

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
SEPTEMBER 9, 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, September 9, 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, Sam Dickson, David Hutchins, William Payne & James Light. Also present were Gary Larrowe, Executive Director. Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority was absent.

Chairman Littrell called the meeting to order at 2:00 p.m.

**(ORDER)**

**CHANGE DATE OF PSA MEETING**

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve to change the regular scheduled meeting date for October from the 14<sup>th</sup> to the 21<sup>st</sup> due to the 14<sup>th</sup> being a federal holiday. The meeting time will remain at 2:00 pm.

By request from the Chairman Dr. Littrell the authority moved the closed session on the agenda.

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

**(ORDER)**

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby enter into Closed Meeting at 2:05 p.m. until 3:19 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. 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.

**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.

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**(ORDER)**

**APPROVAL OF CONSENT AGENDA SECTIONS A, B, 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, B, and C. The August 12, 2013 Meeting Minutes were approved and are on file in the PSA office. The Claims are also on file in the PSA office.

**Claims:**

Check # 19736-19753 September 9, 2013, Claims in the amount of \$89,217.26

**DEBT RESERVE TRANSFER**

CCPSA to Debt Reserve-----September 9, 2013	\$7,633.50
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**TRANSFER FOR CLAIMS**

CCPSA to Operating-----September 9, 2013	\$89,217.26
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CCPSA to Operating-----September 26, 2013	\$89,939.26
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**CITIZEN'S TIME**—No one present to speak.

**PROJECT UPDATES:**

**Oak Grove Water – Construction Phase**

Construction has been completed and all water lines have been placed in service. The final contract cleanup Change Order has been approved by all parties. Final pay request to be processed upon receipt of letter of acceptance from VDOT.

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**I-77 Exit 1 Water - Under Design**

We are currently securing all regulatory approvals needed for the project. Review comments from VDH have been received and are being addressed. The PSA staff is working on securing easements. The PSA was awarded a grant for \$20,000 from MRPDC Technical Assistance Funds.

**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. Contractor and suppliers are in the process of submitting Shop Drawings for SCADA change order work.

Contract 3 - Water Storage Tank (Mid Atlantic Storage Systems): Tank construction is complete and in service. Contract has been completed and closed out..

**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 10,780 lf of force main has been installed, or 96% of total force main work. The gravity sewer line on Joy Ranch Road has been placed in service. Work on the I-77 crossings continues: The gravity line and force main under the I-77 northbound entrance ramp and main travel lanes have been completed; The Contractor is working on installing the pipes through the southbound exit ramp encasement.

Contract 5 - Sewage Pump Stations (E.C. Pace): Base bid work at all pump stations has been completed. Start-up to be conducted once remaining force main work on Contract 4 is complete. Contractors and suppliers are in the process of submitting Shop Drawings for SCADA change order work.

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.

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**Coon Ridge Water** – Bidding Phase

The bid packet materials for both contracts were submitted to USDA-RD for review. Authorization was received to issue the Notice of Award and Construction Agreements for both Contracts. Contract Documents, including Bonds and Insurance, have been received from both Contractors and were reviewed by PSA Attorney, then forwarded on to USDA-RD. Currently awaiting RD approval. Once all items are approved, we will schedule the Preconstruction Conference then will be able to start construction. The PSA was awarded a grant for \$100,000 from MRPDC Construction Fund.

**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 has been submitted to the Mount Rogers PDC. Aerial mapping of the project area has been completed. PSA has received RFPs for Design.

**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.

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

**Sheeptown Water Study** – PER completed and was submitted to VDH. Environmental Assessment underway. Mount Rogers PDC has requested meeting to discuss project.

**Somerset** – PSA held a meeting at the Laurel Rescue Squad Building on July 30<sup>th</sup>. The meeting was to gauge the interest in water for Somerset Road. All residents that attended the meeting signed user agreement. A packet was mail this week that included income survey and user agreements.

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**AUTHORITY MEMBERS' TIME**

Mr. Dickson-I really don't have anything.

Mr. Hutchins- I don't have anything.

Mr. Light-I don't have anything.

Mr. Payne- I would like to thank the PSA and staff for the prayers, cards and beautiful flowers in the loss of my brother.

Mrs. Dalton-Glad Dr. Littrell is back.

Dr. Littrell-I have nothing else.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mrs. Dalton, seconded by Mr. Payne and duly carried the Authority does hereby adjourn at 3:24 pm until their next scheduled meeting on October 21, 2013 at 2:00 pm 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