

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 12, 2014  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA**

**Call to Order**

The Carroll County Public Service Authority held their regularly scheduled meeting on Monday, May 12, 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, James Light and William Payne. Also present were Gary Larrowe, Executive Director, and Dana Phillips, Secretary/Treasurer of the Authority.

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

**No Closed Meeting**

**Citizens' Time**

No one present to speak.

**(ORDER)**

**Approval to Consent Agenda**

Upon a motion by Dr. Littrell, seconded by Mr. Hutchins, and duly carried the Authority does hereby approve the Consent Agenda for Sections, A, B and C. The April 14, 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 # 20136 Appalachian Power, CIAC-VA \$741.77

Check# 20137-20166 Voided Checks

Check # 20167 -20196 End of April claims in the amount of \$43,628.10

Check # 20197- 20214 May 12, 2014 claims in the amount of \$176,143.19

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 12, 2014  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 2**

**Transfer for Claims**

CCPSA to Operating April 30, 2014	\$43,628.10
CCPSA to Operating May 12, 2014	\$176,143.19
CCPSA to Fancy Gap Sewer	\$14,470.00

**Transfer**

CCPSA to Debt Reserve	\$8,614.50
CCPSA to Cliffview	\$2,053.26
CCPSA to O & M Reserve (sewer)	\$17,429.00

**(ORDER)**

**Adopted the Budget for 2014/2015**

Upon a motion by Dr. Littrell, seconded by Mr. Hutchins, and duly carried, the Authority does hereby adopt the Budget for 2014/2015 as presented.

**Old Business**

The PSA had requested bids for water storage tank demolition for Woodlawn Tank located on Partridge Lane. The PSA received six bids, the low bid was \$24,100.00 the high bid was \$182,000.00. The bidding scale was very high; there is no danger in the tank at this point it is out of sight. Mr. Larowe recommends rejecting all bids, continue to use the tank as is or not use as is. We would hold off until a future point that we are financial able to spend the money for the tank to be demolished.

Mr. Dickson stated that the difference in the bids was due to the possibility of lead based paint.

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 12, 2014  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 3**

**(ORDER)**

**APPROVAL TO REJECT ALL BIDS FOR TANK DEMOLITION**

Upon a motion by Mr. Hutchins, seconded by Dr. Littrell, and duly carried the Authority does hereby approve to reject all bids for the Water Storage Tank Demolition.

Mr. Larrowe reported that the Linhaven Tank bypass plan contract was signed.

The Trapper Drive possible water leak tested negative for chlorine must be a spring.

**Project Updates**

**I-77 Exit 1 Water - Bidding**

Updated project EA for addition of SCADA completed and submitted to RD. Contractor's Agreement, Bonds, and Insurance forms reviewed by CCPSA Attorney and submitted to RD. Awaiting project loan closing with RD. Once authorized, Loan Closing and Preconstruction Conference will be scheduled. Construction will begin thereafter.

**Fancy Gap Water & Sewer - Construction Phase**

**Water –**

Contract 2 - Water Pump Stations (Steve Martin's Trenching): All three Well Pump Stations have been completed and have been placed in service. This

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 12, 2014  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 4**

construction contract is still open for completion of the SCADA change order work. All SCADA units have been installed – Contractor is scheduling startup of the SCADA with CCPSA staff.

For the CCPSA's request to use remaining project contingency funds for water line extensions (Devo, Chris, Foggy Ridge), a mini-PER and an Amendment to the EA have been submitted to RD for review. There will be a Public Meeting at the next PSA meeting for the extension.

**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. Final cleanup 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 SCADA subcontractor has installed all SCADA units – Contractor is scheduling startup of the SCADA with CCPSA staff.

**Coon Ridge Water – Construction Phase**

Contract 1 – Coon Ridge Road (C.W. Cauley & Son, Inc.): The Contractor has installed approximately 26,000 LF of 8" and 6" water line and 188 service meters have been installed along Coon Ridge Road. The directionally drilled crossing of I-77 has been installed. The pipe connection on Airport Road has been made.

Contract 2 – Poplar Camp Road (Central Builders, Inc.): The Contractor has

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 12, 2014  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 5**

installed all main line secondary road bores in advance of pipe crews. Approximately 21,000 LF of 8" and 6" water line, 54 service connections, and the main-line PRV have been installed along Route 52.

**Cliffview Water** – Design Phase

The first draft of plans have been completed and presented to PSA staff for review prior to regulatory submittal. Easements and other permit forms are being prepared. Potential tank site options have been evaluated.

**FUNDING APPLICATIONS**

**Cana Sewer** - No engineering activity during this month.

**Oakland Water Study** – No engineering activity during this month.

**Meadowbrook Water Improvements Study** – The 2014 project funding application to VDH has been submitted.

**Sheeptown Water Study** – No engineering activity during this month.

Mr. Dickson asked on the Oakland Water what the next step is.

Mr. Larowe stated that we are working on the water study; we could get the community back together. We could go ahead and schedule a meeting.

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 12, 2014  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 6**

Mr. Dickson stated that this is Dr. Littrell's area, what do you think Dr. Littrell?

Dr. Littrell stated that he thought the project was taking its normal action, we will get there eventually.

Mr. Larrowe stated that is actually right, we normally try to have a meeting or two to see if we have the interest.

Dr. Littrell stated he had not seen the results of the Oakland Study.

Mr. Larrowe stated we would bring that information to the next meeting.

Mr. Dickson stated he knows that Mr. Payne is interested in the Cana Sewer Project.

Mr. Larrowe stated that project has been out for funding for a long time.

Mr. Dickson stated this is one of those hard projects, but we have had hard project before.

Mr. Larrowe stated that Fancy Gap was one of those.

Mr. Payne stated he would like to see us work to get more sign up for Cana. Mr. Payne feels like we need to cover a larger service area.

Mr. Dickson stated that we left a lot of papers there last time.

Mr. Dickson asked if we had received many back.  
Mrs. Phillips answered just a few.

**MEETING MINUTES  
CARROLLCOUNTY PUBLIC SERVICE AUTHORITY  
MAY 12, 2014  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 7**

Mr. Payne stated that there would not be a lot of response, unless we do door knocking.

Mr. Larrowe stated it needs to be someone from that community to be able to help with that.

Mr. Dickson stated we went to many places. Mr. Dickson told Mr. Payne to think about going out; he stated he would help if he would lead the way.

Mr. Dickson asks if we needed to schedule a Public Meeting.

Mr. Larrowe stated that would be for the three streets in Fancy Gap, we would go ahead and advertise that for the next meeting.

**(ORDER)**

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to have a Public Meeting at the next PSA Meeting to discuss water line extensions for Devo, Chris and Foggy Ridge Streets in the Fancy Gap Water Project.

**New Business**

Mr. Dickson stated that we had started inviting employees to the meeting. Next meeting Donald Webb and John Dougill will address the Authority on the Water Operator's procedures.

**MEETING MINUTES**  
**CARROLLCOUNTY PUBLIC SERVICE AUTHORITY**  
**MAY 12, 2014**  
**CARROLL COUNTY GOVERNMENTAL CENTER**  
**BOARD MEETING ROOM**  
**HILLSVILLE, VA**  
**Page 8**

**Authority Members Time**

**Mr. Hutchins-** Thank staff for the fine job they are doing. Thank members for the things they do.

**Mrs. Dalton-** Nothing at this time.

**Mr. Light -** Nothing at this time.

**Mr. Payne-** Mr. Chairman I think it is good to have the staff to come to the meeting and explain their job duties. I do not know all the employees and what they do, so this has been educational.

**Dr. Littrell-** I appreciate the staff checking on the Trapper Drive water, it looked suspicious running down the ditch line. I was glad it was not a water leak. I appreciate the cooperation and assistance from the PSA staff and uses of equipment to do a bore at the taxiway. This saved us thousands that it would have cost to have this done. It is always good to have cooperation between county staff and needs in the community.

**Mr. Dickson -** That is all I have. As far as I can tell, everything is running smoothly. The budget in your approval items was approved. I am sure many hours were spent on this. It is not as busy now as it used to be. I still would love to have another Self-Help Project if anyone knows of an area for that.

**MEETING MINUTES  
CARROLLCOUNTY PUBLIC SERVICE AUTHORITY  
MAY 12, 2014  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 9**

**(ORDER)**

**Adjournment**

Upon a motion by Dr. Littrell, seconded by Mr. Payne and duly carried the Authority does hereby adjourn at 2:52 p.m. until the their next regular scheduled meeting on June 9, 2014 at 2:00 p.m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

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W. S. "Sam" Dickson, Chairman

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Gary Larrowe, Executive Director

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Dana Phillips, Sec./Treasurer

