

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JANUARY 14, 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, January 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 Larowe, 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.

Mr. Dickson opened the meeting in a prayer and the pledge of allegiance.

(ORDER)

ELECTION OF CHAIRMAN, VICE CHAIRMAN, AND SECRETARY/TREASURER OF THE PSA FOR 2013

Mr. Larowe opened the floor for nominations for Chairman.

Mr. Hutchins requested to handle the nominations a little differently by nominating all three positions at one time. He nominated Dr. Littrell to remain as Chairman, Mrs. Dalton to remain as Vice Chairman, and Dana Phillips to be reappointed as Secretary/Treasurer of the PSA.

Mr. Dickson seconded the nominations and the floor was closed for nominations.

Mr. Larowe called for the vote Dr. Littrell as Chairman, Mrs. Dalton as Vice Chairman, and Dana Phillips as the Secretary/Treasurer of the PSA for the year 2013. The vote was as follows:

| | |
|-----------------------|------------------------|
| Mrs. Dalton—Abstained | Mr. Payne—Yes |
| Mr. Dickson—Yes | Mr. Light—Yes |
| Mr. Hutchins—Yes | Dr. Littrell—Abstained |

Mr. Larowe announced that Dr. Littrell would be the chairman, Mrs. Dalton would be the Vice Chairman, and Mrs. Phillips would be the Secretary/Treasurer of the PSA for 2013.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JANUARY 14, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 3**

SECTION B: AUTHORITY APPROVAL ITEMS

(ORDER)

APPROVAL OF THE ADOPTION OF THE FATS, OILS, AND GREASE (FOG) POLICY

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to adopt the FOG Policy. (Copy attached to minutes.)

(ORDER)

APPROVAL OF COMMITMENT LETTER FROM SOUTHEAST RURAL COMMUNITY ASSISTANCE PROJECT (SERCAP)

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve the commitment letter from SERCAP in order to move forward with the Exit 1 Water and Cliffview Water projects. (Copy attached to minutes.)

(ORDER)

APPROVAL TO ADOPT WATER REVENUE BOND RESOLUTION FOR COON RIDGE PROJECT

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to adopt the water revenue bond resolution for the Coon Ridge Project in the amount of \$2,227,000.00. (Copy attached to minutes.)

PROJECT UPDATES:

Oak Grove Water - Construction Phase—Contractor (Ramey, Inc.) has installed approximately 9,200 lf of water line, or 86% of total water line work. Change Order 1 to include the Additive Bid work on Knob Hill Road has been approved by USDA-RD and construction should begin on that line in the near future.

1-77 Exit 1 Water - Under Design—No design work this period. PSA staff is working on securing a site for the proposed tank and the pump station.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JANUARY 14, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 4**

PROJECT UPDATES-CONTINUED:

Fancy Gap Water & Sewer - Construction Phase

Water –Contract 1 - Linework (Steve Martin's Trenching): Approximately 68,400 lf of water line has been installed, or 100% of total water line work. All lines have been placed into service. The final cleanup Change Order is being prepared for circulation in advance of contract close out.

Contract 2 - Water Pump Stations (Steve Martin's Trenching): The Reedside Well and Frog Spur Well Pump Stations are operational and have been placed into service. Change Order CO2-2 has been approved by USDA-RD to install a fence at Exit 8 Pump Station and reconfigure the plumbing at that pump station to enable those portions of the original Exit 8 water system that will no longer be used to be abandoned. The fence has been installed and the plumbing Change Order work has begun. 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. The contract has been completed and closed out.

Sewer - Contract 4 - Sewage Collection System (DLB): Approximately 25,300 lf of gravity sewer line has been installed, or 79% of total sewer line work. Approximately 9,600 lf of force main has been installed, or 85% of total force main work. Work on the bores under I-77 continues.

Contract 5 - Sewage Pump Stations (E.C. Pace): The wiring at all pump stations has been completed; the fence has been installed at Pump Stations 1 & 3. 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. Punchlist 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-Health Department approval has been received for the project plans. Plan review comments have been received from County E&S Office and VDOT, with responses to be submitted soon. Still awaiting agency comments/approval of JPA Stream Crossing Permit. Draft easement documents have been completed and the CCPSA is working to acquire easements.

Cliffview Water - Submitted for Funding-Awaiting SE/R-CAP approval of application for project planning funds. Received Environmental Assessment update letters from those agencies required by USDA-RD and have forwarded that information to them for review. Working on updates to the funding application PER that were requested by USDA-RD.

Cana Sewer - Submitted for Funding. No activity during this month.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JANUARY 14, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 5**

PROJECT UPDATES-CONTINUED:

Oakland Water Study, Cana Water Expansion Study, & Sheeptown Water Study – No activity during this month.

Other Considerations – USDA-RD funding – USDA-RD has indicated that complete funding applications received prior to March 27, 2013 could be processed using the 2000 Census income information. Complete applications received after that date would be processed using the higher 2010 Census income values. Therefore, it will be beneficial to beat the March 27th deadline on any new applications being considered in order to maximize the potential for grant eligibility through USDA-RD. A complete application requires a PER and Environmental Assessment to be complete.

The deadline for 2013 funding applications to DHCD is March 29th. Submission of a DHCD funding application requires the project area to be income surveyed and eligible based upon low income levels, PER to be completed, and two public hearings prior to the application deadline.

The deadline for 2013 funding applications to VDH-FCAP is April 1st. Submission of a VDH-FCAP funding application requires that a PER has been completed for the project and User Agreements have been obtained for >50% of customers.

(ORDER)

APPROVAL TO COMPLETE PERS, ENVIRONMENTAL ASSESSMENTS, AND SURVEYS FOR ANY PROJECTS REQUIRING ONE TO MOVE FORWARD BEFORE THE MARCH 2013 DEADLINE

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to move forward with PERs, Environmental Assessments, and surveys for any projects requiring those steps before the March 2013 deadline for grant dollars. Projects to be included are Oakland Water Project, Cana Water Expansion Project, and the Sheeptown Water project.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JANUARY 14, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 6**

DIRECTOR'S TIME

-I just wanted to thank the staff for their hard work on the recent water line break in Woodlawn where they worked through the night and into the next day. As soon as that was fixed the guys were called to another small break in Sylvatus.

***There was discussion about the Cana Sewer Project and why it hasn't really moved forward. Mr. Larrowe explained some of the things that prevent moving forward at this time. Mr. Dickson ask that Kevin and Jessica stay alert to any changes that may help move it along.*

AUTHORITY MEMBERS' TIME

Mr. Payne- I do hope that this year we can come up with things for the Cana Sewer Project and get it moving in our favor. I know that it takes time but hopefully we can move forward.

Mr. Light-No Comments

Mrs. Dalton-I would like to say thank you to my fellow board members for their confidence in choosing me to be their Vice Chair again next year and I am looking forward to another great year. Thank you all.

Mr. Hutchins-I just want to congratulate the Chairman and thank you for all your hard work this past year. We have moved forward and hopefully we will continue to move in that direction.

Mr. Dickson-I want to congratulate all those that were elected or appointed. This has been a great year and we need to continue the flow and move in the right direction again this year. My thanks also to the crew that went out on that Training Center Road water leak. Thanks to all involved. Please continue to look for Self-help Projects.

Mr. Littrell-I am pleased to report that I think we are going to try to update the Blackberry Road project. The residents there are continuously having pressure problems. Hopefully, we can move in the right direction to upgrade that line. I appreciate the vote of confidence in me again and I thank you all.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JANUARY 14, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 7**

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Payne, seconded by Mr. Hutchins and duly carried the Authority does hereby adjourn at 2:42 p.m. until their next regular scheduled meeting on February 11, 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