

MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MAY 11, 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, May 11, 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 Gary Larowe, Executive Director, Kevin Heath Adams-Heath Engineering and Dana Phillips Sec. /Treasurer of the Authority.

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

Mr. Dickson said that he was very pleased to announce the newest employee of the PSA, Jessica Montgomery as the PSA Engineer. He then introduced her to all the current Authority Members.

Dana Phillips then showed the new map given to the PSA by Mr. Joe Ardito listing the current and proposed water lines and pump stations owned by the PSA.

Changes to the Agenda: Chairman Dickson added # 10 to Approval Items for Agreement between IDA and PSA for availability fee Exit # 19.

No one to speak for Citizen Time.

(ORDER)

CONSENT AGENDA

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian 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# 16334-16384 Claims in the amount of \$135,112.52
Direct Deposit of Payroll in the amount of \$975.47

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**ON-LINE TRANSACTION FROM OPERATING TO FOLLOWING ACCOUNTS:
TRANSFERS FOR MARCH 2009**

Glad/Cran Water	\$21,660.82
Glad/Cran Sewer	\$21,942.60
Rt. 100 Water	\$11,357.67
Woodlawn Water	\$ 790.79
Cana Water	\$ 1,943.01
Airport Road Water	<u>\$ 515.93</u>
TOTAL	\$58,210.82

REIMBURSE FOR CLAIMS

Rt. 100 Water	\$23,412.93
Glad/Cran Water	\$20,461.60
Glad/Cran Sewer	\$19,965.33
New Woodlawn	\$ 1,998.61
Cana Water	\$10,829.83
Airport Road Water	<u>\$ 778.00</u>
TOTAL	\$77,446.30

**National Band Online Payment to Local Governmental Investment Pool
Deposit to Debt Reserve Account**

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

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APPROVAL ITEMS:

(ORDER)

ENGINEERING SERVICES FOR PRIDEMORE SELF-HELP GRANT

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby approve to use Adams-Heath Engineering as the Engineer for the Pridemore Self-Help Water Project.

(ORDER)

ADVERTISE FOR BORING ON AS NEEDED BASIS

Upon a motion by Mr. Jackson, seconded by Mr. McMillian and duly carried the Authority does hereby approve to advertise for boring on as needed basis.

(ORDER)

LOAN RESOLUTION (REGIONAL WATER)

Upon a motion by Mrs. Dalton, seconded by Mr. Hutchins and duly carried the Authority does hereby authorize the Chairman and Vice-Chairman to sign the Resolution with the final numbers from Rural Development.

(ORDER)

REGIONAL WATER GRANT AGREEMENT

Upon a motion by Mr. McMillian, seconded by Mr. Littrell and duly carried the Authority does hereby authorize the Chairman and Vice-Chairman to sign the Grant Agreement with final numbers from Rural Development.

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(ORDER)

RESOLUTION OF GOVERNING BODY (REGIONAL WATER & EXIT 19)

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby approve the resolution of Governing Body from Rural Development.

(ORDER)

EMPLOYMENT AGREEMENT/JOINT EMPLOYMENT AGREEMENT

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby approve the employment and joint employment agreement.

(ORDER)

AUTHORIZE TO PURCHASE EXCAVATOR

Upon a motion by Mr. McMillian, seconded by Mrs. Dalton and duly carried the Authority does hereby Authorize to execute the purchase of an Excavator based on funds and bids, subject to approval by Board of Supervisors also.

(ORDER)

DISPOSITION OF PROPERTY

Upon a motion by Mr. McMillian, seconded by Mrs. Dalton and duly carried the Authority does hereby approve the disposition of property by Auction house.

(ORDER)

AGREEMENT IDA & PSA FOR AVAILABILITY FEE EXIT # 19

Upon a motion by Mr. Jackson, seconded by Mrs. Dalton and duly carried the Authority does hereby approve the agreement between the IDA and PSA for the availability fee.

Mr. Dickson asks that for future meetings that the new Field Supervisor Preston Hill be present for the project updates.

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PROJECT UP-DATES:

WOODLAWN SEWER-Two change orders have been submitted, west BORE (Griffin property), trailer park (Honeymoon Lane), also Bobby Patterson change. Kevin Heath brought sheet showing re-design at this property, will need more easements. Two crews working Glendale, and another one started at Training Center, end of last week they have installed 6600 ft or 45% force main, 6400 ft or 20% of gravity sewer.

HAPPY HOLLOW-Looking to approximately 30 days for completion of project. Want to have a celebration with the community.

EXIT 19 SEWER-Pre-construction meeting with Ramey Construction. They are looking for a storage place, possibly at the airport.

(ORDER)

Upon the motion by Mr. McMillian, seconded by Mr. Jackson and duly carried the Authority does hereby rescind the motion made in April for RD to transfer any remaining funds from Exit 19 Sewer to Exit 1 Sewer.

REGIONAL WATER- Letter of conditions meeting last week, and have received authorization to advertise on project.

EXIT 1 WATER/SEWER-Spoke to engineer from Loves Saturday, bid closing June 16, 2009 on project schedule now. Working forward with larger project to be able to connect with Mt. Airy and serve more areas. Suggest we continue on with small project as planned and allow Loves to recognize we are working to larger project in place.

(ORDER)

Upon a motion by Mr. McMillian, seconded by Mr. Hutchins and duly carried the Authority does hereby approve the motion to do what it takes to accommodate Loves' water needs. Received authorization to issue the notice of award and construction agreements to Clark Brothers whenever the authority is ready to do so.

FANCY GAP WATER -Ask to allow Jessica to review PER for Fancy Gap for her comments and suggestions.

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CANA SEWER PROJECT- Still receiving user agreements.

CLIFFVIEW-Still working on water supply and user agreements. Mr. Hutchins asked if the project would require a tank site or not? Mr. Heath said that assuming that you connected with the City of Galax, we would need to have a tank due to elevation.

PRIDEMORE-Meeting May 14, 2009 at 7 p.m. with Jimmy Wallace at Calvary Church of Christ.

NEW BUSINESS:

The flushing will be done at Hills Water System on Monday. Anyone wanting to attend is welcome.

PERSONNEL POLICY – Trying to get the personnel policy in line with the County's.

PROJECT MATRIX- Still working on matrix and will soon have it online for all to see the progress of each project.

INSPECTION SERVICE- Ask for permission to have up to 3 inspector employee (1099).

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby approve for the Chairman and Mr. Larowe to contract for inspectors (1099) or to negotiate for inspector services for (inspections on) future projects.

(ORDER)

INTERN POSITION

Upon a motion by Mr. McMillian, seconded by Mr. Hutchins and duly carried the Authority does hereby to consider an intern position, if funding is available.

Mr. Jones' request has been forwarded to the financial committee.

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AUTHORITY MEMBERS TIME

Mr. McMillian- Pleased the way projects are moving on, thanks to Mr. Larrowe. Look forward to working with our new Engineer.

Mr. Littrell- Also welcome to Jessica, I look forward to working with her. Glad to see the Old Business list gets longer and longer.

Mr. Hutchins-Looking for completion by more and more projects. Residents like the way we are moving with projects.

Mrs. Dalton-Welcome again to Jessica. Glad we are moving forward on projects.

Mr. Jackson- Glad to see the progress of projects.

Mr. Dickson-Residents are glad to see the PSA moving forward with many projects. Welcome to Jessica, very impressed with her.

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

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby enter into Closed Meeting at 2:15 p.m. until 2:50 p.m. for the Discussion or Consideration of Acquisition of Real Property 2.2-3711.A-3 Discussion or Consideration of Acquisition of Real Property.

(ORDER)

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

Where as 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. McMillian 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.

MR. JONES REQUEST:

It was the recommendation of the finance committee to honor the request of Mr. Jones to pull the meter at 15455 Fancy Gap Hwy with the understanding that if water service is requested at this address again the connection fee at that time will have to be paid.

PERFORMANCE AGREEMENT WITH GRIFFIN:

(ORDER)

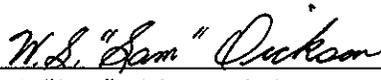
Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby approve to accept the performance agreement with Mr. Griffin, saying that if the property does not have a structure within 1 year of the sewer service being available to them, they will in turn have to reimburse the PSA \$13,000 which is the difference in the bore requested by Mr. Griffin.

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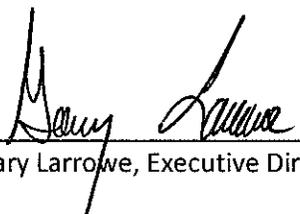
(ORDER)

ADJOURNMENT

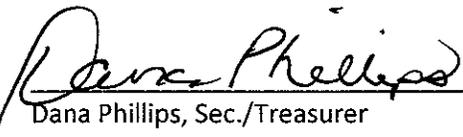
Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby adjourn until their next scheduled monthly meeting on June 8, 2009 at 12:30 p.m. in the Board of Supervisors Meeting Room.



W. S. "Sam" Dickson, Chairman



Gary Larrowe, Executive Director



Dana Phillips, Sec./Treasurer