

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2013
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, March 11, 2013 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 2:00 p.m.

(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 February 11, 2013 Meeting Minutes were approved and are on file in the PSA office. The Claims are also on file in the PSA office.

Claims:

Check# 19365-19394 March 11, 2013, Claims in the amount of \$170,507.59.
Check# 19395-19424 March 27, 2013, Claims in the amount of \$46,151.70.

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve—March 11, 2013	\$ 7,633.50
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TRANSFER FOR CLAIMS

CCPSA to Operating—March 11, 2013	\$ 170,507.59
CCPSA to Operating—March 27, 2013	\$ 46,151.70

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 2**

SECTION B: AUTHORITY APPROVAL ITEMS

(ORDER)

APPROVE TO AWARD THE WELL DRILLING FOR EXIT 1 (BIDS DUE MARCH 14, 2013)

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve to award the well drilling to the lowest bidder; the bids are due on March 14th.

(ORDER)

APPROVE TO SURPLUS ITEMS

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve to surplus items such as the trailer (picture attached) as well as designate the Executive Director, Gary Larrowe, the ability to approve surplus items as they become available utilizing govdeal.com.

(ORDER)

APPROVE TO WRITE-OFF UNCOLLECTABLE ACCOUNTS

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve to write-off uncollectable accounts that have been in the PSA's system for several years. (Copy attached to minutes.)

(ORDER)

APPROVE TO ADOPT THE SOURCE WATER PROTECTION PLAN

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve to adopt the Source Water Protection Plan which will provide an organized approach to effectively protect public water supplies from contamination.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 3**

CITIZENS' TIME—No one here to speak.

DISCUSSION OF PURCHASING GENERATORS

There was a discussion among the Authority and Mr. Larrowe regarding the definite need for generators at three of our pump station and/or tank sites in case of emergency situations like were encountered during the Summer of 2012 from lengthy power outages due to storms, etc. Right now, thoughts are to move the generator at Hillsville Elementary School to Exit #14 at I-77. Also, there is a need to purchase two new generators for the Pleasant View and Austinville tank sites. Mr. Larrowe stated that he would like to see us request from USDA-RD the use of Contingency Funds from the Fancy Gap and Long Range projects. However, if that is not approved we will still need to purchase the two generators at some point.

(ORDER)

APPROVE TO MOVE HILLSVILLE ELEMENTARY SCHOOL GENERATOR TO EXIT 14 AT I-77

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to move the generator currently used at H.E.S. to the pump station at I-77 Exit 14.

PROJECT UPDATES:

Oak Grove Water – Construction Phase-Contractor (Ramey, Inc.) has completed all water line installation and Substantial Completion has been issued. Water lines have been approved by VDH and have been placed in service. Contractor has been working on final contract closeout measures and is awaiting VDOT approval of restoration on VDOT r/w. We anticipate there being a final contract cleanup Change Order, one final pay request, then the project will be closed out.

I-77 Exit 1 Water - Under Design-No design work this period. PSA staff has secured a site for the proposed well/booster pump station. VDH has approved the well site location. PSA staff has solicited bids for well drilling and testing services.

Fancy Gap Water & Sewer - Construction Phase-Water –Contract 1 - Linework (Steve Martin's Trenching): Water line construction is complete and in service. Contract has been completed and closed out. **Contract 2 - Water Pump Stations (Steve Martin's Trenching)**: All three Well Pump Stations have been completed, approved, and are in service. We are negotiating a potential Change Order to add SCADA into project. **Contract 3 - Water Storage Tank (Mid Atlantic Storage Systems)**: Tank construction is complete and in service. Contract has been completed and closed out.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 4**

PROJECT UPDATES-CONTINUED:

Fancy Gap Water and Sewer-Construction Phase--Sewer -Contract 4 - Sewage Collection System (DLB):

Approximately 26,200 lf of gravity sewer line has been installed, or 82% of total sewer line work. Approximately 9,900 lf of force main has been installed, or 88% of total force main work. Work on the bores under I-77 continues. **Contract 5 - Sewage Pump Stations (E.C. Pace):** Base bid work at all pump stations has been completed. The start-up is to be conducted once remaining force main work on Contract 4 is complete. We are negotiating a potential Change Order to add SCADA into project. **Contract 6 - Force Main (Marshall Construction):** Approximately 33,100 lf of force main line has been installed, or 100% of total force main work. All line has been successfully pressure tested. Punch list items have been completed. Substantial Completion to be issued once remaining force main and pump station work on other sewer contracts is complete.

Coon Ridge Water - Under Design-Regulatory approvals have been secured for the project plans. Minor revisions to plans/specs made as needed to address easement concerns. PSA staff has been working on securing easements, Bond Counsel documents, and other items needed to receive USDA-RD permission to advertise for construction bids.

Cliffview Water-Submitted for Funding-Awaiting SER-CAP approval of application for project planning funds. We received USDA-RD approval of updated Environmental Assessment. Working on updates to the funding application PER that were requested by USDA-RD.

Canawater - Submitted for Funding. No activity during this month. Mr. Payne, Mrs. Montgomery, and anyone else who would like are going to go door-to-door on March 20th starting at 10:30 a.m. and spend the day talking to customers/potential customers.

Oakland Water Study, Canawater Expansion Study, & Sheeptown Water Study – Work underway on well sample collection and testing, PER preparation, Environmental Assessment, and other items needed for funding application.

(ORDER)

APPROVE TO SUBMIT FUNDING APPLICATION TO USDA-RD CANAWATER EXPANSION PROJECT

Upon a motion by Mr. Payne, seconded by Mr. Hutchins and duly carried the Authority does hereby approve to move forward with the USDA-RD funding application for the Canawater/Meadowbrook Water Extension Project.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 5**

AUTHORITY MEMBERS' TIME

Mr. Hutchins-Thank you for another efficiently run meeting Dr. Littrell. I would like to thank Kevin, Jessica, and all the PSA staff. We are moving along maybe at a slower pace than before but none the less we are making progress. Again, thank you to all members of the PSA.

Mr. Dickson-I have had some calls from Baltimore Road concerning the \$25 charge on their bill which turns out is the account deposit. Is there any way to eliminate receiving the majority of those calls, any suggestions? *Mrs. Phillips responded that in December 2012 we did mail out a letter regarding the start of billing which included the deposit amount and information and at every meeting the deposit information is gone over as part of the User Agreement information.*

Mr. Payne-I would like to thank the staff and the engineer for all their continued support and willingness to answer any question or find the right information. Thank you so much for a job well done.

Mr. Light-I don't really have anything. It looks like we are moving along efficiently and I am happy about that.

Mrs. Dalton-Dr. Littrell, thank you for another good meeting. I am glad to see Coon Ridge getting closer and hopefully we will see something happening out there soon. Those residents are getting very anxious for it so hopefully it will move fairly quickly. I am hoping that we can continue to do the good things we are doing. Thank you all.

Dr. Littrell-I only have one issue that has come up. I have received a few calls and a contact at church. There are some businesses in the Fancy Gap area that are questioning when the sewer will be ready and they are worried about having to tear up their parking lots twice (once to hook up water and a second time for the sewer) because of the timing difference. Those businesses are also concerned with having to pay minimum billing until they are using because they are only waiting to hook up both services at the same time. *Mrs. Montgomery explained that she had spoken with Jim Whitten, Carroll County Building Official, and that he is willing to work with those businesses wanting to run both lines at the same time so there would be less damage to parking lots, etc. That he would not add any extra charge but he would be willing to come out and inspect the sewer line for those wanting to run it alongside their water line and let them cap the sewer connection until it is ready, then he would do a second inspection of the connection when it is needed. We expect the minimum fee of all signed up regardless of them being hooked up once the billing begins, business or residential.* Dr. Littrell replied that he could understand why they would not want to begin paying but if one exception is made then it would lead to many more. I would also like to thank the staff for a continued great job. Thank you.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 6**

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Dickson, seconded by Mr. Payne and duly carried the Authority does hereby adjourn at 2:45 p.m. until their next regular scheduled meeting on April 8, 2013 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