

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
FEBRUARY 10, 2014
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA**

CALLED TO ORDER

The Carroll County Public Service Authority held their regularly scheduled meeting on Monday, February 10, 2013 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, Assistant Director and Secretary/Treasurer of the Authority.

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

Mr. Dickson stated the Exit 1 problem was handled well by staff. Thank you staff, we also would like to thank City of Mount Airy and Henry County.

(ORDER)

APPROVAL OF CONSENT AGENDA SECTION A, B AND C

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby approve the Consent Agenda for Sections A, B, and C. The January 13, 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 # 19982-20007 January 30, 2014 in the amount of \$21,794.05

Check # 20008-20023 February 10, 2014 in the amount of \$58,589.97

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve—February 10, 2014	\$ 11,176.50
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TRANSFER FOR CLAIMS

CCPSA to Operating—January 30, 2014	\$ 21,794.05
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CCPSA to Operating—February 10, 2014	\$ 58,589.97
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CITIZEN'S TIME

Steve Gregson- Good Afternoon Mr. Chairman and Members, Mr. Chairman I come before the board today very disappointed at the last minute I came to the authority and asked several questions at which you had requested I provide a copy for staff, for their immediate follow up. This past week Mr. James Light was kind enough to make a second visit to the staff's office which he informed me the answers were not available. This is absolutely not acceptable, and completely disrespectful not only to Mr. Light who had requested that I ask these questions publically but Mr. Chairman you as well. You had assured me that they would get the answers. In an email on January 28th, I had responded to a letter that Mr. Larowe had sent to me back on December 28th with regards to the November meeting and attained a FOIA request. Mr. Larowe responded to me almost within a week, on February 5th in which he failed to address my questions, but confirmed his personal failure to follow the FOIA laws. One of the unanswered questions was who authorized Mr. Cornwell to answer my question without any direction of the authority at the November meeting. I want to thank Mr. Light for his efforts and appreciate his time to attempt to create staff to fulfill their job duties. There seems to be a lotus operenda by certain staff and now it's evident with the lack in timely follow up causing additional potential harm financially against the authority and the citizens of Carroll. I feel that waiting for over four weeks for simple answers have been more then reasonable time, especially due to the lack of respect to Mr. Lights request. Mr. Chairman I feel that it would be appropriate for you to instruct your staff to comply with your previous request within 3 days or you leave me no other choice to seek remedies from authorities who enforce the code and apply restitution where they feel necessary. Thank you.

Mr. Dickson stated we don't answer questions after citizens ask at this time, but I will make a statement. As for FOIA we do provide the requested documents, I have asked staff to do that which will answer questions. We do provide them to all citizens of the Commonwealth of Virginia. We have in the past adhered to FOIA and will also continue to do that as we go along. Our staff has spent countless hours with different citizens that have come and ask for things, get the documents, provide a place to review those documents, we have done that. I feel we have done that very well. We have gone as far as to provide more documents than necessary as long as it is a part of FOIA and we will continue to comply with these, anything that is not except from FOIA in the state of Virginia. That is our standard the staff can take that to heart cause that's what we will do.

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PROJECT UPDATE

I-77 Exit 1 Water – Bidding The post-bid submittal package was submitted to USDA-RD for approval. The package was based upon awarding the two Contracts with the SCADA Additive Bid included to Eastern Tank & Utility Services, Inc. As presented to USDA-RD, it was proposed to proceed toward starting the project with current funding and request additional funds (\$183,000) from RD to cover reimbursement of interim financing interest charges (from the Loves' project) and sufficient funds to provide a 5% construction contingency. USDA-RD authorized the construction contracts to be awarded. That has been done and the Contractor is currently securing Bonds and insurance for the project. Once those are received, all items will need to be approved by the PSA Attorney and then RD before loan closing and then authorization to start construction.

Related to this, the PSA has experienced sharp reductions in the existing well production at Love's. The PSA staff has been hauling water to the system by tanker truck and attempting repairs to the well pumps. Price quotes have been requested to hydraulically fracture the existing wells in an attempt to increase the yield. In short, the PSA is trying to implement measures to keep the Loves system in service until Exit 1 construction can be completed to provide additional source capacity.

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 RTU components have been delivered to the SCADA subcontractor for assembly and concrete foundations for radio towers have been installed.

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The request to include Chris Street, Devo Street, and Foggy Ridge Lane was sent to Rural Development this week.

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 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 RTU components have been delivered to the SCADA subcontractor for assembly and concrete foundations for radio towers have been installed..

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 11,200 LF of 8” and 6” water line and 78 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 8,935 LF of 8” water line and 11 service connections have been installed along Route 52.

We had taken a couple of items out of the Coon Ridge project we would like to see if you would like to reintroduce as modification back to the project. One of those was the Hazelnut loop we took out a section of line for the cost saving, this was back to 52. Hanging Tree/52 loop this was taken out for cost savings also. At current we have about \$269,000 in the contingent fund we anticipate that Hazelnut would cost \$33,119.15 that would bring a loop back in the system there would be no die end, which will help in the future with flushing purposes. Hanging Tree the cost would be \$55,025.00 would provide for two loop feeds in the system which will reduce maintenance cost in the future not having to flush those lines. Staff recommendation is that you accept these change orders and submit these to USDA for approval. We may look at Turman Drive in the future if contingent funds are available.

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(ORDER)

Upon a motion by Mr. Hutchins ,seconded by Mrs. Dalton and duly carried the Authority does hereby approve to submit the Hanging Tree and Hazelnut change order to Rural Development for consideration.

Cliffview Water – Design Phase

The first draft of plans have been completed and will be presented to PSA staff for review prior to regulatory submittal. Easements and other permit forms are being prepared..

Tanks - We are under a tank maintenance contract with Caldwell Tanks. There is one tank that was not put into the maintenance contract Linhaven Tank. We were not sure of the status of the tank at the time of contract. To get the tank refurbished it would cost around \$3200 to get that on contract. If you choose to have this tank refurbished we would need to get bids from pre-qualified engineers for the cost to bypass the tank while it is out of service. This tank supplies fire service to Mohawk, high school, and the fire department. One other item with tanks, there is one tank that was taken out of service. The reason it was taken out of service was due to the elevation of the tank (Woodlawn Tank). If the Authority would like to request RFP for removal of the tank they, could act on that day or wait till a later date.

(ORDER)

Upon a motion by Mr. Hutchins seconded by Mr. Light and duly carried the Authority does hereby approve to included Linhaven Tank in the Caldwell contract to be refurbished. The PSA would request proposal for bypass plan from pre-qualified engineers.

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to request bids for removal and salvage of the Woodlawn Tank.

Cana Sewer - No engineering activity during this month.

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Oakland Water Study – No engineering activity during this month.

Meadowbrook Water Improvements Study – No engineering activity during this month.

Sheeptown Water Study – No engineering activity during this month.

Mr. Payne asked about the Meadowbrook Project

Mr. Larowe responded that they are still searching for the funding. That project is one that does not have cash flow, so you have got to actually have very special financing to actually make that work. Otherwise it ends up costing the rest of the system that is one of the issues that we are having with that project.

Mr. Payne said they are in bad need over there.

Mr. Larowe, private funding or commercial lending would be sources to look at.

AUTHORITY MEMBERS' TIME

Mr. Payne- At our last meeting something was mentioned about our goals for the coming year. I'll bring up a couple of things, they may be long term. In Cana we are limited by the number of gate valves that we have. If we were to have problems on 52 there then it would probably shut the whole system down. There is a need for more of those gate valves in the area down there. Another concern is the wells in that area are getting pretty old now, and some of them have some problems. Hope we can keep the wells in good shape. Also this year work on getting more signups for the sewer in the Cana area, of course Meadowbrook is a main concern.

Mr. Hutchins- I would like to thank you Mr. Chairman and the staff there it's good to see the progress that is accruing. I don't think it is like it was a few years back but there is a lot of progress happening. I think we're somewhat in the maintenance mode and I think you're doing that. So thank you and the PSA.

Mr. Light- I don't have anything to say.

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Mrs. Dalton- We still have a need for water in the Sylvatus community if the funding comes available. Thank you to the staff for doing a good job.

Dr. Littrell- First of all I noticed we had some interest earned from last year. I would like to thank the staff for being good stewards of the citizen's money. That looked like a good size amount that we earned on our money that was held for us. I came up Fancy Gap and it looked like they were getting some work done. It is good to see the folks out there working.

Mr. Dickson- I would like to add old business to the agenda and follow up with new business, after the consent agenda possibly add old business. We set it in motion one month and we don't really follow up with it. We just assume that it's been done. Our staff does very well of reporting back to us, but just in the slight case that something slips through us that would need to be followed up the next month.

(ORDER)

ADJOURNMENT

Upon a motion by Dr Littrell, seconded by Mr. Hutchins and duly carried the Authority does hereby adjourn at 2:41p.m. until their next regular scheduled meeting on March 10, 2014 at 2:00 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

W.S. Sam Dickson, Chairman

Gary Larrowe, Executive Director

Dana Phillips, Sec./Treasurer, Assistant Director

