

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
FEBRUARY 9, 2009  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA

**CALL TO ORDER**

The Carroll County Public Service Authority held their regular scheduled monthly meeting on Monday, February 9, 2009 at 12:30 p.m. in the Carroll County Governmental Center Board Meeting room. Members present included: Sam Dickson, Chairman, Thomas Littrell, Vice Chairman, Andrew Jackson, David Hutchins, Jeanette Dalton, and Manus McMillian. Also present were Ronald L. Newman, Executive Director, Ray E. Hill, Director of Operations, Dana Phillips Sec./Treasurer of the Authority, Meeting.

Mr. Dickson called the meeting to order at 12:30 p.m.

**CITIZEN TIME**

Mrs. Gina Isom spoke on behalf of the citizens and business members of Fancy Gap. We request that the Authority members approve the application for funding and we would like a status report on the Environmental Study and request that you approve the final Engineering design for Fancy Gap.

Mr. Dickson responded that most of Mrs. Isom's questions and concerns would be answered in the update for projects later in this meeting.

(ORDER)

**CONSENT AGENDA**

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve Section A, B, C. The Claims are on file in the PSA Office:

**Claims:**

Check # 13573-13574 Voided Test Pattern

Check # 13575-13576 Payroll in the amount of \$230.88, Direct Deposit in the amount of \$744.59

Check # 16152-16202 Claims in the amount of \$196,596.43

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**ON-LINE REIMBURSEMENTS TO OPERATING ACCOUNT:**

RT. 100	\$21,956.45
Gladeville/Cranberry Water	\$27,641.46
Gladeville/Cranberry Sewer	\$42,006.05
New Woodlawn	\$ 4,142.53
Canawater	\$ 7,512.32
Airport Road Water	<u>\$ 3,122.20</u>
<b>TOTAL</b>	<b>\$106,381.01</b>

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

Rt. 100	\$229.70
Gladeville/Cranberry Water	\$617.60
Gladeville/Cranberry Sewer	\$597.70
New Woodlawn	\$375.90
Canawater	<u>\$573.80</u>
<b>TOTAL DEPOSIT TO LGIP</b>	<b>\$2,394.70</b>

**ADDITIONAL CLAIMS**

Check # 16203-16210 Claims in the amount of \$13,392.30

**CHANGES TO THE AGENDA**

Mr. Newman asked to add authorization to procure for a Preliminary Engineering Report for Canawater to the Approval Section D.

(ORDER)

Upon a motion by Mrs. Dalton, seconded by Mr. Hutchins and duly carried the Authority does hereby approve to table the decision to accept the Hills Water System on Rt. 100 until Mrs. Dalton has more time to speak to the residents on this water system.

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Mr. Hutchins gave a report on the trip to Washington meeting with officials about the stimulus program.

**SECTION D: APPROVAL ITEMS**

**TRIMBLE CERTIFIED TRAINING** -2 day training for GPS units and two PSA employees will be attending.

**EXIT 19 SEWER CONSTRUCTION CONTRACT**-Bids received and opened last week, low bid was Ramey, Inc, with a bid of \$1, 152,739.00: would recommend acceptance of bid and award to Ramey, Inc. contingent upon review and approval by Rural Development.

**EXIT 19 FINANCING**- Received two bids, BB & T and National Bank. After evaluation of bids, recommend that National Bank be awarded for interm-financing for Exit 19.

**PUBLIC HEARING**- Authorization to hold a public hearing for Cana Sewer, February 23, 2009 at 9 a.m.

**SUBMIT FUNDING APPLICATION TO RURAL DEVELOPMENT**-Approval to submit funding applications for Exit 1 Water & Sewer Projects, Fancy Gap Water/Sewer Projects, Honeycutt Dam Road Water Project and Cana Sewer Project to Rural Development.

**SUBMIT FUNDING APPLICATIONS TO HEALTH DEPARTMENT**-Approval to submit funding applications for Fancy Gap Water, Honeycutt Dam Road Water, Regional Water and Exit 1 Water to VA Health Department.

**APPLYING FOR GRANTS** – Approval to apply for any and all grants related to Fancy Gap Water/Sewer, Exit 1 Water/Sewer, Cana Sewer, and Honeycutt Dam Road Water.

**AVAILABILITY FEE**- Approval to waive the availability fee for new construction of residential connections for water/sewer.

**CHANGE ORDER WOODLAWN SEWER**- Approval of change order for Carrollwood Drive at the cost of \$166,960.00.

**PROCURE FOR PER FOR CANA SEWER**- Approval to procure for PER for Cana Sewer from 5 pre-qualified engineering firms.

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(ORDER)

**RESCIND EXIT 1 CONSTRUCTION CONTRACT**

Upon a motion by Mr. McMillian, seconded by Mr. Jackson and duly carried the Authority does approve to rescind the motion made at the January meeting concerning construction contract with Clark Brothers being that the PSA has been made aware by the funding agency, Rural Development, that there are funding issues relating to this project and the award of this contract and since the award was made contingent to working out any funding issues, I hereby move that the award of the contract to Clark Brothers Company, Inc. of Stuart, VA for the Exit 1 project be rescinded and withdrawn, however that the bid of Clark Brothers still be considered for award during the term of the bid period if the funding issues can be resolved and that the bidder be made aware of this action.

(ORDER)

**AMEND RULES/REGULATIONS**

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby approve to wave the monthly mandatory users fee for sewer on the Exit 19 Sewer project for any user that cannot be gravity fed and to table amending the rules/regulations regarding mandatory users fees for sewer until proper wording is obtained from legal representation.

(ORDER)

**EXIT 19 CONSTRUCTION CONTRACT**

Upon a motion by Mr. Hutchins, seconded by Mr. Littrell and duly carried the Authority does hereby award the Exit 19 Sewer Construction contract to Ramey, Inc. in the amount of \$1,152,739.00 contingent upon Rural Development approval.

(ORDER)

**EXIT 19 FINANCING**

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby approve to accept the Financing for Exit 19 Sewer from National Bank.

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(ORDER)

**APPROVAL OF REMAINING SECTION D**

Upon a motion by Mrs. Dalton, seconded by Mr. Littrell and duly carried the authority does hereby approve the remaining approval items being: **TRIMBLE CERTIFIED TRAINING, PUBLIC HEARING, SUBMIT FUNDING APPLICATION TO RURAL DEVELOPMENT, SUBMIT FUNDING APPLICATIONS TO HEALTH DEPARTMENT, APPLYING FOR GRANTS, AVAILABILITY FEE, CHANGE ORDER WOODLAWN SEWER, PROCURE FOR PER FOR CANA SEWER.**

**OLD BUSINESS:**

**WOODLAWN SEWER:** Contractor has two construction crews working. Clock started Jan 5, 2009, but weather isn't cooperating.

**FANCY GAP APPLICATION** -Environmental Report has been completed and is ready to go with application to Rural Development.

**HAPPY HOLLOW**-Starting on road bores today and will be crushing rock next week. All pipe that can be laid will be in ground today.

**SYLVATUS/MITCHELLS CROSSROAD**-No progress in the last two weeks.

**CANA SEWER PROJECT**-Mrs. Dalton, Mr. McMillian, Dana and Debbie worked on Friday afternoon obtaining users agreements.

**EPWORTH CHURCH WATER**-Meeting held at St. Paul School, good turnout, but not many user agreements signed.

**CLIFFVIEW**-Working on setting another meeting date for this area.

**FRIES/VAUGHAN**-Grayson County has agreed for Carroll County to be included in the PER for the Fries/Vaughan area. Water will be purchased from Fries. Best place for a tank will be on the Carroll side. Mr. Dickson asks that the PSA go back and see how many agreements we can get.

**PRIDEMORE**- We are receiving more volunteer work sheets each week.

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**GPS UPDATE-**Received the GPS unit last week. Training set up for March 3, 4, 2009. Thursday rep came in and worked with Stephanie on GPS. Working on list for additional items needed. The list will be delivered to Congressman Boucher's office for a proposed grant.

**221 WATER-** Project looks like it needs to be broken into two separate projects. One from the Hillsville Elementary School down to Big Reed, the other centered in the Double Cabin and 221 areas. Mrs. Dalton will be going door-to-door tomorrow on Double Cabin to give out user agreements. Mr. Jackson will check on getting the signed agreements in for 221.

**WYTHE CO. -** Rakes Town Road, Carroll County was in the past given to Wythe Co. as a service area. We now have new residents requesting water service around this area. The PSA needs to schedule a public hearing to adopt Wythe Co.'s mandatory ordinance for this area.

(ORDER)

Upon a motion by Mr. Hutchins seconded by Mr. McMillian and duly carried the Authority does hereby approve to schedule a Public Hearing for the purpose of adopting Wythe Co.'s mandatory ordinance to be able to furnish water to the Rt. 94 area.

**FANCY GAP:** The Health Department has awarded the PSA a \$25,000 planning grant for Fancy Gap water. This is a planning grant and since we have already planned this project, it will be used for final design of this project.

**CITIZEN TIME**

De De Price: What is preventing you from putting out a RFQ for construction, going ahead and advertising it? Other projects have been done pre financing, to get our ducks in a row and not waste another month?

Mr. Newman replied that we have applied for funding, through Rural Development and Health Department, but as of this date do not have any funding for construction. Rural Development applications will go in this week and they have said they would turn them around quickly.

Mr. Dickson said that hopefully by next month we will be aware of what financing we would be receiving, if any.

Gina Isom: Has the final Engineer design been approved for Fancy Gap?

Mr. Newman: The preliminary has been done, environmental has been done, application has been filled out and will be delivering to Rural Development. Back in June 2008 the PSA selected Adams-Heath as the engineering to do final design. There has not been a final contact for final design. Final design will not be done until financing is approved.

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Break for 10 minutes

(ORDER)

Upon a motion by Mr. Jackson, seconded by Mr. Littrell and duly carried the Authority does hereby approve to adopt resolution for issuance of a revenue bond anticipation note in a principal amount not to exceed \$2,720,000.00 for Exit 19 Sewer.

**PATRICIA BULLINS LETTER**

The finance committee recommended that Patricia Bullins's bill be adjusted back to normal usage for two months. Mr. Hill said her meter has been changed and is being calibrated, but he told her that with no leak showing he could not issue a leak credit.

(ORDER)

Upon a motion by Mr. Jackson, seconded by Mr. McMillian and duly carried the authority does hereby approve to adjust Mrs. Bullins to same time period of last year and to remove penalties.

(ORDER)

**America Recovery & Reinvestment Act Committee**

Upon a motion by Mr. McMillian, seconded by Mr. Littrell and duly carried the Authority does hereby appoint Mr. Hutchins and Mr. Dickson to the Stimulus Committee. This authorized them to be able to make decision concerning any money the PSA might receive.

**AUTHORITY MEMBERS TIME**

Mrs. Dalton commented that we had a very successful trip to Cana.

Mr. Jackson thanked all in the Authority for all their hard work. We don't know if we will get any money from the Stimulus or not, but hopefully we will.

Mr. Hutchins had no comments.

Mr. Littrell said that he hopes Fancy Gap residents would not lose hope, and some residence of Pipers Gap are requesting water, so maybe that will be a future project.

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Mr. McMillian commented that Gina Isom should receive a plaque for all her work on Fancy Gap. Thanks to Jeanette for helping in Cana.

Mr. Dickson said that we have a lot of project that we are working on and hopefully we will be getting some stimulus money to help with all the projects. Thanks to the PSA crew for working on the meters on Oak Hollow.

Recess until 3 p.m.

**CLOSED MEETING-PURSUANT TO SECTION 202-3711.A-1DISCUSSION OF PERSONNEL, 2.2-3711.A-7  
CONSULTATION WITH LEGAL PERTAINING TO ACTUAL OR PROBABLE LITIGATION**

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the authority does hereby enter into Closed Meeting at 3:25 p.m. until 4:25 p.m. for the discussion of personnel 2.2-3711.A-1 and consultation with legal pertaining to actual or probable litigations 2.2-3711.A-7.

(ORDER)

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

**CERTIFICATION OF CLOSED MEETING**

(ORDER)

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

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;

Whereas, Section 2.2-3711A (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

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concerning the Closed Meeting were heard, or considered by the Authority certification resolution applies, and (II) only such public business matters as were identified in this motion concerning the Closed Meeting were heard, or considered by the Authority.

**PURCHASE TANK SITE**

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby approve to authorize payment for the land for the tank site as depicted on the drawing by Adam-Health Engineering on Pleasant View Road.

**ADJOURNMENT**

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby adjourn until February 23, 2009 at 9 a.m.

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W. S. "Sam" Dickson, Chairman

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Ronald L. Newman, Executive Director

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Dana Phillips, Secretary/Treasurer