

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JANUARY 9, 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, January 9, 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 and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority.

Chairman Littrell called the meeting to order at 2:05 p.m.

**(ORDER)**

**APPROVAL OF CONSENT AGENDA SECTIONS A, B, AND C**

Upon a motion by Mr. Dickson, seconded by Mr. 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# 18541-18591 January 9, 2012, Claims in the amount of \$181,896.50.

Check# 18592-18594 Additional Claims in the amount of \$47,073.25.

Check# 18595 Claim in the amount of \$100.00 to Treasurer of Virginia for Marshall Construction.

Check# 18596-18617 January 20, 2012, Claims in the amount of \$20,750.96.

**DEBT RESERVE TRANSFER**

CCPSA to Debt Reserve	\$ 5,267.70
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**TRANSFER FOR CLAIMS**

CCPSA to Operating	\$181,896.50
CCPSA to Operating	\$ 47,073.25

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**CITIZEN'S TIME—**

**Jeremy Hendrick**—Good Afternoon, I am President of Nehemiah Engineering. We provide consulting inspection services for the PSA and have done so for about three years now. We are working on the Fancy Gap project right now. I just wanted to take a few minutes to make sure the board is aware of a few issues out there. We just completed work on the Long Range project last year; that project was quite large. This project at Fancy Gap is even a little larger than that one. I had originally planned to have three or four inspectors out there and had mentioned that to Dana after the second pre-construction meeting. After speaking with Mrs. Montgomery, we have been limited to two inspectors due to budgeting. We feel with the other contractors coming in that at any time we may have as many as 11 crews working between the 6 contracts. Also, sewer is a little more complicated and detailed than water. I was concerned not only from a business stand point but because of how big the project is, with over \$7 million of line going in the ground, I just want to make sure that it is adequately inspected to meet PSA standards. I'm concerned with the budgeting numbers because project estimates match the project funding and there is no room for fluctuation. The only two numbers that can fluctuate is the contract amount and the contingency. We are reducing the scope of the project, usually you want to start with a smaller scope and expand not the other way around. If you start with a big project and keep necking it down, contractors will become aware and it will eventually cause your bids to increase. The contingency percentage on the water is 5% and on sewer it's 4%. I just wanted to make sure that everyone was aware of these issues and hopefully take a closer look at this.

**Steve Gregson**—I live and work in the Fancy Gap area. I'm excited that work has begun out there. I received a courtesy call from the contractor, Steven Martin's Trenching, just to let us know that they are going to be moving on-site and the inspectors called just to let us know they are moving equipment on to our property. I am really impressed with Steve Martin, David Harrell, and Charles (the inspector that works for Jeremy). After listening to Jeremy, I am a little disappointed. I did some work on numbers not long ago, hoping there was going to be money left that could be used additionally to expand the project in Fancy Gap. Please take a closer look at the budget and if there is some extra money please see that it stays on the Fancy Gap project. I just wanted to let everyone know that we are excited in Fancy Gap and I have been pleasantly surprised by the contractors. Please let us know if we can help in any way. Thank you again.

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**PROJECT UPDATES:**

**Gladeville/Cranberry Pump Station Upgrades**—Both new pumps have been running. Very little field work has been completed so far by the SCADA contractor (Sunapsys). Sunapsys has indicated that they have completed some work at their facility and are coordinating work with the pump manufacturer, and expect field installation work to begin in January. Sunapsys has further indicated that they expect the SCADA systems to be fully completed by sometime in February.

**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**—Just approved the Mount Airy agreement contingent upon legal advice and RD approval.

**Fancy Gap Water and Sewer—Water: Contract #1**—Linework (Steve Martin's Trenching) has started and approximately 4,800 LF of water line has been installed or 7% of the total water line work. Work has begun near the tank site and has continued out Chances Creek Road. **Contract #2**—Water Pump Stations (Steve Martin's Trenching): The access road and site have been graded at the Reedside Pump Station, and the chlorine contact line has also been installed. **Contract #3**—No on-site work has commenced yet. **Sewer:** Loan closing and the Preconstruction Conference were held December 13<sup>th</sup>, with Notice to Proceed was issued authorizing construction to begin 1/3/12. Materials are currently being delivered.

**Sylvatus/Mitchells Crossroads Water**—Contractor (Lynch) is working on punch list items and preparing for final close out, which is anticipated to occur in January.

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

**Cliffview/Fries Water**—Still under review; we received word that the VDH Planning Grant application did not receive funding.

**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.

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**CLOSED MEETING-PURSUANT TO SECTIONS 2.2-3711.A-7 CONSULTATION WITH COUNTY ATTORNEY**

**(ORDER)**

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby enter into Closed Meeting at 2:30 p.m. until 3:00 p.m. for 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.

**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.

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**DIRECTOR'S TIME**

--If you have a chance go by and see the Expansion Drive tank, it has been refurbished.

--If you remember, last New Year's Eve we had a major line break. Just wanted to let you know that we are now better equipped than we were a year ago, we now have a good stock of supplies in case we have something that big happen again.

\*Mr. Littrell asked the Authority if there were any motions that needed to be brought before the board.

**(ORDER)**

**APPROVAL TO AUTHORIZE STAFF TO OBTAIN NEW WATER SOURCES**

Upon a motion by Mr. Hutchins, seconded by Mr. Light and duly carried the Authority does hereby approve to authorize staff to obtain and/or look for additional potential water sources/well sites and if sites are found they are authorized to issue a RFP to see if suitable for our use.

**(ORDER)**

**APPROVAL TO USE SAME ATTORNEY AS BOARD OF SUPERVISORS**

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins and duly carried the Authority does hereby approve for the Public Service Authority to keep the same attorney as the Carroll County Board of Supervisors.

\*\*Mr. Hutchins asked if Mr. Hendrick could meet with staff and address his concerns and have more information to be shared at next meeting in February.

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**AUTHORITY MEMBERS' TIME**

**Mr. Hutchins-**Well, we have a new year and a lot of new changes. I would like to thank the staff and look forward to this year, last year was a great year. I look forward to serving with the new members. I only want the best for our county. Also, I look forward to serving with you this year Mr. Chair. Thank you all.

**Mr. Dickson-**I look forward to working with new members. I can already tell with the way things are changing that we are going to get back up to a fast pace. We may not have allowed enough time by changing our meeting time. It looks like a lot of things are going to be coming on. I look forward to it. Within every challenge, there is always a reward. Thank you.

**Mrs. Dalton-**I am looking forward to a new year and working with our two new board members. It already looks like it will be a productive year. Thank you to the staff for all they do, you do a tremendous amount of work. Thank you to my fellow board members.

**Mr. Light-**I am just now getting my feet wet. I hope that nothing real serious comes up until I get them real wet. It looks like there are a lot of exciting things going on and a good group to work with. I think we can do a lot of good for the county. Thank you.

**Mr. Payne-**Well, I am new but I am looking forward to working with the rest of the board. I thank the Fancy Gap supervisor for appointing me to this seat. I know there is a lot to learn and I am sure it will be very interesting. I thank you all and look forward to this year.

**Mr. Littrell-**I apologize to the two new members, I did not realize that you did not have computers yet. We will get this taken care of and next time it should be a lot easier for you to follow along. I look forward to working with the both of you. It certainly took me several months to get used to what a lot of things meant and to catch on to what all was going on. Do not hesitate to ask us any questions. I look forward to having a great year. We are certainly moving right along and once a source of money is located I feel certain there will be other ditches opened up in the county. I thank all of you.

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**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby adjourn at 3:15 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.

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Thomas Littrell, Chairman

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Gary Larrowe, Executive Director

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Dana Phillips, Sec./Treasurer, Assistant Director