

MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 12, 2011
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
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CITIZEN'S TIME—No one present to speak.

PROJECT UPDATES:

Gladeville/Cranberry Pump Station Upgrades—The new pumps at Hill's Pump Station are in use and have been running without any problems. Pumps for the Gladeville School Pump Station have been installed and are running but with VFD's bypassed. Contractor (FL Showalter) is awaiting pump supplier to repair factory error in VFD control wiring. The contractor is working to coordinate integration of SCADA equipment with SCADA subcontractor and pump supplier prior to shipment of SCADA equipment.

Exit 19 Sewer—All project work is completed, including the Change Order No. 1 Oakland Heights extension. Ramey has completed remaining punch list and warranty items and is awaiting results of VDOT final inspection. Following VDOT release, we can closeout the project. This is expected to be completed this month.

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 placed in service. Final Clean-up Change Orders are being processed. All punch list items have been completed for final closeout.

USDA-RD granted authorization to use all remaining unobligated project contingency funds (~\$400K) toward water extensions in the Oak Grove Road area. Extensions to that area will have to be bid as a stand-alone project. An amendment to the Engineering Services Agreement will need to be approved by all parties and we have prepared that for CCPSA consideration. We have completed aerial base mapping for the project area and have begun work on the design plans. We have contacted the respective environmental clearing house agencies and are waiting on their responses.

Exit 1 Water—No new activity this month, water purchase agreement with Mt. Airy under negotiation.

Fancy Gap Water and Sewer—We received USDA-RD approval to advertise water portion. Project structured into three contracts; Contract 1-Linework, Contract 2-Pump Stations, and Contract 3-Water Tank. Water contracts have been advertised for bids, with bids due to be opened at 2:00pm on 9/28/11. A Pre-Bid Conference will be held at 2:00pm on 9/14/11. At present, 14 contractors have requested plans. The completed design revisions to the sewer plans addressing easement issues have been submitted to USDA-RD for approval. We are waiting on authorization to advertise for bids on the Sewer Contracts. Mr. Larowe added that MRPDC is awarding \$100,000 in planning funds toward the Fancy Gap Sewer project.

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PROJECT UPDATES (CONTINUED):

Sylvatus/Mitchells Crossroads Water—The contractor (Jimmy R. Lynch & Sons) has installed 38,800 LF of water line which is 100% of the line work. Pressure and bacteria tests have been completed and have been submitted to VDH for approval. Expect VDH authorization within the week. Crews are working on installing services now, 67 are already installed.

Coon Ridge Water—We are awaiting USDA-RD and MRPDC processing of funding applications. Mr. Larrowe added that he had been notified this morning that MRPDC is going to award \$8,600 in funds towards this project.

Cliffview/Fries Water—Submitted Planning Grant Application to VDH for funds to be used toward project design, user agreements, and income surveys. We are awaiting USDA-RD and VDH processing of funding applications.

Canva Sewer—No new activity; we are awaiting USDA-RD processing of funding application.

Sheeptown Water—Submitted Planning Grant application to VDH for funds to be used toward project PER, Environmental Review, user agreements, income surveys, well testing, and funding application. We are waiting VDH processing of funding application.

Canva Water Extensions—Submitted Planning Grant application to VDH for funds to be used toward project PER, Environmental Review, user agreements, income surveys, well testing, and funding application. We are waiting VDH processing of funding application.

DIRECTOR'S TIME

-- We need the Authority's approval to award the Fancy Gap Water Project and the Fancy Gap Sewer Project contingent upon USDA-RD approval of the bid documents. We are requesting this approval so that we can forward the bid on to RD as soon as possible.

(ORDER)

APPROVAL TO AWARD BID ON FANCY GAP WATER PROJECT CONTINGENT UPON USDA-RD APPROVAL

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to award the bid on the Fancy Gap Water Project to the lowest bidder contingent upon USDA-RD approval of the bid documents.

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DIRECTOR'S TIME (continued)

(ORDER)

APPROVAL TO AWARD BID ON FANCY GAP SEWER PROJECT CONTINGENT UPON USDA-RD APPROVAL

Upon a motion by Mr. Hutchins, seconded by Mr. Littrell and duly carried the Authority does hereby approve to award the bid on the Fancy Gap Sewer Project to the lowest bidder contingent upon USDA-RD approval of the bid documents.

--I would like to talk a little bit about Exit 19 at the Wildwood Property and what we want to do there. We need to get sewer availability there. There is some line work that will have to be done. At this time, we are not sure how all the land will be developed. There are a few options for doing the bore and trying to place it to where it would work best with the property as different pads are developed at Wildwood. (Mr. Larrowe explained the different options and went over a map of Wildwood Park to show the Authority the bore options that may be possible.)

--We (the PSA) are constantly striving to have licensed water and wastewater operators. At this time, the Virginia Employment Commission is willing to pay half the salary on two training positions (one water position and one wastewater position) and also pay 100% of the training costs for those individuals for up to two years. I am not asking for an approval today but I think we need to be brainstorming to develop the position descriptions and to see what training is available. *Mr. McMillian stated that with all of the new things we have added over the last couple years our staff is going to require more training; we need to take advantage of programs like this that are available to us. We are trying to move Carroll County in the right direction for the future. **Mr. Hutchins asked if there are opportunities for other development; for example, the SCADA program, will it require a different set of skills than what our meter reader possesses? I know that we do not want to get into too much but this money may go away at some point.

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AUTHORITY MEMBERS' TIME

Mr. Jackson-Thank you to everyone for all the continued hard work. I think I say this every time but when I look at our project list and see it getting shorter, I am satisfied with all the work we have done.

Mrs. Dalton-It is good to see the project list getting shorter and knowing there is a possibility of adding new projects. The people at Sylvatus/Mitchells Crossroads are really getting excited now. Thank you all for your dedication and time.

Mr. Hutchins-Our list is getting shorter. At the county fair, I had a gentleman approach me and thank me for how far we have come and the progress that we have made on our water service. Looking at our list of proposed self help projects, which of these four would you think is most likely to succeed or which areas would be the best? I would like to see us be ready to break ground in the spring and be ready to go with something. *Mr. Phillips added that Buckwoods Road would be the most houses in the least distance. She does not think that Joy Ranch/Breezy Ridge Roads would qualify as a self help project. Monorat Road may qualify but the houses are scattered. At this point, we do not know if the people out Buckwoods are interested.

Mr. Dickson-I am well pleased with the way that everything is moving. Thank you to everyone. I appreciate the continued hard work.

Mr. Littrell-Over the last four years the projects have definitely dwindled. Even more of these will be disappearing shortly. My hats off to the ones that have had such an impact and helped us obtain every available dollar; it certainly has benefited our citizens. It has been my pleasure serving on this board and doing what we can for our county. Thank you.

Mr. McMillian-There are a lot of things going on in Carroll County. Fancy Gap is getting ready to take off and the Regional Water transition went almost flawless. Thank you to all of our staff in every position. We need to keep future projects in mind. I do appreciate everyone's hard work.

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(ORDER)

ADJOURNMENT

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby adjourn at 1:45 p.m. until their next regular scheduled meeting on October 11, 2011 at 12:30 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

Manus McMillian, Chairman

Gary Larrowe, Executive Director

Dana Phillips, Sec./Treasurer, Assistant Director