

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JANUARY 13, 2014
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, January 13, 2014 at 2:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Sam Dickson , Chairman, Jeanette Dalton, Vice Chairman, Thomas Littrell, 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.

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

CITIZENS' TIME

Steve Gregson - Thank you Mr. Chairman. I will just read what I prepared for today :

In October I approached the PSA and asked three questions with regards to the Oak Grove project with regards to issues of which there was no procurement. I was asked by the Chairman to give a copy of my questions to staff and they would answer them. The three questions were:

"What was the date the Oak Grove water project went out for bid for "Engineering and Design?" When was the PER done and the engineering contract awarded? Also what procurement was used by the CCPSA to public award the Engineering contract and design?"

It is my understanding that Mr. Cornwell addressed the board in open session in November, I have requested to Mr. Cornwell a copy of his letter and he then asked me to contact the PSA staff for it. Upon a request and then advised by staff to do a FOIA I was informed that Mr. Cornwell would not provide the letter and the backup attached much less a copy from the authority that was disseminated to the public. I am still waiting for the FOIA request to be fulfilled and now feel that the authority needs to be informed of this denial. Since I was not at the meeting I have read the minutes of the meeting and more questions have arisen. They are as follows:

- ✓ Who authorized Mr. Cornwell to answer my questions in which clearly staff could have and should have without incurring a billable from Mr. Cornwell?

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Although Mr. Cornwell has confirmed publically there was no procurement for the Engineering and design; he has apparently provided a copy of an addendum to the "Long Range Water Supply Project" with signatures dated some two and a half years after the date of the original agreement.

- ✓ With the original agreement being only valid for one year, how can one attach an addendum to an agreement which the original agreement is silent to the scope and was well past performance?

Some additional questions from the USDA RD denial:

In a email dated October 20, 2011 from Kevin Heath to a Eddie Smith, RD he clearly states the RD did not have any prior knowledge of Joy Ranch Road project being added and it was not approved for advertisement. In the email Mr. Heath states *"The Addendum....was to add two additional Additive Bid Items for which we wanted to get pricing."*

- ✓ Who was the "we" that Mr. Heath was speaking of since that is no record the Authority approved this addition? The other questions are as follows:
 - ✓ When did the Authority Board vote to allow staff to answer "Option 1- Request an Informal Administrative Review" of the appeal process, and why did staff signed the request when the letter was addressed to the Chairman?
 - ✓ When did the Authority Board authorize to return the funding by way of check #1404 to RD some twelve days after the deadline?
 - ✓ Why are the minutes and approvals still silent with regards to the return of the funding check?
 - ✓ Why was the public not notified of the demand from RD till some three months after?
 - ✓ Why was the demand letter not disclosed prior to the November election?
 - ✓ Why was the Authority Board asked for a vote in the December meeting for "Option 2 — Request an Appeal Hearing" when they were not asked for "Option 1?"

In closing, I would have been here last month but someone in the Hotline had requested that I go back to Florida and I thought that was an excellent suggestion, so I did. I have a idea who said it, but not absolute sure, but I do want to say thanks, the golf, fishing and weather was awesome. I look forward to the answers to my questions via email or how and when can I expect to hear? I do feel that none of my questions would require a legal opinion, due that staff should be more than qualified to answer, if not, you might want to address that as well.

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Joseph Brigandi - Wanted to make the Authority aware of developments regarding Blue Ridge Host located in Fancy Gap. The President of such organization, Don Foster, is now deceased. Due to that and other circumstances the organization is failing as are financial resources. Mr. Brigandi, Treasurer, petitions relief in regards to water bill since the building has no bathrooms and all other utilities are being discontinued.

APPROVAL OF CONSENT AGENDA SECTION A, B, AND C

Upon a motion by Dr. Littrell, seconded by Mr. Payne and duly carried the Authority does hereby approve the Consent Agenda for Sections A, B, and C. The December 9, 2013 and January 6, 2014 meeting minutes were approved and are on file in the PSA office. The claims are also on file in the PSA office.

CLAIMS

Check #19927-19955 December 30,2013 in the amount of \$51,854.74
Check # 19956-19981 January 13, 2014 in the amount of \$131,479.18

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve - January 13,2014 in the amount of \$7,633.50

TRANSFER FOR CLAIMS

CCPSA to Operating - January 13, 2014 in the amount of \$131,479.18

PROJECT UPDATES

I-77 Exit 1 Water - Bids were received December 17th at 2:00pm. Bid summary results have been submitted to PSA. There is also an additive for a SCADA system. Mr. Larowe recommends the additive be accepted due to restrictions in place by the city of Mount Airy, NC in which only 10,000 gallons of water per day may be used.

(ORDER)

AWARD OF CONTRACTS EXIT 1 PROJECT

Upon a motion by Mr. Hutchins, seconded by Dr. Littrell and duly carried the Authority does hereby award the Exit 1 Contract 1 Base bid and Additive bid (SCADA System) to Eastern Tank & Utility Services, Inc. in the amount of \$767,394.00 contingent upon Rural Development approval. The

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continue of motion AWARD CONTRACTS EXIT 1 PROJECT

Authority awards Contract 2 to Eastern Tank & Utility Services, Inc. in the amount of \$233,000.00 contingent upon Rural Development approval. Further, the motion authorizes the Chairman and Vice Chairperson to request additional funding, up to \$185,000.00, in order to provide construction contingency and reimbursement of interest paid on the Exit 1 interim financing.

Fancy Gap Water

Contracts 1 - Linework 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 and have been placed in service. This construction contract is still open for completion of the SCADA change order work. The SCADA components have been ordered. Concrete foundation for the radio tower has been installed.

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to use the leftover funding in the Fancy Gap Project for the purchase of a portable generator for the system as well as extending water to include Chris Street, Devo Street, and Foggy Ridge Lane.

Fancy Gap Sewer

Contract 4 - Sewage Collection System (DLB): All gravity sewer line and force mains have been installed, and the system has been placed in service. The CCPSA's Exit 8 WWTP has been closed. Final cleanout change order is being prepared for contract closeout.

Contract 5 - Sewage Pump Stations (E.C. Pace): Base bid work at all pump stations has been completed, all stations have been placed in service. The contractor has been installing conduit for SCADA equipment and SCADA components have been ordered.

Contract 6 - Force Main (Marshall Construction): All force main line has been placed into service. Final contract closeout is being processed.

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Coon Ridge Water

Contract 1 – Coon Ridge Road (C.W. Cauley & Son, Inc.): The Contractor has installed all main line secondary road bores in advance of pipe crews. Approximately 9,300 LF of 8" and 6" water line and 64 service meters have been installed along Coon Ridge Road.

Contract 2 – Poplar Camp Road (Central Builders, Inc.): The Contractor has installed all main line secondary road bores in advance of pipe crews. Approximately 4,900 LF of 8" water line and 6 service connections have been installed along Route 52.

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.

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.

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

Burnett Road - Extension of Burnett Road was looked into as requested by Mr. Dickson at December Meeting. An estimate based on amount of linear feet puts it at around \$289,000 to be able to go out that road.

AUTHORITY MEMBERS TIME

Mr. Hutchins - Mr. Chairman it's good to see you sitting in that seat I think you will do a great job. I think Dr. Littrell in the past two years has done a tremendous job. Would like to thank Dr. Littrell for his leadership.

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Mr. Light - I'd like to thank the board for everything they've done the last couple of years I've been on it. We do good work. We're lucky to have good water. There's a lot of good work being done. I appreciate everybody's work.

Mr. Payne - I'm looking forward to the coming year. I'm still learning a lot. Many things have happened in the last couple of years. Currently working on Cana and Meadowbrook hopefully we can get more signups and get more things going with the sewer there. I think this board has done an excellent job at getting projects done.

Dr. Littrell - I certainly look forward to your leadership for this year. I'm looking forward to a positive year.

Mrs. Dalton - I want to say thank you to the board for electing me as your vice chair. I really enjoy working with this board. I think we have accomplished a whole lot in the past under Dr. Littrell's leadership and I look forward to a very successful year now under Mr. Dixon.

Mr. Dickson - I would like to thank everyone that is under the Authority and the board for giving your time and desire to work. I want us to move forward and do what we need to do. We want to be sure we're operating as efficiently as we should. Need your help on where we need to go. For this year do you have any particular thing you want to look at? Bring them to me and we'll try to prioritize them and see what we can accomplish this year.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby adjourn at 2:51 p.m. until their regular schedule on February 10, 2014 at 2:00 p.m. in the Carroll County Governmental Center Board of Supervisor meeting room.

W. S. Sam Dickson, Chairman

Gary Larrowe, Executive Director

Dana Phillips, Sec./Treasurer, Assistant Director