



**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
APRIL 8, 2013  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
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**SECTION B: AUTHORITY APPROVAL ITEMS**

**(ORDER)**

**APPROVE TO RATIFY AND CONFIRM SERCAP LOAN AND APPROVE REVENUE BOND PROMISSORY NOTE**

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to adopt a resolution to ratify and confirm the letters of conditions that was approved and Mr. Larrowe is authorized to sign, also approve the Revenue Bond Promissory Note. (Copy attached to minutes.)

**CITIZENS' TIME**—No one here to speak.

**CLOSED MEETING-PURSUANT TO SECTIONS 2.2-3711.A (1) PERSONNEL, A (3) REAL ESTATE, and A (7) LEGAL**

**(ORDER)**

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby enter into Closed Meeting at 2:04 p.m. until 3:16 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. Dickson and seconded by Mr. Hutchins 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.

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**CERTIFICATION OF CLOSED MEETING**

**(ORDER)**

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins 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.

**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 right-of-way. 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--**The CCPSA received bids for well drilling and testing services. Eversole Well Drilling began drilling on 4/1/13 and has completed drilling the well. Early estimates of well production are 30+/- gpm. The final preparations are being made for the 48-hour well yield and drawdown and water quality tests.

**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 into project has been prepared and submitted to RD in draft format for review prior to circulating for final signatures. **Contract 3-Water Storage Tank (Mid Atlantic Storage Systems)**: Tank construction is complete and in service. Contract has been completed and closed out.

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**PROJECT UPDATES-CONTINUED:**

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

Approximately 28,000 lf of gravity sewer line has been installed, or 88% of total sewer line work. Approximately 10,100 lf of force main has been installed, or 89% of total force main work. Work on the bores under I-77 continues with casing having been installed under the main travel lanes and the northbound entrance ramp. **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. Change Order to add SCADA into project has been prepared and submitted to RD in draft format for review prior to circulating for final signatures. **Contract 6 - Force Main (Marshall Construction):** Approximately 33,100 lf of force main line has been installed, or 100% of the 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. We are awaiting SE/R-CAP approval of application for project planning funds. We have completed updates to the funding application PER and provided other items that were requested by USDA-RD.

**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** – Well sample collection and testing completed, PER completed and submitted to VDH, Environmental Assessment initiated, project funding application completed and submitted to VDH-DWSRF.

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

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**AUTHORITY MEMBERS' TIME**

**Mr. Payne**-Absent

**Mr. Hutchins**-I appreciate the hard work from everyone. I do like that the potential customers have been listed on the project list today, that's new information that we did not have. I appreciate everything the staff does.

**Mr. Dickson**-I really don't have anything other than I am still looking for that self-help project, still have not found it. I have still been looking and Jessica helped a little bit. We were looking at Fries and we have concluded that the water will not go from Hilltown to where it needs to go and Self-help will not pay for a pump or anything like that. We will have to keep looking for now.

**Mr. Light**-No comment

**Mrs. Dalton**-I don't really have anything except I would like to thank our staff as always for all that they done.

**Dr. Littrell**-Well, it's nice to see our project list growing again after it had began to dwindle down. I really appreciate the potential number of customers and the current number of customers, that's really interesting. It's nice to have that information. I recently read an article on an alternate type of sewage system that I thought might benefit Cana but I could not find it to bring with me today, when I find it I will bring it in. Thank you all.

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**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mrs. Dalton, seconded by Mr. Hutchins and duly carried the Authority does hereby adjourn at 3:22 p.m. until their next regular scheduled meeting on May 13, 2013 at 2:00 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

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Thomas Littrell, Chairman

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Gary Larrowe, Executive Director

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Dana Phillips, Sec./Treasurer, Assistant Director