

MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
FEBRUARY 13, 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, February 13, 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 2:01 p.m.

Chairman Littrell wanted to make everyone aware of the two legislative bills that are up for consideration that may affect the PSA (Eminent domain amendment and Different approaches under consideration for collections). (Copy of Bill information attached to minutes.)

(ORDER)

APPROVAL OF CONSENT AGENDA SECTIONS A, B, 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# 18618-18653 February 8, 2012, Claims in the amount of \$145,175.40.
Check# 18654-18672 February 23, 2012, Claims in the amount of \$18,379.58.

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve \$ 5,267.70

TRANSFER FOR CLAIMS

CCPSA to Operating \$145,175.40

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SECTION B: AUTHORITY APPROVAL ITEMS:

(ORDER)

APPROVAL TO REQUEST PROPOSALS FOR ENGINEERING SERVICES FOR CCPSA AS NEEDED

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve to advertise the Request for Proposals for Engineering Services for the Carroll County PSA as needed. (Copy attached to minutes.)

CITIZEN'S TIME—

Steve Gregson—Last month I came to share a couple of positive things that have been going on in my area. The guys with Grindstaff have been absolutely fantastic out there; explaining in detail to the property owners what all is going on. I also want to thank Jessica and Gary for working on a Change Order that has to do with a well site. I appreciate them working on everything and all the continued support. Last but not least, the notes from last time said there was a 5% contingency but when we were looking at this project before it was around 7.9% but Kevin has explained to me that the 5% is what Rural Development will work from. I just want to thank you for hearing me and continuing to support our project.

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 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.

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PROJECT UPDATES (continued):

Exit 1 Water—Prepared for submission to SERCAP a Planning Grant request to be used toward well drilling and/or testing. The water purchase agreement with Mount Airy still under negotiation.

Fancy Gap Water and Sewer—Water: **Contract #1**—Linework (Steve Martin’s Trenching): Approximately 16,100 LF of water line has been installed, or 24% of total line work is complete. **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. Work has also begun on the Frog Spur Well access road. **Contract #3**—No on-site work has commenced yet.

Fancy Gap Water and Sewer—Sewer: **Contract #4**—Sewage Collection System (DLB): Approximately 1,700 LF of gravity sewer line has been installed, or 5% of total line work. Approximately 430 LF of force main has been installed, or 4% of total force main line work. **Contract #5**—Sewage Pump Stations (E.C. Pace): The wetwell for Pump Station 1 has arrived and is being installed this week. The sites for Pump Stations 2 and 3 have been staked and cleared. **Contract #6**—Force Main (Marshall Construction): Approximately 5,300 LF of force main line has been installed, or 16% of total line work.

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

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

Cliffview/Fries Water—Prepared for submission to SERCAP a Planning Grant request to be used toward planning activities that could be used for DWSRF and/or DHCD construction funding applications. Awaiting USDA-RD processing of construction funding application.

Cana Sewer-- Still under review; no new activity. *There was a discussion just to explain that the applications are still out there for review/funding but it is at a stand-still. It is just wait and see now.*

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 (1) PERSONNEL, A (3) REAL ESTATE, A (7) LEGAL

(ORDER)

Upon a motion by Mr. Dickson, seconded by Mr. Payne and duly carried the Authority does hereby enter into Closed Meeting at 2:25 p.m. until 3:10 p.m. for Discussion of Personnel 2.2-3711.A-1, Discussion of Real Estate 2.2-3711.A-3, and Consultation with County Attorney 2.2-3711.A-7.

(ORDER)

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

--We have some operators that have had to go through certification. Everyone is taken care of with the exception of Preston and he is scheduled to finish up his certification credits on February 16th in Christiansburg. Then, everyone will be up to date.

--We are scheduling a fire hydrant training with Mike Mock for the fire departments, that way the firemen will know how to operate the hydrants so that lines are blown, etc.

--The SCADA system has been up and running in some parts of our regional water supply. Jason Stanley has been assisting us with getting that system installed.

--We have received the Hillsville request to buy/sell water; I told the town manager that would need to go before the New River Regional Water Authority before it would come back to the PSA. At that point, cost estimates and information will be gathered for them.

AUTHORITY MEMBERS' TIME

Mr. Dickson-It is good to see the progress that is coming along in the Fancy Gap area. It is nice to hear the comments from Mr. Gregson. In regards to the Cana sewer, I would be glad to assist in any way possible.

Mr. Hutchins-It has been a quick month but we still have good things happening. Mr. Chairman you are doing a great job. Staff, you are doing great as well. Thank you all very much.

Mr. Payne-Well, it is getting more interesting each time. Cana sewer is something that is on my mind. I know the people in Cana have it on their minds also. I hope we can make some progress there. I look forward to working with each of you.

Mrs. Dalton-I am glad to see things still moving along. I like the interest that our two new members have taken in everything. I think that helps the board and the county when everyone is involved. I appreciate all the hard work the staff continues to put in. Thank you all.

Mr. Littrell-I am so glad to see our two new members taking a real interest and have already toured the water plant. I understand Preston may have had a late night a week or so ago and even had the next day off because he worked so late. If you have any questions or concerns regarding the two bills I mentioned feel free to contact our legislators because they do listen to emails and phone calls from their constituents. Thank you all.

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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.

Thomas Littrell, Chairman

Gary Larrowe, Executive Director

Dana Phillips, Sec./Treasurer, Assistant Director