

MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JUNE 8, 2009
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA

CALL TO ORDER

The Carroll County Public Service Authority held their regularly scheduled monthly meeting on Monday, June 8, 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, and Jeanette Dalton. Also present were Gary Larrowe, Executive Director, Kevin Heath Adams-Heath Engineering and Dana Phillips Sec. /Treasure of the Authority. Manus McMillan was absent due to a funeral.

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

No one to speak for Citizen Time.

(ORDER)

CONSENT AGENDA

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson 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: 16385-16432 Voided Checks

Check: 16433-16479 Claims in the amount of \$197,504.94

Direct Deposit of Payroll in the amount \$975.47

Cash Disbursement to Hebron Rd Payment in the amount of \$19,545.19

Cash Disbursement to AEP in the amount of \$420.97

Cash Disbursement to Caterpillar Corporation in the amount of \$57,500.00

REIMBURSE FOR CLAIMS

Rt. 100 Water	\$42,711.18
Gladeville/Cranberry Water	\$37,572.44
Gladeville/Cranberry Sewer	\$47,978.38
New Woodlawn	\$ 7,719.49
Cana Water	\$ 6,591.92
Airport Road Water	\$ 238.95
TOTAL	\$142,812.36

MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JUNE 8, 2009
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 2

NATIONAL BANK ONLINE PAYMENT TO LOCAL GOVERNMENT INVESTMENT POOL (LGIP)

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

NATIONAL BANK ON-LINE TRANSACTION

June 8, 2009 Transferred from Operating for May To the Following Accounts:

Gladeville/Cranberry Water	\$16,039.50
Gladeville/Cranberry Sewer	\$15,069.74
Rt. 100 Water	\$ 7,569.99
Woodlawn Water	\$ 777.39
Canawater	\$ 1,232.31
Airport Road Water	<u>\$ 351.68</u>
TOTAL	\$41,040.61

(ORDER)

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF SEWER BONDS

Upon a motion by Mr. Jackson, seconded by Mr. Littrell and duly carried the Authority does hereby approve the resolution authorizing the Issuance and Sale of \$1,900,000 of Sewer Revenue Bonds.

(ORDER)

LOAN RESOLUTION

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve the Loan Resolution of Exit 19 Sewer.

MEETING MINUTES
CARROLLCOUNTY PUBLIC SERVICE AUTHORITY
JUNE 8, 2009
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 3

(ORDER)

RESOLUTION ISSUANCE OF REVENUE BOND ANTICIPATION NOTE

Upon a motion by Mr. Jackson, seconded by Mr. Littrell and duly carried the Authority does hereby approve to adopt the resolution approving issuance of a revenue bond anticipation not over \$926,000 from National Bank for Exit 1 Water/Sewer.

(ORDER)

APPROVAL AUTHORIZING EXECUTIVE DIRECTOR SIGNATURE

Upon a motion by Mr. Littrell, seconded by Mr. Jackson and duly carried the Authority does hereby approve to authorize the Executive Director to sign contracts, agreements and pay requests on behalf of the Authority for Exit 1 Water & Sewer Projects.

(ORDER)

AWARD INSPECTION CONTRACT EXIT 19 SEWER

Upon a motion Mr. Hutchins, seconded by Mr. Littrell and duly carried the Authority does hereby award the Inspection Contract for Exit 19 Sewer to Nehemiah Engineering.

(ORDER)

AEP AGREEMENT

Upon a motion by Mr. Littrell, seconded by Mrs. Dalton and duly carried the Authority does hereby approve the Agreement with AEP.

(ORDER)

STAFEFY EQUIPMENT

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby approve to purchase any SPE equipment required by OSHA for PSA employees.

MEETING MINUTES
CARROLLCOUNTY PUBLIC SERVICE AUTHORITY
JUNE 8, 2009
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 4

(ORDER)

END OF YEAR TRANSFERS (JUNE 09)

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby approve for Dana Phillips, Office Manager to do end of the year transfers on June 30, 2009.

Old Business:

Hills Water System- Had flushing party at connection of Hills Water System.

(ORDER)

HILLS WATER SYSTEM

Upon a motion by Mrs. Dalton, seconded by Mr. Jackson and duly carried the Authority does hereby approve to accept the Hills Water System. Mrs. Dalton asks Mr. Larrowe to contact Mr. Hill and work out the arrangements and notify all future customers.

Woodlawn Sewer-Is under major construction, several crews are on site. Working with the Griffins on elements for the Authority approval 1) from the point of the system being usable, the Griffins have 24 months to complete a building on site 2) this agreement is transferable to any other persons or business that might lease or be on site 3) from the point of the bore back to the building if the Griffins will end up building the line at their expense at the specifications of the PSA. Engineering will have to sign off on before construction can begin. PSA will then take over the line. 4) If the building is not built the Griffins agree to pay the difference in the cost of the bore of (\$13,680) payable within 30 days after the 24 months have expired. Any new business or building the PSA will pay for the 1st one hundred feet and the customer is responsible for the remaining.

Kevin Heath reported that Landform construction had placed about 10,600 ft or 72% of the force main line and about 7400 ft of the gravity sewer line, which is about ¼ of the overall project. (Regarding dollars spent completed construction of \$ 567,000 which is 14 ½ % of overall contract.) Landform has 3 or 4 crews working, they have about 31 rain days already. Change order at Yoder's would require easement changes. PSA staff has been working with the property owners on these; this is a wash for price. Change order at bottom of Fadis Hill, will work with Jessica to see where exactly PSA will stop and other will take over, there will be some cost changes.

CARROLLCOUNTY PUBLIC SERVICE AUTHORITY
JUNE 8, 2009
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 5

(ORDER)

CHANGE ORDERS FOR WOODLAWN SEWER

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby authorize the change orders for Woodlawn Sewer not to exceed \$30,000 (including Yoder's, Griffins, deletion of bore at Edwards and changes at trailer park).

(ORDER)

GRIFFIN AGREEMENT

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby approve the agreement in principle with those elements; being any changes to be presented back to the Authority for approval.

Happy Hollow Project- Completion should be soon, planning a celebration for the completion, hopefully on June 26, 2009.

Exit 19 Sewer-Construction should be starting soon. Working with land owners on easements. Kevin Heath reported that construction should begin, notice to proceed has gone out.

Regional Water-Waiting on procurement of land

Exit 1 Water/Sewer-Moving ahead, contracts are in route, waiting on approval from RD.

Fancy Gap Water-Jessica reported on the PER from Adams-Heath was correct for the cost of the sewer treatment plant.

Cana Sewer Project-Continuing to receive agreements

Cliffview-Have contacted Grayson Co. Administrator and working with City of Galax regarding extending services.

Pridemore- Had meeting at church and as soon as Happy Hollow is completed, can get started.

Dugspur-Meeting held, but not many attended, will schedule another meeting.

Project Matrix-Mr. Hutchins asks that the red be changed to only behind projects.

CARROLLCOUNTY PUBLIC SERVICE AUTHORITY
JUNE 8, 2009
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 6

Sylvatus Hwy- Mrs. Dalton gave Mr. Larrowe a letter received from residents on Sylvatus Hwy requesting water, about 1 mile from an existing line. The PSA will work to determine cost of extension.

CLOSED MEETING-PURSUANT TO SECTIONS 2.2-3711.A-3 DISCUSSION OR CONSIDERATION OF ACQUISITION OF REAL PROPERTY, 2.2-3711.A-1 DISCUSSION OF PERSONNEL

(ORDER)

Upon a motion by Mr. Hutchins seconded by Mrs. Dalton and duly carried the Authority does hereby enter into Closed Meeting at 1:50 p.m. until 2:50 p.m. for the Discussion or Consideration of Acquisition of Real Property 2.2-3711.A.3 & Discussion of Personnel 2.2-3711-A-1.

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson 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.

CERTIFICATION OF CLOSED MEETING

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson 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 (2) only such public business matters as were identified in this motion concerning the Closed Meeting were heard, or considered by the Authority.

CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JUNE 8, 2009
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 7

Mr. Jackson-Looking back over our time on this board, we have made a lot of progress. We are moving in the right direction, thanks to everyone for being a great bunch to work with.

Mrs. Dalton-I have enjoyed working with each of you. We are getting there. Thank you.

Mr. Hutchins- It has been a pleasure, employee morale is good, citizens are happy.

Mr. Littrell-List of projects seems to be growing at each meeting. I have finally figured out the difference between Woodlawn Sewer and Exit 19 Sewer. In our first year and ½ on the board we are moving forward in the right direction.

Mr. Dickson- I think we need to make a report to the citizens on the progress we have made in the past year. When should we do a report?

Mr. Hutchins-Asked if we had received all digital of past projects? He would ask that in future projects our contracts include digital as-builts.

(ORDER)

DIGITAL ON PROJECTS

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby approve that on all future projects that the as-builts included digital formats.

Mr. Jackson commented that we should update the public every 6 months.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby recess until June 29, 2009 at 6 p.m. to address any business that comes before the Authority at that time.

W.S. "Sam" Dickson, Chairman

Gary Larrowe, Executive Director

Dana Phillips, Sec. /Treasurer