancy Gap exit, Gina toured Mr. Ward Armstrong around the area. There are a lot of things going on out there and I think Mr. Armstrong realized it too. I think Mr. Armstrong will help all he can. It is a beautiful place. We visited two campgrounds and the owner of Motor coach has a well out there that produces 25 gallons or better per minute. He wants that service bad and I feel he would work with us on that well. We need to get something up and running in that area. For all these projects we just need to keep pushing and sooner or later things will start happening.

Mr. Hurst started he was happy to see our committee has come forward to better the banking in 2008 for the PSA. I am glad for the suggestion by Mr. Cornwell that we will have all the documentation forms we need for that in place to have a plan. My biggest concern is our connection lines to the Regional Water. We are behind the eight ball now. I am afraid that the plant will be up and running and we will not have our lines in the ground. We need to plan harder. I thank everyone for coming today.

Mr. Jackson stated he appreciates what Mr. Dickson and others did. That is how you sell yourself. If you do not seek these funds you will not get them. What Wes, Dana and I did the other day with the banking is a giant step forward. I hope our PSA office is now getting into the modern world for were customers

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will get better benefits and I know the girls will like it. It will make their job easier. Getting some guidelines now will help. You cannot operate without them and a plan. I want to thank the board for being a great board to work with and thank the public for coming out.

Mr. Hutchins stated it has been my pleasure to chair this Authority so far this year. I do think we are starting to see some return on the labor we have put in. I think we have a tremendous amount of area to cover but I think you have to eating the elephant one bite at a time. I believe this board has the dedication to do that. I like what Dr. Littrel said that it is not that we want to raise rates, but if we have to in order to support the infrastructure growth then we have to step up and do it. There is a decision we have to make sitting here that is not usually politically favorable. If we do not plan and start some systematic approach, in four years we will look back and say Ray you got some things done but the county is still behind a larger eight ball. Ray sometime it seems like we are pushing you and we are but we are not unhappy.

ADJOURMENT

Upon a motion by Mr. Hurst seconded by Mr. McMillan and duly carried the Authority does hereby adjourn until their meeting scheduled on May 27th at 7:00 p.m. at that time we will discuss the rate and fee structure and any other business that may come before the PSA.

David Hutchins, Chairman

Ray E. Hill, Director of Operations

Dana Phillips, Sec./Treasurer