

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
FEBRUARY 11, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
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SECTION B: AUTHORITY APPROVAL ITEMS

(ORDER)

APPROVE TO APPOINT COMMITTEE TO SELECT ENGINEERING FIRMS FOR EA AND PER (OAKLAND, MEADOWBROOK, AND SHEEPTOWN WATER PROJECTS)

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to appoint a committee to select engineering firms for EA and PERs on the Oakland, Meadowbrook, and Sheeptown Water Projects. The PSA currently has four Engineering Firms for engineering on an as needed basis; the committee will select a firm or firms for these projects. The committee will be Mrs. Jeanette Dalton, Mrs. Dana Phillips, Mrs. Jessica Montgomery, and Mr. Gary Larrowe. (Copy attached to minutes.)

(ORDER)

APPROVE ADVERTISEMENT FOR EXIT 1 WELL DRILLING

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to move forward with advertising for Exit 1 Well Drilling if the PSA is able to close on the property for the pump station.

CITIZENS' TIME—No one here to speak.

PROJECT UPDATES:

Oak Grove Water - Construction Phase--Contractor (Ramey, Inc.) has installed approximately 10,600 lf of water line, or 100% of total water line work, including Additive Bid work on Knob Hill Road. Pressure and bacteria testing have been successfully completed on the Base Bid area and services are currently being installed. We anticipate getting Health Department release to begin operating the system during February and will proceed with final contract closeout measures.

1-77 Exit 1 Water - Under Design--PSA staff has closed on the tank site and is working on securing a site for the proposed pump station.

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PROJECT UPDATES-CONTINUED:

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)**: The Reedside Well and Frog Spur Well Pump Stations are operational and have been placed into service. All work at Exit 8 Pump Station has been completed. Currently scheduling inspection with VDH to place pump station in service, which will enable those portions of the original Exit 8 water system that will no longer be used to be abandoned. 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. The contract has been completed and closed out.

Fancy Gap Water & Sewer - Construction Phase Sewer -Contract 4 - Sewage Collection System (DLB): Approximately 26,000 lf of gravity sewer line has been installed, or 81% 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 1-77 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 completed. 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, which is 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-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 being submitted. We are still awaiting agency comments/approval of JPA Stream Crossing Permit. Draft easement documents have been completed and the CCPSA is working to acquire easements. Project bid documents being structured to split the work into two contracts. One contract will include all construction west of Route 52. The second contract will include all lines from Route 52 eastward.

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

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

Oakland Water, Cana Water Expansion, and Sheeptown Water Studies-CCPSA solicited proposals from pre-qualified engineering firms with responses due prior to February 12th.

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AUTHORITY MEMBERS' TIME

Mr. Dickson-I have a question, what causes write offs? *Mrs. Phillips replied that write offs were old, inactive accounts on the PSA books that do not have current addresses and are just accruing penalties each month.* Mr. Dickson was fine that and had no other comments.

Mr. Hutchins-Mr. chair I want to commend you for how well today's meeting has moved along, I have nothing else.

Mr. Light-I don't really have anything; I don't mind seeing these meetings move on this way as long as we aren't having any problems.

Mr. Payne-I don't really have anything. Just some questions on the write offs.

***Discussion among Authority members, Mrs. Phillips, and Mr. Larowe regarding the Write Off accounts for clarification of purpose, amounts, type of property, etc.*

Mrs. Dalton-I don't have anything at this time. Thank you.

Mr. Littrell-I just have a couple of things. I would really like to thank the PSA staff for very careful use of our money in 2012 which resulted in \$60,000 in interest that we would not have otherwise had. Also, we ended up with 2.5% interest on our funds, thanks for making that work. I also wondered if we needed to do something for Mr. Travis Jackson, he is officially retired from the USDA-RD? Mr. Larowe stated that we could look into doing something for him from the PSA, it would be appropriate considering all of his assistance to Carroll County.

(ORDER)

APPROVAL FOR PSA TO PURCHASE GIFT FOR TRAVIS JACKSON (USDA-RD)

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to purchase a gift for Mr. Travis Jackson whom has now officially retired from USDA-RD. Mr. Jackson has provided help to Carroll County and the PSA for many years.

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(ORDER)

ADJOURNMENT

Upon a motion by Mr. Dickson, seconded by Mr. Light and duly carried the Authority does hereby adjourn at 2:24 p.m. until their next regular scheduled meeting on March 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