

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
OCTOBER 21, 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, October 21, 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, David Hutchins, William Payne, and James Light. Also present were Gary Larrowe, Executive Director, and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority. Member Sam Dickson was absent.

Chairman Littrell called the meeting to order at 2:09 p.m.

***Chairman Littrell pointed out that this is Breast Cancer Awareness month. He and all Authority Members as well as staff wore pink flowers in honor of all affected by this dreaded disease. Also, you may notice the empty chair to my right, Sam is not here today. He had surgery last week, has to keep his leg elevated as much as possible. He is coming along just fine but everyone please continue to think of him.*

CITIZENS' TIME

Stephen Gregson, Fancy Gap area—Thank you all for your time. I have a couple questions; what was the date that the Oak Grove Project went out to Bid for Engineering Design? When was the PER done and the Engineering Contract awarded? Also, what Procurement was used by the PSA to Public Award the Engineering Design? I was hoping that Mr. Cornwell would be here today to clear up if the procedures violated Statutes or Codes. *Chairman Littrell asked that Mr. Gregson give a copy of the questions so they can get the answers to him.*

CLOSED MEETING--PURSUANT TO SECTIONS 2.2-3711.A (1) DISCUSSION OF PERSONNEL AND A (7) CONSULTATION WITH LEGAL COUNSEL

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby enter into Closed Meeting at 2:15 p.m. until 3:11 p.m. for Discussion of Personnel 2.2-3711.A-1, and Consultation with Legal Counsel 2.2-3711.A-7.

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CLOSED MEETING (CONTINUED)

(ORDER)

Upon a motion by Mr. Hutchins and seconded by Mrs. Dalton 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.

CERTIFICATION OF CLOSED MEETING

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton 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.

(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 September 9, 2013 Meeting Minutes were approved and are on file in the PSA office. The Claims are also on file in the PSA office.

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Claims:

Check# 19786-19827 October 21, 2013, Claims in the amount of \$480,657.02.
Check# 19828-19853 October 31, 2013, Claims in the amount of \$29,591.09.

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve—October 21, 2013 \$ 7,633.50

TRANSFER FOR CLAIMS

CCPSA to Operating—October 21, 2013 \$ 480,657.02
CCPSA to Cliffview—October 21, 2013 \$ 3,562.50

CONSTRUCTION ACCOUNT TRANSFERS

Debt Service to Const. Acct Payable—October 17, 2013 \$ 156,300.00
Debt Service to Const. Acct Payable—October 17, 2013 \$ 89,700.00
CCPSA to Construction Acct Payable—October 17, 2013 \$ 16,000.00
CCPSA to Construction Acct Payable—October 21, 2013 \$ 4,167.20

SECTION B: AUTHORITY APPROVAL ITEMS

(ORDER)

APPROVAL TO AWARD RESIDENT INSPECTOR SERVICES CONTRACT

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve to award the Resident Inspectors Services Contract to the Lane Group. There was only one bid submitted. Current contract expires November 23, 2013. (Copy attached to minutes.)

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PROJECT UPDATES:

I-77 Exit 1 Water - Under Design--Addressed project review comments and received regulatory approvals from the appropriate agencies and prepared information for Bond Counsel. We are currently awaiting authorization from USDA-RD to advertise for bids.

Fancy Gap Water & Sewer - Construction Phase--Water --**Contracts 1 - Line work and 3 – Water Storage Tank** have been completed, the system is in service, and these contracts have been 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. This construction contract is still open for completion of the SCADA change order work. The SCADA subcontractor has submitted equipment shop drawings and has been on site to complete their radio path studies.

Sewer --Contract 4 - Sewage Collection System (DLB): All gravity sewer line and force mains have been installed, including the I-77 crossings. The Contractor is coordinating work with Contracts 5 and 6 to complete filling the force main lines and final acceptance testing. Once the system pump stations are released to begin operating, remaining work includes WWTP Closure and associated piping connections. **Contract 5 - Sewage Pump Stations (E.C. Pace):** Base bid work at all pump stations has been completed and the contractor is working through pump station start-up and acceptance testing. The SCADA subcontractor has submitted equipment shop drawings and has been on site to complete their radio path studies. **Contract 6 - Force Main (Marshall Construction):** All force main line has been installed, has been successfully pressure tested, and 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 – Construction Phase--Contract 1 – Coon Ridge Road (C.W. Cauley & Son, Inc.): The Contractor has mobilized and started work. The majority of work so far has been installing road bores in advance of pipe crews. **Contract 2 – Poplar Camp Road (Central Builders, Inc.):** The Contractor has mobilized and started work. The majority of work so far has been installing road bores in advance of pipe crews.

Cliffview Water – Design Phase--Aerial mapping of the project area has been completed. Working on field markups and first draft of plans.

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 underway.

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PROJECT UPDATES (continued):

Meadowbrook Water Improvements Study--PER completed and approved by VDH, Environmental Assessment underway, project funding application completed and submitted to VDH-DWSRF.

Sheeptown Water Study--PER completed and was submitted to VDH. The Environmental Assessment is underway. Mount Rogers PDC has provided their initial results on the community income and user participation surveys.

AUTHORITY MEMBERS' TIME

Mr. Dickson-Absent

Mr. Payne-No Comment

Mr. Light-No Comment

Mrs. Dalton-No Comment

Mr. Hutchins-Mr. Chairman I would like to say thank you for the way you have chaired the PSA with honor and integrity. I appreciate your response back to the paper. Again, thank you. You have done a great job.

Dr. Littrell-I don't really have anything else besides that our next meeting will be the same time, in the same place but the date will be changed because some of our members will be attending VACO and will not be in town on the 12th. I also need to disclose that some county business may be discussed while the members are out of town. Thank you all.

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(ORDER)

ADJOURNMENT

Upon a motion by Mrs. Dalton, seconded by Mr. Payne and duly carried the Authority does hereby adjourn at 3:26 p.m. until their next regular scheduled meeting on November 14, 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