

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JULY 8, 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, July 8, 2013 at 2:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Thomas Littrell, Chairman, Sam Dickson, David Hutchins, William Payne, and James Light. Also present were Gary Larowe, Executive Director, and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority. Vice Chairman Jeanette Dalton was absent.

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 Mr. Dickson and duly carried the Authority does hereby approve the Consent Agenda for Sections A and C. The June 10, 2013 Meeting Minutes and June 20, 2013 Cliffview Water Meeting Minutes were approved and are on file in the PSA office. The Claims are also on file in the PSA office.

Claims:

Check# 19602-19613 July 8, 2013, Claims in the amount of \$70,663.02.
Check# 19614 July 9, 2013, Dwight E. Compton for Susan Harold easement in the amount of \$3,000.00.
Check# 19615-19617 July 9, 2013, Coon Ridge VDOT permits in the amount of \$300.00.
Check# 19618 July 22, 2013, Mark Ray Surratt for Exit #1 easement in the amount of \$500.00.
Check# 19619-19664 July 29, 2013, Claims in the amount of \$120,865.99.

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve—July 8, 2013 \$ 7,633.50

TRANSFER FOR CLAIMS

CCPSA to Operating—July 8, 2013 \$ 70,663.02
CCPSA to Operating—July 29, 2013 \$ 120,865.99

TRANSFER SHORT LIVED ASSETS

CCPSA to Short Lived Assets 2013—July 8, 2013 \$ 98,110.65

SECTION B: AUTHORITY APPROVAL ITEMS—No approval items to look at separately at this time.

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CITIZENS' TIME—No one present to speak.

PROJECT UPDATES:

Oak Grove Water – Construction Phase-Contractor Ramey, Inc.: Construction has been completed and all water lines have been placed in service. We are currently preparing the final contract cleanup Change Order, will process one final pay request, then the project will be closed out.

I-77 Exit 1 Water - Under Design- We are currently securing all regulatory approvals needed for the project. The PSA staff is working on securing easements.

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 by VDH, and have been placed in service. Change Order to add SCADA has been submitted to and approved by RD. **Contract 3 - Water Storage Tank (Mid Atlantic Storage Systems):** Tank construction is complete and in service. Contract has been completed and closed out. **Fancy Gap Water & Sewer - Construction Phase—Sewer—Contract 4 - Sewage Collection System (DLB):** Approximately 30,460 lf of gravity sewer line has been installed, or 95% of total sewer line work. Approximately 10,100 lf of force main has been installed, or 89% of total force main work. The gravity sewer line on Joy Ranch Road has been substantially completed and allowed to be placed in service. Work on the I-77 crossings continues. The bores and casings have been installed under the main travel lanes and both ramps. Pipes have been installed through the casing beneath the northbound ramp. The Contractor is working on installing the pipes through the other two casings. **Contract 5 - Sewage Pump Stations (E.C. Pace):** Base bid work at all pump stations has been completed. Start-up is to be conducted once force main work on Contract 4 is complete. Change Order to add SCADA into project has been submitted to and approved by RD. **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.

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PROJECT UPDATES-CONTINUED:

Coon Ridge Water – Bidding Phase--The bid packet materials for both contracts were submitted to RD for review. Authorization was received to issue the Notice of Award and Construction Agreements for both Contracts. Those items have been submitted to Contractors for completion. We are awaiting return of the Contracts along with the Bonds and Insurance from both Contractors. Once received, the items will need to be reviewed by the PSA Attorney then approved by RD. Once all items are approved, we will schedule the Preconstruction Conference then will be able to start construction. A subsequent funding application for additional grant funds was submitted to the Mt. Rogers PDC.

Cliffview Water -- Design Phase--USDA-RD issued the funding Letter of Conditions to the PSA and a public announcement was made. A subsequent funding application for additional grant funds was submitted to the Mount Rogers PDC. Aerial mapping of the project area has been completed.

Cana Sewer - Submitted for Funding. No engineering activity during this month. PSA staff has worked on collecting User Agreements.

Oakland Water Study – Well sample collection and testing completed, PER preparation underway, Environmental Assessment initiated.

Meadowbrook Water Improvements Study and Sheeptown Water Study – No new activity this month.

AUTHORITY MEMBERS' TIME

Mr. Dickson-I am pleased with the way things are going. Sometimes things slow down but then they pick right back, very happy with all we have going on. I appreciate the leadership of Dr. Littrell.

Mr. Payne-I was at the Cliffview Water meeting and I was pleased to see the people getting excited about getting county water. Hopefully, it won't be too long and we can see that kind of excitement coming from our Cana residents.

Mr. Hutchins-If you would have asked me about 3 years ago the probability of Cliffview getting water I would have probably said we are working very diligently on it but in my head I would have probably said zero. Mr. Chair you are to be commended for all of your hard work and help to push this project along. At the parade Saturday, I had a lady who lives in that area approach me, and thank us for pushing and finally getting the water to them. So, again, Mr. Chair thank you for all you do. Sometimes just because it seems like it may never happen, doesn't mean it won't. Cliffview is a prime example. I would love to see us with over 5,000 customers one day.

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AUTHORITY MEMBERS' TIME (CONTINUED)

Mr. Light-I don't really have anything. I'm just glad that all of our news today was good news. It's nice when that can happen.

Mrs. Dalton-Absent

Dr. Littrell-I would like to make an announcement that I will most likely not be at our next meeting. If all goes as planned, I will be boarding a train on July 31 with the Boy Scouts for a 13 day trip out west. So, I will turn the chair over to Mrs. Dalton for that meeting as long as my joints stay healthy til then. Also, we have had a great month. I'm glad that we are helping more of our neighbors in Cliffview and hopefully in the near future we can help more of our deserving citizens. Thank you all.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Payne, seconded by Mr. Hutchins and duly carried the Authority does hereby adjourn at 2:26 p.m. until their next regular scheduled meeting on August 12, 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