

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 14, 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, May 14, 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 AND C**

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton 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# 18782-18819 May 14, 2012, Claims in the amount of \$177,445.43.

Check# 18820 May 16, 2012, Claim Check to AEP for Fancy Gap Project in the amount of \$3,723.90.

Check# 18821-18843 May 25, 2012, Claims in the amount of \$14,548.88.

**DEBT RESERVE TRANSFER**

CCPSA to Debt Reserve—May 14, 2012 \$ 7,572.30

**TRANSFER FOR CLAIMS**

CCPSA to Operating—May 14, 2012 \$ 177,445.43

**MISCELLANEOUS ONLINE TRANSFERS**

O & M RESERVE (WATER) 2011/2012 \$ 50,196.00

O & M RESERVE (SEWER) 2011/2012 \$ 17,436.00

**TOTAL TRANSFER FROM CCPSA TO O&M \$ 67,632.00**

SHORT LIVED ASSETS RESERVE (WATER) 2011/2012 \$ 17,178.00

**TOTAL TRANSFER FROM CCPSA TO SHORT LIVED ASSETS \$ 17,178.00**

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 14, 2012  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 2

**CITIZENS' TIME**

**STEVE GREGSON**—I come in again to praise the contractors at Fancy Gap and how informative they have been to land owners. I am concerned with the Conflict of Interest policy and how that slowed the progression of work. I am glad that policy has been repealed, I am wondering why contracts were signed in back in December, etc. with this same knowledge but now it matters. I know there was a special meeting called and there is an investigation concerning Josh Hendrick and specific conflicts of interest; this is confusing because an investigation was launched. Was it with criminal intent, why was the Commonwealth Attorney involved? Please clarify to the public why and what specifically has happened. I do feel like there are some personal agendas going on and now there are at least four people out of work. Some of the county employees are now handling the inspections on top of their regular jobs. Thank you for allowing me to speak.

**JEREMY HENDRICK**—Good afternoon. All of you know me very well; especially after the discussions we have had the last few months. I have a couple of concerns. The new Conflict of Interest policy, not specifically dealing with Fancy Gap, the one that was tabled last month but I do not see it on the agenda today but I know that it will be addressed again. At the April meeting that I did not attend, Dr. Littrell spoke on the policy and a copy of that policy was made available. I received a copy from Dwayne Branscome (DLB) and I then went to Jessica with my questions and that is what set this whole thing into motion. I am not a fan of this policy because it was taken from VDOT policy and applies specifically to that type of work. The new policy that has been adapted from that now deals with a company or "us" mentioned specifically as a company. I have no problems being limited to what work we can do with PSA contractors on PSA contracts; I have a problem when this policy limits me from doing work for those contractors that does not involve the PSA whether it be in the county, outside of the county, etc. I would just like you (the Authority) to think about this on a case by case basis, we have not tried to underhand anyone and have been honest with everyone from the get go. The second issue is concerning the issues going on at Fancy Gap, we have three that have been laid off going into their fourth week over something that I think should have been settled sometime ago. We never thought that it would go into a State Police investigation. As soon as I heard the word investigation, I emailed all members and the PSA board and only heard back from one member. I did get to speak with two more. I also spoke with Travis Jackson. I believe that a decision could have been made in a number of ways rather than letting it go on to a State Police investigation. I guess I am just expressing a little bit of frustration because I have guys laid off for something we thought would be a quick resolve. Thank you for the opportunity to speak.

**Greg Crowder**—I just wanted to stop in, I have been elected to be the new mayor. I want to build a relationship with you and start off in the right direction in case of future business with each other. We will be moving our meeting day from Mondays, when you all meet, to a different day so that anyone can attend if you want to. Again, thank you all.

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 14, 2012  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 3

**SECTION B: AUTHORITY APPROVAL ITEMS**

**(ORDER)**

**APPROVAL OF RESOLUTION TO ISSUE RFP FOR ENVIRONMENTAL CONSULTING SERVICES**

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins and duly carried the Authority does hereby approve the resolution to issue a RFP for Environmental Consulting Services. (Copy attached to minutes.)

**(ORDER)**

**APPROVAL OF RFP FOR ENVIRONMENTAL CONSULTING SERVICES**

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve the RFP for Environmental Consulting Services. (Copy attached to minutes.)

**(ORDER)**

**APPROVAL TO AWARD THE CONTRACT FOR ENVIRONMENTAL CONSULTING SERVICES**

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve that once the RFP for Environmental Consulting Services are received that the selected committee may make decisions and award the contract. (Copy attached to minutes.)

**(ORDER)**

**APPROVAL OF DATE AND TIME TO INTERVIEW ENGINEERING FIRMS ON AS NEEDED BASIS**

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve for PSA staff to set the interview dates and times with the Engineering Firms that are being considered for Engineering on an as needed basis.

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 14, 2012  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 4

**PROJECT UPDATES:**

**Gladeville/Cranberry Pump Station Upgrades - Construction Phase**--New pumps at both the Hill's Pump Station and the Gladeville School Pump Station are in use and have been running for some time. The water system portion of the SCADA has been completed and is in operation. All SCADA equipment for sewer pumps has been installed and is operating; and Sunapsys is troubleshooting some minor SCADA operating inconsistencies. Sunapsys conducted a start-up training of the SCADA system with PSA personnel on April 19, 2012. Goal is to have all punchlist items completed and project ready for closeout by the June PSA meeting.

**Oak Grove Water – Bidding Phase**--Received USDA-RD permission to advertise for bids. Project will be advertised on 5/13/12 and 5/20/12. The Pre-Bid Conference will be held at 10:00 am on 5/24/12 and bids will be received until 2:00 pm on 6/05/12.

**I-77 Exit 1 Water - Under Design**--Assisted PSA staff with evaluations of possible well, pump station, and tank site locations in conjunction with PSA easement negotiations. Survey plats for proposed well/pump station lot and water storage tank lots being prepared. Water purchase agreement with Mount Airy under negotiation. Assisted PSA staff with activities related to SE/R-CAP application for well development funds.

**Fancy Gap Water & Sewer – Construction Phase**

**Water –Contract 1 – Linework (Steve Martin’s Trenching):** Approximately 37,300 lf of water line has been installed, or 56% of total water line work. Received authorization from VDOT for I-77 crossing – negotiating cost changes for that work. **Contract 2 – Water Pump Stations (Steve Martin’s Trenching):** Each of the three pump station buildings has been constructed, with the exception of the doors being hung. Once each is secured, work can begin on the interior piping. **Contract 3 – Water Storage Tank (Mid Atlantic Storage Systems):** Tank construction is complete. Testing and disinfection will be conducted once water is available from Contracts 1 and 2.

**Sewer –Contract 4 – Sewage Collection System (DLB):** Approximately 6,200 lf of gravity sewer line has been installed, or 19% of total sewer line work. Approximately 4,900 lf of force main has been installed, or 44% of total force main work. Received authorization from VDOT for I-77 crossing – negotiating cost changes for that work. Construction in vicinity of former Lakeview Motel delayed due to soil contamination from leaking UST’s. **Contract 5 – Sewage Pump Stations (E.C. Pace):** The wetwell for each of the three pump stations has been installed and backfilled. **Contract 6 – Force Main (Marshall Construction):** Approximately 21,400 lf of force main line has been installed, or 65% of total force main work.

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 14, 2012  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 5

**PROJECT UPDATES (continued):**

**Coon Ridge Water - Submitted for Funding--**Responded to USDA-RD requests for items in conjunction with their processing/review of project funding application.

**Cliffview Water - Submitted for Funding--**Assisted PSA staff with activities related to SE/R-CAP application for project planning funds. Awaiting USDA-RD processing of construction funding application.

**Cana Sewer - Submitted for Funding--**No activity this month - awaiting USDA-RD processing of construction funding application.

**Others – Submitted for Funding--**Sheeptown Water – and Cana Water Extensions – No activity this month. The previously submitted VDH Planning Grant applications did not receive funding.

\*\*Update on in-house Inspection Services—Those funds are not being reimbursed, at this time USDA is not spending those funds, they are just being held for now. Hopefully, we get this resolved as soon as possible. We have a couple of possible options to considering depending on the outcome of the investigation.

**CLOSED MEETING-PURSUANT TO SECTIONS 2.2-3711.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 2:37 p.m. until 3:03 p.m. for Consultation with County Attorney 2.2-3711.A-7.

**(ORDER)**

Upon a motion by Mr. Dickson and seconded by Mrs. Dalton 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.

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 14, 2012  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 6

**CERTIFICATION OF CLOSED MEETING**

**(ORDER)**

Upon a motion by Mr. Dickson, seconded by Mrs. Dalton 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.

**AUTHORITY MEMBERS' TIME**

**Mr. Hutchins**-It has been an interesting day. Two things I know I heard during our comments section regarding the investigation; we do want to resolve this as quickly as possible but we also want to resolve this matter to the satisfaction of USDA. I did not realize what all that entailed, I don't think any of us realized what was going to happen. I do hope this issue is resolved soon. I hope this helps answer some of the voiced concerns. Again, thank you all.

**Mr. Dickson**-I don't really have anything. I am just glad to see the Oak Grove Road water extension moving along and dates being set for things. I know this will please the folks in that area. Thanks.

**Mr. Light**-The last few weeks have been interesting and had a few problems. Last month was rough, I feel confident that nobody has any grudges. We were all kind of setting there rubbing our heads. We had no idea that it would end up in a State Police investigation but that is what happened. Once this is done, then it is over with and we can move forward. I do not foresee that anybody here is holding any intentional grudges. I think that the circumstances just caused this to get blown out of control. I want to see people working. One of my good friends is affected by this and is laid off now. I am just ready for this be done with and we can move on.

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 14, 2012  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 7

**AUTHORITY MEMBERS' TIME (continued)**

**Mrs. Dalton**-This definitely has been an interesting day. I agree with Mr. Light, I think that we are headed in the right direction and hopefully can move forward soon. Thank you all.

**Mr. Littrell**-I concur with Mr. Light, things did not go as we expected but hopefully soon it will all be clean and green and we can move forward. Right now, it is out of our hands. Thank each one of you.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mr. Dickson, seconded by Mr. Payne and duly carried the Authority does hereby adjourn at 3:10 p.m. until their next regular scheduled meeting on June 11, 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

