



MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JULY 11, 2011  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
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**PROJECT UPDATES:**

**Woodlawn Sewer**—Contractor has addressed most customer concerns/punch list items. Landform has received VDOT approval on the limited access areas and currently has one outstanding item in all other VDOT right of way. Once VDOT acceptance is secured and the couple of remaining PSA punch list items are addressed, then we can proceed with project closeout with Landform. We expect to complete this in July.

**Gladeville/Cranberry Pump Station Upgrades**—Contractor (FL Showalter) is working on yard piping at the Hill's Pump Station. The pumps are scheduled for delivery the week of July 11<sup>th</sup>-15<sup>th</sup>. Replacement pumps are to be installed at Hill's Trucking pump station first then move to Gladeville School pump station. The Change Order for the addition of SCADA equipment has been circulated for approval by all parties.

**Exit 19 Sewer**—All project work is completed, including the Change Order No. 1 Oakland Heights extension. Ramey is completing remaining punch list items and is preparing for VDOT inspection. Following punch list completion and VDOT release, then we can close out the project. We expect this to be completed in July.

**Long Range Water**—All water lines, pump stations, and the tank have been declared substantially complete, have been inspected by the health department, and have been released to be placed in service. Final Clean-up Change Orders on the remaining contracts (1, 2, 4, & 5) have been distributed for signatures. All contractors are working on punch list items for the final closeout.

**Exit 1 Water**--No activity this month; water purchase agreement with Mount Airy is under negotiation.

**Fancy Gap Water and Sewer**—Addressing regulatory and funding agency comments as needed to secure authorization to advertise for bids.

**Sylvatus/Mitchells Crossroads Water**—Construction began on 4/18/11 by Jimmy R. Lynch & Sons. The contractor has installed approximately 25,800 LF of water line which is about 66% of the project line work. Two pipe crews are working—one in the Sylvatus area and one in the Mitchell's Crossroads area. We need to set a deadline for signing up for the free water connections. Letters will be sent out to all residents to notify them once a date is set; if we receive any letters back or have no response, then we will research the mailing address and send another letter by certified mail.

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**PROJECT UPDATES (CONTINUED):**

**Sylvatus/Mitchells Crossroads Water (Continued)—**

**(ORDER)**

**APPROVAL OF SYLVATUS/MITCHELL'S CROSSROADS FREE WATER CONNECTION SIGN UP DEADLINE**

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve August 15, 2011, as the deadline for signing up to receive a free water connection on the Sylvatus/Mitchell's Crossroads Water project.

**Coon Ridge Water**—No new activity for this month; we are waiting on further processing of the funding application.

**Cliffview/Fries Water**—No new activity this month; we are waiting on further processing of the funding application.

**Cana Sewer**—No new activity this month; we are waiting on further processing of the funding application.

\*\*Mr. Hutchins added that he seen in the newspaper that USDA-RD has more money to loan/grant and would like Mr. Larrowe to follow up with Travis Jackson (Rural Development) regarding that money for future projects.

\*\*Mr. Dickson asked where we stand on the possible Oak Grove Water extension and where do we go from here regarding that area. Mrs. Montgomery and Mr. Larrowe stated that Oak Grove would be looked at before the next meeting; Mrs. Montgomery is going to get the files and ride out to the area to see what percentage signed up for the extension. Also, Mr. Dickson asked if it had been decided where the Sylvatus extensions would be and he was told that comparisons were being prepared to see where the water has been requested and decisions will be made soon.

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**DIRECTOR'S TIME**

--Greg Willard, our meter reader, received a scholarship to Virginia Tech short school.  
--The field management with Preston and Scotty is really going well and seems to be working out good.  
--We are marking for the I-77 bore at the Wildwood property.  
--The Airport Sewer line extension is under design now.  
--We will begin our tank maintenance program soon; the Caldwell tank information is included in your pack today.  
--Also, the Bio Disk possibility down at the Cana Sewer system as an alternative treatment plant, we are not sure where that stands yet but I just wanted to make mention of the possibility.

--Also, the Mt. Rogers Planning District Commission has sent applications for available funds for a construction project and a planning project. We have received these funds on previous projects and it is nice to have because you never know when other funds may run short.

**(ORDER)**

**APPROVAL TO APPLY FOR PLANNING FUNDS FROM MT. ROGERS PLANNING DISTRICT COMMISSION**

Upon a motion by Mrs. Dalton, seconded by Mr. Jackson and duly carried the Authority does hereby approve to apply for planning funds from the Mt. Rogers Planning District Commission for the Coon Ridge Water project.

**(ORDER)**

**APPROVAL TO APPLY FOR CONSTRUCTION FUNDS FROM MT. ROGERS PLANNING DISTRICT COMMISSION**

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to apply for construction funds from the Mt. Rogers Planning District Commission for the Fancy Gap Water and Sewer projects.

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**AUTHORITY MEMBERS' TIME**

**Mr. Dickson**-My only concerns were addressed during Project Updates. I would like to see more self-help projects. If there are any areas that come to mind, then please let us know. Thank you

**Mr. Hutchins**-I think I said pretty much the same thing. It does seem that we are winding down. I am not sure where to look for future funding but with the completion of Long Range Water I feel like we have more self-help possibilities. I would like to thank Gary and Dana and staff for all of their hard work and the abuse they tolerate. Thank you, Mr. Chair.

**Mrs. Dalton**-I think it is good at the progress with all our projects. I am really pleased with the Sylvatus/Mitchell's Crossroads progress, all the people through there are really happy. It makes me feel good to know that we are doing good things and helping the people. Thank you all for everything.

**Mr. Littrell**-It is good to see our list getting shorter; we need to add on to the bottom as they come off the top. Four years ago I never thought I would see the list get this short. I think everything is going well; thank you all. I just wanted to ask Mrs. Montgomery if the easements had been gotten for the Airport. Mrs. Montgomery replied that there was a meeting but all easements had not been signed yet.

**Mr. Jackson**-I feel like everything has been said. Our list is getting shorter. When we first started we had a whole page of projects and I thought there is no way we will ever get all of the funds for these but we have accomplished a lot and the list keeps getting shorter. It would be nice to add a couple self-help projects each year but the funds are not as accessible as they once were. We have a great staff and great board here. I want to thank each and every one of you. This has been a team effort and our team has worked great. Thank you.

**Mr. McMillian**-Not to be redundant but we do need to take advantage of any self-help projects that we can. If any of you members hear of any areas in your communities, please bring that information back to the next meeting. I just want to thank all the Authority members for their time and all of our staff for their hard work. Dana is on vacation this week and I hope that she is enjoying some time off. All of our staff in the office and in the field works hard.

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**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mr. Jackson, seconded by Mr. Littrell and duly carried the Authority does hereby adjourn at 1:23 p.m. until their next regular scheduled meeting on August 8, 2011 at 12:30 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

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Manus McMillian, Chairman

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Gary Larrowe, Executive Director

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Dana Phillips, Sec./Treasurer, Assistant Director