

MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 12, 2012
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA

CALLED TO ORDER

The Carroll County Public Service Authority held their regular scheduled meeting on Monday, March 12, 2012 at 2:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Thomas Littrell, Chairman, Jeanette Dalton, Vice Chairman, Sam Dickson, David Hutchins, James Light, and William Payne. Also present were Gary Larrowe, Executive Director, Jim Cornwell, County Attorney, and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority.

Chairman Littrell called the meeting to order at 2:00 p.m.

(ORDER)

APPROVAL OF CONSENT AGENDA SECTIONS A, B, AND C

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson 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# 18673 Check to Kevin Farmer SERCAP payment in the amount of \$750.00.

Check# 18674-18704 March 12, 2012, Claims in the amount of \$132,413.55.

Check# 18705-18719 March 22, 2012, Claims in the amount of \$29,256.15.

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve \$ 5,267.70

TRANSFER FOR CLAIMS

CCPSA to Operating \$ 132,413.55

SECTION B: AUTHORITY APPROVAL ITEMS:

(ORDER)

APPROVAL OF VDOT REQUEST FOR A PERMANENT EASEMENT

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve VDOT's request for a permanent easement for a 0.15 acre that is part of the well lot at HES. (Copy attached to minutes.)

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PROJECT UPDATES:

Gladeville/Cranberry Pump Station Upgrades—Both new pumps have been running for some time. Antennas for SCADA radio communication equipment have been installed at both pump stations and the administrative building. The SCADA subcontractor (Sunapsys) has installed the central computer, router, and wiring, which are currently on-line and communicating with the water distribution system. They are coordinating work with the sewage pump manufacturer and indicated that they expect the SCADA systems to be fully completed by sometime in March. The VFD's have been placed into service at the Gladeville Pump Station, and the remaining necessary outputs for the SCADA subcontractor to tie into were installed.

Oak Grove Road Water Extension—The designs have been completed and plans have been submitted to and approved by the Health Department and Rural Development. We are waiting on USDA-RD to give permission to advertise for bids. CCPSA has been working on easements and user agreements.

Exit 1 Water—No design activity during this month. Assisted PSA staff with evaluations of possible well, pump station, and tank site locations in conjunction with PSA easement negotiations. The water purchase agreement with Mount Airy still under negotiation.

Fancy Gap Water and Sewer—Water: **Contract #1**—Linework (Steve Martin's Trenching): Approximately 21,700 LF of water line has been installed, or 32% of total line work is complete. **Contract #2**—Water Pump Stations (Steve Martin's Trenching): The access road and site have been rough graded at the Reedside Pump Station, and the chlorine contact line has also been installed. Work has also begun on the Frog Spur Well access road. **Contract #3**—Water Storage Tank (Mid Atlantic Storage Systems): The materials have been delivered and work set to begin in March.

Fancy Gap Water and Sewer—Sewer: **Contract #4**—Sewage Collection System (DLB): Approximately 3,100 LF of gravity sewer line has been installed, or 10% of total line work. Approximately 1800 LF of force main has been installed, or 16% of total force main line work. **Contract #5**—Sewage Pump Stations (E.C. Pace): The wetwell for Pump Station 1 has been installed and partially backfilled. The sites for Pump Stations 2 and 3 have been staked and cleared. **Contract #6**—Force Main (Marshall Construction): Approximately 10,400 LF of force main line has been installed, or 32% of total line work.

Sylvatus/Mitchells Crossroads Water—Contractor (Lynch) is working on punch list items and preparing for final close out. Record drawings markups submitted to the Engineer and being completed. Contractor to return in spring to address warranty items, including concerns on Shagpok Drive. Anticipate being able to process final pay request and project close out in March. Final project update report.

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PROJECT UPDATES (continued):

Coon Ridge Water—Still under review; no new activity this month.

Cliffview/Fries Water—No activity this month; awaiting USDA-RD processing of construction funding application.

Cana Sewer-- Still under review; no new activity.

Sheeptown Water and Cana Water Extensions—Still under review; we received word that the VDH Planning Grant application did not receive funding.

CLOSED MEETING-PURSUANT TO SECTIONS 2.2-3711.A (1) PERSONNEL, A (3) REAL ESTATE, A (7) LEGAL

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby enter into Closed Meeting at 2:10 p.m. until 3:15 p.m. for Discussion of Personnel 2.2-3711.A-1, Discussion of Real Estate 2.2-3711.A-3, Discussion of Business 2.2-3711.A-5, Discussion of Investments 2.2-3711.A-6, and Consultation with County Attorney 2.2-3711.A-7.

(ORDER)

Upon a motion by Mr. Dickson and seconded by Mr. Hutchins 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.

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CERTIFICATION OF CLOSED MEETING

(ORDER)

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins 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. Jim Cornwell, County Attorney—I have been addressed by the Authority to review the Procurement documents related to Procurement of Engineering Services for the Fancy Gap Water and Sewer projects to determine if procurement was complied with to the requirements of the Virginia Procurement Act. The normal process of the PSA to issue procurement for engineering services for projects that it wishes to undertake is at the same time as the preliminary engineering report and for design and construction services. That was done so by the PSA in September 2007, this PSA issued a request for proposals on the preliminary engineering report as well as design and construction services as authorized. In October 2007, after reviewing all submitted proposals the PSA made an award of that procurement to Adams-Heath. Adams-Heath was paid for that service in August 2008. Later, the PSA decided to issue a new RFP for design and construction on the Fancy Gap Water Project only. There were four proposals and again it was awarded to Adams-Heath. In August 2009, the RD issued letters of commitment on both projects. In September 2009, an agreement with Adams-Heath for the sewer system was executed. As a practical matter, work also began on the water system because there was a misplaced contract. July 2011 was noted in the file on the water project because the original contract had been misplaced. There have been a couple questions raised regarding the time frame as to when all this happened. I find no violation in the process of procurement. The process was treated as always when seeking procurement.

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Mr. Cornwell also addressed an issue of contractors working for the PSA and another contractor at the same time. Attached to the minutes is a copy of the Policy for Contractors Providing Service to the PSA.

(ORDER)

APPROVAL TO ADOPT THE CONTRACTORS PROVIDING SERVICE TO THE PSA POLICY

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to adopt the policy effective March 12, 2012 regarding Contractors Providing Service to the PSA. (Copy attached)

DIRECTOR'S TIME—Nothing at this time

AUTHORITY MEMBERS' TIME

Mr. Hutchins-Everything is great!

Mr. Payne-Jessica, Phil, and I had a meeting with Greg Gibson and the owner of the Hungry Farmer restaurant. They were basically going to be shut down but right now Mr. Gibson is allowing them to switch from one drain field to another. If that goes bad, then it is all over. Hope that works out for them.

Mr. Littrell-I just want to thank the staff for everything; their continued hard work at getting clean water to our citizens. Thank you all.

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(ORDER)

ADJOURNMENT

Upon a motion by Mrs. Dalton, seconded by Mr. Hutchins and duly carried the Authority does hereby adjourn at 3:28 p.m. until their next regular scheduled meeting on February 13, 2012 at 2:00 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

Thomas Littrell, Chairman

Gary Larrowe, Executive Director

Dana Phillips, Sec./Treasurer, Assistant Director