

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
DECEMBER 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, December 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, and James Light. Also present were Gary Larrowe, Executive Director, and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority.

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

CITIZENS' TIME -No one present to speak.

CLOSED MEETING-PURSUANT TO SECTION 2.2-3711.A(7)CONSULTATION WITH LEGAL COUNSEL

(ORDER)

Upon a motion by Mr. Dickson , seconded by Mr. Hutchins and duly carried the Authority does hereby enter into Closed Meeting at 2:03p.m. until 3:01p.m. for Consultation with Legal Counsel 2.2-3711.A-7.

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Payne 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 Virginia Freedom of Information Act.

CERTIFICATION OF CLOSED MEETING

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby adopt the following resolution:

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
DECEMBER 9 ,2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 2**

CERTIFICATION OF CLOSED MEETING(continued)

Whereas, Section 2.2-3711.A(7) 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 the 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 SECTION A, B AND C

Upon a motion by Mrs. Dalton , seconded by Mr. Dickson and duly carried the Authority does hereby approve the Consent Agenda for Sections A , B and C. The November 14, 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# 19904-19926 December 9, 2013 in the amount of \$148,209.92

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve - December 9, 2013	\$7,633.50
--	------------

TRANSFER FOR CLAIMS

CCPSA to Operating - December 9 ,2013	\$148,209.92
CCPSA to Cliffview- December 9, 2013	\$1,846.88

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
DECEMBER 9 ,2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 3**

SECTION B: AUTHORITY APPROVAL ITEMS

(ORDER)

APPROVAL TO SET ORGANIZATIONAL MEETING

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve to set the PSA Organizational Meeting on January 6, 2013 immediately following the Board of Supervisors Organizational Meeting which begins at 9:00 a.m.

APPROVAL TO AWARD EXIT 1 CONSTRUCTION CONTRACTS

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve to award the Exit 1 Construction contracts to the lowest bidder contingent upon Rural Development approval.

PROJECT UP-DATES

I-77 Exit 1 Water - Bidding

Received authorization from USDA-RD to advertise for construction bids. The project has been advertised, the Pre-Bid Conference was held on December 4th, and bids will be received at 2:00 pm on December 17th. The project is structured to be bid as two contracts – Contract 1 is Linework and Pump Station, Contract 2 is the Water Storage Tank. At present, a total of 13 contractors have picked up plans.

Fancy Gap Water & Sewer - Construction Phase

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.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
DECEMBER 9, 2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 4**

PROJECT UPDATES(continued)

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. Contractor working on punchlist items.

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. Substantial Completion has been issued and final contract closeout is being processed.

Coon Ridge Water – Construction Phase

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 5,800 LF of 8" and 6" water line and 32 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 3,200 LF of 8" water line and 1" service connection 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. 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.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
DECEMBER 9 ,2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 5**

PROJECT UPDATES(continued)

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.

Fancy Gap Sewer Appeal- The PSA has been notified of the Appeal Right regarding Fancy Gap Sewer Project. The PSA has 30 days to appeal to the Rural Development National Office.

(ORDER)

Approval to Appeal to the National Rural Development Office Fancy Gap Sewer

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to follow up with the appeal as outlined by Rural Development to the National Office.

Kevin Heath, The Lane Group (Adams-Heath) addresses the Authority on the contingency funds for the Rural Development Projects.

Exit 19 Sewer - approximately \$165,872.00 loan funds - suggested request to fully fund the reserve accounts , or if there are a group of customers that need sewer services

Long Range Water- approximately \$60,909.00 grant funds- suggested request to apply the remaining funds to the purchase of a permanent generator for one of the pump stations Austinville or Pleasant View.

Fancy Gap Water- approximately \$249,277.00 a portion of these grant funds will be used on the ongoing SCADA installation-suggested request a portable generator large enough to use for any section of the PSA water system , or add additional water line to residents that have requested water maybe Kelly Road or Stable Road at some point that the system could connect to Regional Water System.

(ORDER)

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
DECEMBER 9 ,2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 6**

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to request that the contingency funds remaining on the Exit 19 Sewer Project be used to fully fund the reserve accounts.

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to request that the remaining funds on the Long Range Water Project be used to purchase a permanent generator for the Austinville pump station or Pleasant View pump station.

Authority request that staff identify if there are any areas in the Fancy Gap Water Project where water could be extended with these funds.

AUTHORITY MEMBERS TIME

Mr. Payne - Wish everyone a Merry Christmas, it was been an interesting year in the PSA. I have enjoyed it and look forward to the year we have before us . Hope we can get some more water flowing in Cana.

Mr. Light - It has been interesting. Everything is on the up and up. Next year going to be a good year.

Mr. Hutchins - It has been a good year. It has been bittersweet, we have had some challenges and distractions but overall been a good year. I would personally like to thank you Mr. Chairman for your leadership. I think you have done tremendous job. I think your leadership of the PSA is evident by the numerous folks that now have water and sewer otherwise would not had you not worked diligently . I would just like to thank you for your leadership.

Mr. Dickson- I would like to thank the two new members for the great job they have done, they have had some good input along with the ones of us that were here before. This has been a good year of finishing up things , not starting as many new things. I have a request we look at Burnett Road as possible for water extension . Don't believe it would be a Self-Help. Everybody have a wonderful Christmas.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
DECEMBER 9 ,2013
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 7**

Mrs. Dalton - I would like to say thank you to my fellow board members, like to also thank staff they have worked hard all year continue to do so. Appreciate serving on this board. Everyone have a nice Christmas.

Dr. Littrell- I would like to express my sincere appreciation for the support of my fellow Public Service Authority members who have backed me this year as chairman. We have had a rocky patch here and there but I think we will do absolutely fine. We certainly got Fancy Gap Water and Sewer flowing which was well needed in that area. We have the Coon Ridge Project started in the ground . All and all I think we have had a great year. I want to thank staff for their support all year for getting information in a timely matter. Hope to see everyone next year.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Dickson, seconded by Mrs. Dalton and duly carried the Authority does hereby adjourn at 3:30 p.m. until their Organizational Meeting on January 6, 2014 following the Board of Supervisors Meeting that will be held at 9:00 a.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