

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
FEBRUARY 8, 2010  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA

**CALLED TO ORDER**

The Carroll County Public Service Authority held their regular scheduled meeting on Monday, February 8, 2010 at 12:30 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Andy Jackson, Chairman, Manus McMillian, Vice Chairman, Sam Dickson, David Hutchins, Thomas Littrell, and Jeanette Dalton. Also present were Gary Larrowe, Executive Director and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority.

Chairman Jackson called the meeting to order at 12:35 p.m.

**(ORDER)**

**APPROVAL OF CONSENT AGENDA**

Upon a motion by Mrs. Dalton, seconded by Mr. Hutchins and duly carried the Authority does hereby approve the Consent Agenda for Sections: A, B, and C the Claims are on file in the PSA office:

**Claims:**

Check # 17027 and 17029 for Long Range Water easements in the amount of \$1,500.00.  
Check # 17028 and 17030 Voided  
Check # 17031 to the Treasurer of Virginia in the amount of \$300.00.  
Check # 17032-17077 Claims in the amount of \$211,106.71.  
Payroll Register-Auto-Draft in the amount of \$975.47.

**ON-LINE TRANSFERS FOR JANUARY 2010 FROM OPERATING TO THE FOLLOWING ACCOUNTS:**

Gladeville/Cranberry Water	\$28,199.79
Gladeville/Cranberry Sewer	\$31,618.78
Route 100 Water	\$ 9,512.25
Cana Water	\$ 2,135.87
Airport Road Water	\$ 312.62
Woodlawn Water	<u>\$ 898.40</u>
<b>TOTAL</b>	<b>\$72,677.71</b>

**REIMBURSE FOR CLAIMS**

Gladeville/Cranberry Water	\$22,957.46
Gladeville/Cranberry Sewer	\$13,103.55
Route 100 Water	\$23,148.53
Cana Water	\$ 5,776.77
New Woodlawn Water	\$ 3,273.33
Airport Road Water	<u>\$ 553.54</u>
<b>TOTAL</b>	<b>\$68,813.18</b>

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**NATIONAL BANK ON-LINE PAYMENT TO LOCAL GOVERNMENT INVESTMENT POOL DEPOSIT TO DEBT RESERVE ACCOUNT (LGIP)**

Gladeville/Cranberry Water	\$ 617.60
Gladeville/Cranberry Sewer	\$ 597.70
Route 100 Water	\$ 229.70
Canawater	\$ 573.80
New Woodlawn Water	\$ 375.90
Airport Road Water	<u>\$1,376.20</u>
<b>TOTAL</b>	<b>\$3,770.90</b>

**SECTION B: AUTHORITY APPROVAL ITEMS**

**(ORDER)**

**ADOPT A RESOLUTION REGARDING WATER REVENUE BONDS FOR THE HONEYCUTT DAM PROJECT**

Upon a motion by Mrs. Dalton, seconded by Mr. Hutchins and duly carried the Authority does hereby adopt a resolution regarding water revenue bonds for the Honeycutt Dam project.

**(ORDER)**

**APPROVE AGREEMENT FOR CONSTRUCTION AND OPERATION OF THE PRIDEMORE ROAD PROJECT**

Upon a motion by Mrs. Dalton, seconded by Mr. Hutchins and duly carried the Authority does hereby approve the agreement for construction and operation of the Pridemore Road water project with CDBG and DHCD.

**(ORDER)**

**APPROVE ADVERTISEMENT FOR BOND COUNSEL SERVICES RELATED TO FANCY GAP WATER/SEWER**

Upon a motion by Mrs. Dalton, seconded by Mr. Hutchins and duly carried the Authority does hereby approve the advertisement for bond counsel services related to the Fancy Gap water and sewer system projects.

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**(ORDER)**

**APPROVAL TO AWARD BID FOR PRIDEMORE ROAD PROJECT MATERIALS**

Upon a motion by Mrs. Dalton, seconded by Mr. Hutchins and duly carried the Authority does hereby approve to award the bid for materials for the Pridemore Road project to Consolidated Pipe and Supply in the amount of \$69,011.75.

**CITIZEN TIME**

**Audra Richardson**-I want to remind the Authority to keep the Sylvatus/Mitchell's Crossroads area in your thoughts. I brought a petition taken at Sylvatus Christian Church to show the interest the church members have for getting water in the area.

**PROJECT UPDATES:**

**Exit 1 Water and Sewer (Love's Project)**-Approval for wells was just granted February 3<sup>rd</sup>, working on getting everything together. The Waste Water Treatment Plant start up has been scheduled for February 11, 2010. Also, the generator training has been set for February 10<sup>th</sup>. The anticipated opening date has now been set for Thursday, February 18, 2010 but is subject to change.

**Woodlawn Sewer**-An invoice had been sent to Landform Construction for the water line break and use of water from the tank. \$2,793.69 has now been remitted to the PSA from Landform. There was an issue regarding Landform being on Dalton Logging's right-of-way, at Landform's expense a meter has been put in and all other requirements have been met. Also, the date of March 15, 2010 has been set for the sewer reversal from Hillsville to Galax but that project has been behind schedule. For this date to be met, the forced main and line have to be completed on Carrollwood Drive and along 58 toward Johnson Chevrolet, need good weather for this to happen. Also, Mr. Heath reported that two things have to be completed before the Training Center can be hooked on. The two things are completion of the fence at the pump station and a section of sewer that is being replaced.

**Exit 19**-A change order has been requested regarding the movement of the line off Airport Road, this is under review with Ramey's now.

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**Long Range Water**-This is the water coming back from Austinville, would like to ask that March 15, 2010 be set as the deadline date for free connections. This project has been underway for many years, want to do door hangers for the project area with deadline information on them soon. Also, radio-read meters for this area are of interest, this would save the PSA money and in the future could transition to radio-reading from a central point. Jessica has been checking on towers in the area to see locations and possibilities. The radio-read meters cost \$120 each in addition to the regular meter cost and the pickup based unit is around \$20,000.

**(ORDER)**

**APPROVAL OF LONG RANGE WATER DEADLINE**

Upon a motion by Mr. McMillian, seconded by Mr. Dickson and duly carried the Authority does hereby approve the deadline of March 15, 2010 for the Long Range Water free connections.

**Exit 1 Water**-Still working to find a solution for the water source.

**Fancy Gap Water and Sewer**-The Authority just approved the Ad for Bond Counsel. Also, Adams-Heath is working on getting the needed easements.

**Honeycutt Dam**-Moving along, we have signed the engineering contracts and have been allowed the bond approval. Our attorney is working on his final opinion now and this should not take long because there are no easements on this project only right-of ways; then, we will be ready to go to bid.

**Pridemoore**-The Department of Housing and Community Development require a public hearing, that hearing is being held today, February 8<sup>th</sup>, through the Board of Supervisors. The PSA is holding an additional hearing on February 24, 2010. Since this is a self-help project there are several things that have to be scheduled. Community meeting is scheduled for February 11, 2010 at 6 p.m. at the Calvary Church of Christ and First Aid training is set for February 23, 2010. Once both of these meetings have been completed then VDOT and Pipe 101 classes will be scheduled. The anticipated ground-breaking has been set for March 6, 2010. The materials bid has been allowed in the approval items and an engineering contract has been signed.

**Sylvatus/Mitchells Crossroads**-Still searching for funding on this project. We are getting close to 51%.

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**Fries Water**-Held a meeting for sign ups on January 26, 2010, we are getting very close to 51% on this project. The weather seems to have been a big factor on the number of sign ups we have had, people don't want to get out. Also, there will be a 24 month payment plan for the \$750 connection fee the customers have to pay. Today is supposed to be the sign up deadline.

**(ORDER)**

**APPROVAL OF FRIES WATER DEADLINE EXTENSION**

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins and duly carried the Authority does hereby approve to extend the Fries Water deadline for signing up to the next meeting, March 8, 2010.

**(ORDER)**

**APPROVAL OF PERCENTAGE IN FRIES WATER AREA**

Upon a motion by Mr. McMillian, seconded by Mr. Hutchins and duly carried the Authority does hereby approve that if the user agreements in the Fries area reach 51% on selected roads before the next meeting that the PSA staff can go ahead with the PER and application process.

**CLOSED MEETING-PURSUANT TO SECTIONS 2.2-3711.A-1 DISCUSSION OF PERSONNEL, 2.2-3711.A-3 DISCUSSION OR CONSIDERATION OF REAL ESTATE, 2.2-3711.A-5 DISCUSSION CONCERNING A PROSPECTIVE BUSINESS, 2.2-3711.A-7 CONSULTATION WITH COUNTY ATTORNEY**

**(ORDER)**

Upon a motion by Mr. McMillian, seconded by Mr. Hutchins and duly carried the Authority does hereby enter into Closed Meeting at 1:30 p.m. until 2:24 p.m. for the Discussion of Personnel 2.2-3711.A-3, Discussion or Consideration of Real Estate 2.2-3711.A-3, Discussion Concerning a Prospective Business 2.2-3711.A-5, and Consultation with the County Attorney 2.2-3711.A-7.

**(ORDER)**

Upon a motion by Mr. Hutchins, and seconded by Mr. Dickson and duly carried the Authority does hereby convent out of closed meeting.

Whereas the Authority has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and on the motion to close the meeting in accordance with the Virginia Freedom of Information Act.

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**CERTIFICATION OF CLOSED MEETING**

**(ORDER)**

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby adopt the following resolution:

Whereas, Section 2.2-3711.A (1) of the code of Virginia requires a certification of the Authority that such Closed Meeting was conducted in conformity with Virginia law:

Now therefore, be it resolved that the Authority hereby certifies that, to the best of each member's knowledge (1) only public business matters lawfully exempted from open requirements by Virginia law were discussed in this Closed Meeting in which this certification as identified in this motion concerning the Closed Meeting were heard, or considered by the Authority certification resolution applies, and (11) only such public business matters as were identified in this motion concerning the Closed Meeting were heard, or considered by the Authority.

**DIRECTOR'S TIME**

- We are having explosive success with GIS.
- Over the weekend, Preston and his crew responded to a water problem on Expansion Drive. Just wanted to recognize that a number of things like this happen after hours or on weekends.
- Working with County Finance office on PSA budget right now.
- The Virginia Rural Water Association is holding its annual conference April 12-14, 2010; Andy Jackson, Gary Larrowe, Dana Phillips, and Jessica Montgomery are planning to attend.
- Working on a plan for tank maintenance now and hopefully will approve a RFP for tank maintenance in the near future.
- LGIP accounts are currently getting .23% interest and we are hoping to move those accounts to one of our commercial banks where similar accounts are currently receiving 2.5% interest.
- PSA has a list of goals that would like to be achieved this year and it is off to good start.

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**(ORDER)**

**APPROVAL FOR EXCESS SEWER CONSTRUCTION FUNDS**

Upon a motion by Mr. Dickson, seconded by Mr. Littrell and duly carried the Authority does hereby approve that excess sewer construction funds may be used on existing sewage pumps for the Gladeville/Cranberry area and on new sewer extensions or designs.

**(ORDER)**

**APPROVAL FOR EXCESS WATER CONSTRUCTION FUNDS**

Upon a motion by Mr. Hutchins, seconded by Mr. Littrell and duly carried the Authority does hereby approve that excess water construction funds may be used in existing water service areas for new designs or extensions for cash positive projects.

**AUTHORITY MEMBERS' TIME**

**Mr. McMillian**-I appreciate working with you fine people. We have a lot of hard work ahead of us. We are putting more and more pressure on our PSA staff and we need to be looking for dollars to add some positions in the PSA office to help with the added work load.

**Mr. Littrell**-I am overwhelmed with the number of projects and potential projects that we have going right now. We have made tremendous strides and are moving along. There are frustrations that some of the projects have not moved along faster but none the less there is progress. I have been approached by the individual interested in the Farmer's Market project, it needs to be delayed for now but possibly looked at again in the future.

**Mr. Dickson**-I am thankful for all the work that is being done and I think we are moving in the right direction.

**Mr. Hutchins**-I want to say thank you to the staff. All these projects would not be making progress without their diligence and hard work. Mr. Chairman thank you and you are doing a great job.

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**Mrs. Dalton**-I am pleased with the progress we are making. It's an honor to serve with all of you fellows and staff. I feel like we are really accomplishing things for the county. Chairman, you are still doing a good job.

**Mr. Jackson**-It's great to work with such a good bunch of people with sense of humors but at the same time can buckle down and get down to business for the citizens of Carroll County. We have come a long way and we still have a long way to go. We have started on a road that is hard to stay on but how do we say no to our citizens? We have to dig a little deeper to make sure we can accomplish these things. I appreciate all of your kind comments. We have a great staff and we all go together to make one team, if we all do a good job then we all look good.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mr. Dickson, seconded by Mr. McMillian and duly carried the Authority does hereby adjourn at 2:48 p.m. until their next scheduled meeting on March 8, 2010 at 12:30 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

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Andy Jackson, Chairman

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Gary Larrowe, Executive Director

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Dana Phillips, Sec./Treasurer, Assistant Director