

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
DECEMBER 12, 2011  
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, December 12, 2011 at 2:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Manus McMillian, Chairman, Sam Dickson, Thomas Littrell, David Hutchins, and Andy Jackson. Also present were Gary Larrowe, Executive Director and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority. Jeanette Dalton, Vice Chairman was absent today due to coordinating/attending a funeral service.

Chairman McMillian 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. Jackson, 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# 18486 Claim in the amount of \$100 to Treasurer of Virginia for VDOT Permit.  
Check# 18487-18535 Claims in the amount of \$336,931.13.  
Check# 18526 Voided Check written to Smith & Loveless, Inc. due to double payment.  
Check# 18536 Claim in the amount of \$3,500 to Helen Lee Beamer for a Fancy Gap Sewer Easement.  
Check# 18537 issued to replace Check# 18509 to James River Solution. (Check# 18509 was issued to wrong vendor name.)  
Check# 18538 Claim in the amount of \$100 to Treasurer of Virginia for Fancy Gap Sewer VDOT Permit.  
Check# 18539 Voided Check  
Check# 18540 Claim in the amount of \$3,200 to Dalton-Walker Associates, PC.

**DEBT RESERVE TRANSFER**

CCPSA to Debt Reserve \$ 5,267.70

**TRANSFER FOR CLAIMS**

CCPSA to Operating \$336,931.13

**CITIZEN'S TIME**—No one present to speak.

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**SECTION B: AUTHORITY APPROVAL ITEMS:**

**(ORDER)**

**APPROVAL OF MOUNT AIRY WATER AGREEMENT**

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby approve the agreement for water services between Carroll County and Mount Airy contingent upon legal advice and Rural Development approval. (Copy attached to minutes.)

**(ORDER)**

**APPROVAL TO BID BORING FOR UTILITIES**

Upon a motion by Mr. Hutchins, seconded by Mr. Jackson and duly carried the Authority does hereby approve to advertise the bid for Boring for Utilities. (Copy attached to minutes.)

**PROJECT UPDATES:**

**Gladeville/Cranberry Pump Station Upgrades**—The new pumps are in use and have been running without any problems. 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 (work on control panels, radio equipment, computer hardware, etc.) and expect field installation work to begin later in December. Sunapsys has further indicated that they expect the SCADA systems to be fully completed 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. (Motion is in Section B.)

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**PROJECT UPDATES (continued):**

**Fancy Gap Water and Sewer—Water:** Construction has begun on the Water portion of the Project. Under Contract #1—Linework (Steve Martin’s Trenching) has started and approximately 1,200 LF of water line has been installed or 2% of the total water line work. Work has begun near the tank site and has reached Chances Creek Road. No on-site work for Contracts 2 or 3 has commenced yet.

**Sewer:** The three Sewer construction contracts have been issued and approved by USDA-RD. Loan closing and the Preconstruction Conference are scheduled for December 13<sup>th</sup>, with construction anticipated to begin soon afterward.

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

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

**Cliffview/Fries Water—**Still under review; no new activity this month.

**Cana Sewer, Sheeptown Water, and Cana Water Extensions—**Still under review; no new activity.

**DIRECTOR’S TIME**

--We have a lot of people that are pleased to see the Fancy Gap project started and the potential growth in that area. I think we will see more growth taking place in that area.

--We have had some requests about the possibility of water in the Pipers Gap area. We had been limited on the amount of water available to us in the Tower Road area but there have been changes to the agreement with Galax that will save Carroll County money and removes some of the limits from the water availability. So the possibility of having a water project in the Pipers Gap area might be something that we want to think about at some point in the future.

\*\*Mr. Hutchins asked about the information that was provided on the Stone Ridge Road estimate. Mr. Larowe stated that he was not sure of any cost-sharing options and asked Mr. Heath to work up something regarding cost-sharing that can be shared with the residents of Stone Ridge Road.

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**AUTHORITY MEMBERS' TIME**

**Note:** In appreciation of the Authority Members dedication and hard work, Mr. McMillian presented service plaques to the PSA Board Members. Mr. Littrell presented Mr. McMillian with his service award for his dedication to the Authority as well as serving as Chairman for this past year.

**Mr. Jackson-**This will be my last meeting. It has been a great four years. When we started we had a long list of projects and now it has been shortened quite a bit. We have accomplished a lot thanks to the dedication and hard work of all the PSA staff. Fortunately, for our citizens we were able to get funding and put it to good use. It has been a honor to serve on this board. I wish that Mrs. Dalton could have been here today so that I could thank her too. Thank all of you.

**Mr. Hutchins-**In some ways the past four years seems like a long time and in other ways it doesn't seem like that long. For our population and area, I believe that we received as much funding as possible to receive. It is great to be a part of all of the projects as well as the self-help projects. I think that there are a lot of happy people in the county that are glad to have sustainable water. Let us all remember the reason we celebrate Christmas. Thank you Mr. Chairman, and thank you staff.

**Mr. Dickson-**The others have really summed it up, the past four years have really went by fast. We exceeded what we thought we would have and the county will see the benefit of the past four years for many years to come. It has been a blessing to serve with the rest of this board. I couldn't have asked for a better group to work with and I am thankful for what we have done. Thank you all and thank you to our staff.

**Mr. Littrell-**It's hard to believe that the last four years have zipped by. The Carroll County Public Service Authority has made some great achievements. I would like to thank everyone; my fellow board members and our dedicated staff.

**Mr. McMillian-**We have accomplished many things over the last four years. Our project list 99% complete. The Love's Truck Stop at Exit 1 was a success; I would love to see the rest of Exit 1 completed. It would have been nice to see the Cana Sewer project get under way but hopefully things will happen in near future. Thank you all and it has been a pleasure serving on this board. I hope you all have a nice Christmas.

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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 2:41 p.m. until their Organizational Meeting on January 3, 2012 at 8:30 a.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