

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
AUGUST 12, 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, August 12, 2013 at 2:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Jeanette Dalton, Vice Chairman, Sam Dickson, David Hutchins, and James Light. Also present were Gary Larrowe, Executive Director, and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority. Members absent included: Thomas Littrell, Chairman, and William Payne.

Vice Chairman Dalton called the meeting to order at 2:05 p.m.

(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 July 8, 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# 19665-19696 August 12, 2013, Claims in the amount of \$55,855.25.
Check# 19697 August 21, 2013, Refund check to Dale Jones for overpayment in the amount of \$180.00.
Check# 19698 August 23, 2013, Thomas M. Jackson Jr., counsel for Billy Barker and James Adams, for Long Range Water Settlement in the amount of \$8,000.00.
Check# 19699-19735 August 29, 2013, Claims in the amount of \$134,146.98.

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve—August 12, 2013	\$ 7,633.50
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TRANSFER FOR CLAIMS

CCPSA to Operating—August 12, 2013	\$ 55,855.25
CCPSA to Operating—August 29, 2013	\$ 134,146.98

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SECTION B: AUTHORITY APPROVAL ITEMS

(ORDER)

APPROVAL TO ADVERTISE RFP FOR RESIDENT INSPECTORS

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to advertise RFP for Resident Inspectors. (Copy attached to minutes.)

(ORDER)

APPROVAL TO AWARD CLIFFVIEW DESIGN

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to award the design for the Cliffview Water Project to Adams-Heath and Lane Group.

PUBLIC HEARING—INTENT TO APPLY FOR USDA-RD FUNDS FOR THE CLIFFVIEW WATER PROJECT

(ORDER)

Open Meeting at 2:12 p.m.

No one here to speak on the intent to Apply for USDA-RD Funds for the Cliffview Water Project.

Closed Meeting at 2:13 p.m.

CITIZENS' TIME—No one present to speak.

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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. The Final pay request is to be processed upon receipt of letter of acceptance from VDOT.

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. The Start-up is 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.

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. We are 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.

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PROJECT UPDATES (continued):

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, 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 requested meeting to discuss project.

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

AUTHORITY MEMBERS' TIME

Mr. Dickson-I really don't have anything else at this time.

Mr. Hutchins-Well Chair you have done a great job. We of course miss Dr. Littrell but for him to be spending two weeks hiking and camping, I think is very commendable.

Mr. Light-I don't have anything

Mrs. Dalton-I just want to say thank you to staff and fellow board members as always. I appreciate everyone.

Dr. Littrell- Absent

Mr. Payne-Absent

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(ORDER)

ADJOURNMENT

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby adjourn at 2:24 p.m. until their next regular scheduled meeting on September 9, 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