

MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
APRIL 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, April 9, 2012 at 1:00 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 1:00 p.m.

(ORDER)

APPROVAL OF CONSENT AGENDA SECTIONS A, B, AND C

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins 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# 18720-18753 April 9, 2012, Claims in the amount of \$117,680.49.

Check# 18754 Check to Treasurer of VA for Fancy Gap Sewer VDOT Permit in the amount of \$100.00.

Check# 18755-18781 April 25, 2012, Claims in the amount of \$13,007.96.

Check# 18780 Voided Check

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve \$ 5,267.70

TRANSFER FOR CLAIMS

CCPSA to Operating \$ 117,680.49

SECTION B: AUTHORITY APPROVAL ITEMS

(ORDER)

APPROVAL TO APPLY FOR THE SERCAP LOAN AND GRANT FOR EXIT 1 AND CLIFFVIEW

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins and duly carried the Authority does hereby approve to apply for the SERCAP loan and grant for Exit 1 and Cliffview. (Copy attached to minutes.)

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SECTION B: AUTHORITY APPROVAL ITEMS (continued)

(ORDER)

APPROVAL OF VDOT LETTER (WILDWOOD)

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins and duly carried the Authority does hereby approve the VDOT Wildwood letter. (Copy attached to minutes.)

BRAD WHITE—VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ) GROUND WATER CHARACTERIZATION PROGRAM

Mr. White talked to the Authority about the Ground Water Characterization program of DEQ. They collect groundwater related data and geological data. He stated that in this area of Virginia there is not a lot of data and he wants to begin collecting data in this part of Virginia. DEQ collects data and monitors well yields all over the state of Virginia. A large part of what he does is field work, collecting water samples and well data; the main thing they do is collect well logs. He thinks that getting a groundwater level observation panel in this area is very much needed. DEQ prefers to take over wells that are no longer in use because of the high expense associated with drilling wells. Mr. Larowe stated that right now we have about 10 wells that are abandoned or not in use and that the long term benefits of turning these wells into observation wells would be very beneficial to monitoring our water levels, etc. Mr. White said that there is really no cost to the PSA that DEQ covers the expenses of monitoring these observation wells. He just wanted to let the Authority know this program was available and much needed in this area in Virginia. Mr. Littrell asked Mr. White to leave his information with the PSA Director.

Mr. Littrell read the PSA Policy regarding Contractors Providing Service to the PSA. The Policy that was approved March 12, 2012 was placed on hold on March 16, 2012 until this meeting on April 9, 2012 as it was considered to be too broad and protested by an Inspection Service Provider. Mr. Littrell then read the draft of the new policy that was included in the board pack. If this policy is passed, then the policy that was approved on March 12, 2012 will be replaced with this new revision. The first policy was too broad including any and all contractors and subcontractors, the new revision is focused on Inspection Service Providers. **The Authority members discussed the different options regarding adopting this policy. The policy revision will be under review until the next PSA meeting.* (Copy attached to minutes.)

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(ORDER)

APPROVAL TO REPEAL CONTRACTORS PROVIDING SERVICES TO PSA POLICY AND REVIEW POLICY REVISION

Upon a motion by Mr. Light, seconded by Mr. Dickson and duly carried the Authority does hereby approve to repeal the Contractors Providing Services to PSA policy that was effective March 12, 2012 and hold the adoption of the revision until the next meeting in May so that it may be reviewed in depth by each member.

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve that pending the approval of a formal Inspection Service Providers Policy that staff not approve any activities that could be questionable.

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 VFD's at the Gladeville Pump Station have been installed and are in operation; partially complete with SCADA equipment. The water system portion of the SCADA has been completed and is in operation. SCADA equipment for sewer pumps has been installed--Sunapsys currently working to get all remaining items in operation so that project can be closed out.

Oak Grove Water - Under Design--Design completed and plans/specifications have been approved by the Health Department and Rural Development. We are waiting USDA-RD to give permission to advertise for bids. CCPSA has been working on easements and user agreements.

I-77 Exit 1 Water - Under Design--No design activity during this month. PSA staff is evaluating possible well, pump station, and tank site locations in conjunction with PSA easement negotiations. The water purchase agreement with Mount Airy under negotiation.

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PROJECT UPDATES (continued):

Fancy Gap Water & Sewer – Construction Phase

Water –Contract 1–Linework (Steve Martin’s Trenching): Approximately 32,100 lf of water line has been installed, or 48% of total water line work. **Contract 2–Water Pump Stations (Steve Martin’s Trenching):** The access road and site have been rough graded at the Reedside Well Pump Station, the chlorine contact line has also been installed, and the slab for the building has been poured. Work has continued on the Frog Spur Well access road and the slab for the building has been poured. The slab for the Exit 8 Pump Station addition has been formed. **Contract 3–Water Storage Tank (Mid Atlantic Storage Systems).** The foundation and floor have been poured, with the bottom ring wall installed. All site grading and the access road have been completed.

Sewer –Contract 4–Sewage Collection System (DLB): Approximately 5,000 lf of gravity sewer line has been installed, or 16% of total sewer line work. Approximately 3500 lf of force main has been installed, or 31% of total force main work. **Contract 5–Sewage Pump Stations (E.C. Pace):** The wetwell for Pump Station 1 has been installed and backfilled. The wetwell for Pump Station 3 has been installed and backfilled. The sites for Pump Stations 2 and 3 have been staked and cleared. **Contract 6–Force Main (Marshall Construction):** Approximately 20,700 lf of force main line has been installed, or 62% of total force main work.

Sylvatus/Mitchells Crossroads Water – Contract Closeout--Contractor (Jimmy R. Lynch & Sons) has completed construction punch list and submitted final contract closeout items. Final pay request processed and project closed out. Final project update report.

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--No activity this month - 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.

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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. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby enter into Closed Meeting at 1:59 p.m. until 2:24 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. Payne 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. Payne 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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Mr. Littrell stated that the PSA had advertised RFP for as needed engineering services. He asked Mr. Hutchins and Mr. Dickson to be on the committee to review these proposals along with two staff members.

AUTHORITY MEMBERS' TIME

Mrs. Dalton-I appreciate each and every one of you and I am just glad to see things continuously moving along.

Mr. Hutchins-I just have a question on GIS...do we have our water and sewer lines on there yet? *Mr. Larowe answered yes and it is available; he had planned to have that on the next meeting's agenda.* I would also like to compliment you for taking the lead to put that policy on hold until further review so that we didn't hold up progress. Thank you.

Mr. Dickson-I am very pleased with the progress at Fancy Gap. I am satisfied to hear and see what a wonderful job that Steve Martin's crew has been doing.

Mr. Littrell-I think that today was proof that people make mistakes. We realized that we had passed something that had some unintended consequences and that we could do it better. I think at the next meeting we will revisit the policy and pass it or make changes as needed. I am just glad that we can make changes and adjustments. Thank you all.

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(ORDER)

ADJOURNMENT

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby adjourn at 2:40 p.m. until their next regular scheduled meeting on May 14, 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