

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
APRIL 14, 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, April 14, 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, Assistant Director and Secretary/Treasurer of the Authority.

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

CLOSED MEETING-PURSUANT TO SECTION 2.2-3711.A(3) & A(7) ACQUISITION OF REAL PROPERTY, CONSULTATION WITH LEGAL COUNSEL.

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the Authority does hereby enter into Closed Meeting at 2:05 p.m. until 2:35 p.m. for the discussion of Acquisition of Property 2.2-3711-A-3 and A-7 Consultation with Legal Counsel.

(ORDER)

Upon a motion by David Hutchins and seconded by Mrs. Dalton and duly carried the Authority does hereby convene 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 meeting in accordance with the Virginia Freedom of Information Act.

CERTIFICATION OF CLOSED MEETING

(ORDER)

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

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Whereas, Section 2.2-3711-A(3), 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 this 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.

Employee Introduction

Concetta Hancock was called to speak, as the new PSA Billing Clerk/Secretary. She introduced herself and explained passed work experience as well as education history.

GIS UPDATE

Stephanie Dalton was called to speak as the PSA /GIS technician. She explained her job duties and progress made to the mapped water and sewer lines.

CITZENS TIME

No speakers.

APPROVAL OF CONSENT AGENDA

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 March 10, 2014 meeting minutes were approved and are on file in the PSA office. The claims are also on file in the PSA office.

Claims:

20082: Clerk of Court in the amount of \$250.00
20083: VOIDED CHECK
20084: TNT Traffic Safety Course
20085-20108: \$106,816.25 End of March Claims
20109-20135: \$110,776.82 April 14 Claims

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TRANSFER FOR CLAIMS

CCPSA to Operating March 28, 2014	\$106,816.25
CCPSA to Operating April 14,2014	\$110,776.82
CCPSA to Cliffview Construction for March 2014	\$ 1,354.51

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve March 10, 2014	\$ 8,668.50
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(ORDER)

AWARD THE CONTRACT FOR UPGRADING OF WATER LINE TO LYNNHAVEN WATER TANK

Upon a motion by Dr. Littrell, seconded by Mr. Payne and duly carried the Authority does hereby approve to award the contract for upgrading of water line to Lynnhaven Water Tank to The Lane Group in the amount of \$4,700.00.

(ORDER)

ADOPT PAYMENT POLICY

Upon a motion by Dr. Littrell, seconded by Mr. Payne and duly carried the Authority does hereby adopt the Payment Policy. The Policy will be part of these minutes.

OLD BUSINESS

The change order for Coon Ridge Water was approved by Rural Development. That was the Hanging Tree and Hazelnut Rd section extensions. Next month the Turman Drive and Goodspur Rd extensions may be brought to you.

The RFP for the bypass plan for the Linhaven Tank has been received and that was the approval item you just approved for \$4,700. We only had one engineering firm to submit a bid and respond to the RFP.

The request for bids have been advertised for the removal and salvage of the Woodlawn Tank and are due April 23, 2014.

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The Meadowbrook water extension application has been submitted to the Virginia Department of Health.

PROJECT UPDATE

I-77 Exit 1 Water - Bidding

Following authorization to award, USDA-RD requested an update to the project EA for addition of SCADA. Clearance for the SCADA work was requested from the VA Department of Historic Resources and has been received. Continuing to work with RD to move the project to loan closing. Once authorized, Loan Closing and Preconstruction Conference will be scheduled. Construction will begin thereafter.

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 radio antennas and panels have been installed at the pump stations. The SCADA subcontractor has programmed the SCADA units

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 the panels and antennas at all pump stations and has programmed the RTU's. Electrical work at the sites is ongoing.

Contract 6 - Force Main (Marshall Construction): All force main line has been placed into service. This contract has been closed out.

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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 21,000 LF of 8” and 6” water line and 161 service meters have been installed along Coon Ridge Road. The directionally drilled crossing of I-77 has been installed.

Contract 2 – Poplar Camp Road (Central Builders, Inc.): The Contractor has installed all main line secondary road bores in advance of pipe crews. Approximately 16,100 LF of 8” water line, 39 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..

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 was prepared and submitted.

Sheeptown Water Study – No engineering activity during this month.

ORDER

Upon a motion by David Hutchins and seconded by Dr. Littrell, and duly carried the Authority requests for the PSA engineers to find another location for the Cliffview water tank and issue an RFP if necessary to find an alternate site.

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AUTHORITY MEMBERS' TIME

Mr. Payne -Glad to see that alternate avenues for funding of the Meadowbrook project are being looked at.

Mr. Hutchins- Thank you Mr. Chairman your doing a good job.

Mr. Light- Nothing

Mrs. Dalton- I'm glad to see the Coon Ridge project moving as well as it is. There will be a lot of happy people out there soon.

Dr. Littrell- Where are we putting the Natural Gas Utility budget? Mr. Larowe – that is actually a county Enterprise Budget, those two employees are being switched to the county budget because of that. Dr. Littrell- So all expenses and revenue is on another budget? Mr. Larowe- Yes Dr. Littrell- The other question I had was when I am driving on Trapper just past Twin Forks there has been water running down the ditch line. Have we looked to see if we have a leak there? Mr. Larowe- We can check and see if there is any chlorine in that and identify were its coming from.

Mr. Dickson- I took the liberty of asking the two employees to come up I hope you liked that and learned something. Sometimes there is things we are not aware of going on and I think you need to know the new employees especially when they come in. We will probably be doing more of this in the future. If you don't agree with it let me know and we will stop it. I thought it was something you would like.

ADJOURNMENT

Upon a motion by Mr. Payne, seconded by Mr. Hutchins and duly carried the Authority does hereby adjourn at 2:50 p.m. Until their next regular scheduled meeting on May 12, 2014 at 2:00 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

W. S. "Sam" Dickson, Chairman

Gary Larowe, Executive Director

Dana Phillips, Sec./Treasurer, Assistant Director