

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MARCH 9, 2015  
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, March 9, 2015 at 2:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included Sam Dickson, Chairman, William Payne, Vice Chairman, Thomas Littrell, David Hutchins, James Light and Jeanette Dalton. Also present were Executive Director Gary Larrowe and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority.

**Mr. Dickson:** I do not know if anyone has noticed it or not but we had a little cold weather this last month and a few problems that come around with it. Hopefully everything is back to normal. I was told one place we had a leak had a whole lot more pressure now and the people are really excited and happy about it until they broke a line into her house they had a little much water pressure. That's going to be turned down. We can make them happy one day and cloud their happiness a little bit the next day. We do appreciate the guys and ladies that worked on getting this fixed so we could restore water. You know most of the customers were real nice and understood. Sometimes it is hard to find a leak especially if it is really cold. One leak we had where the line was supposed to be, the leak happened here and the water was actually coming up somewhere else. That makes it almost impossible especially when it is so cold and if there is not a tremendous amount of water you can't hear it you can't see it. It takes a little while to find it, but they do find it and they do not quit until they do. Another one of the good things we had our water celebration last Monday at Exit 1 for the completion of water we are getting from Mt. Airy that's going to make us a good sustainable water source for that exit. We are looking for more things to grow down there; more places for people to eat when they are traveling through the county maybe buy a little gas. Maybe one of these days has somewhere they could spend a night or two. We look for growth there. We can hopefully supply that water and maybe to some other customers in the Cana section also. It worked out really well. The Mt. Airy people were there, the Mayor and three Commissioners. We got to meet them. One of the Commissioners even said maybe Carroll and Mt. Airy need to have a joint meeting sometime. In North Carolina a Commissioner is equivalent to a Supervisor I guess in Virginia. They were really nice people of course they were happy to sell us water and we were happy to get it. Had a good time of celebration I want to thank all the PSA staff, Jason he was there and Kevin and Eddie Turner also the press. It was a good day. Mr. Hutchins said he didn't get an email so I want to remedy that at the end of this meeting so that everybody will get it. Somebody will send the first one but I will pop another one to you too, sorry for that.

**Dr. Littrell:** I did not get one either but I was out of the country so it did not matter.

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**Mr. Dickson:** We will work to improve that. I am sorry that happened. I will take blame for it. When things like that happen, we will take steps to improve that. My apologies to all of you that didn't get that. We tried to do the best we could. We got on the TV, got good press. Mr. Larowe do you want to comment?

**Mr. Larowe:** It was a good ceremony that ended up taking place and having Mt. Airy down there and the folks at Loves really appreciated them and having them down there as well. The PSA guys and also the County maintenance were involved and the county was involved as well as the PSA. It was a good opportunity for everyone that was involved.

**Mr. Dickson:** Appreciate Jason being there he was covering up his camera from the rain I said well looks like we're going to get a little rain on us Jason. So I stole his line a little later on and it actually hit one of the papers. So thank you Jason." A little water is a good thing". We will move on now. We do need a closed meeting. We will make it as quick as possible.

**CLOSED MEETING-PURSUANT TO VIRGINIA CODE SECTION 2.2-3711 A(1)  
DISCUSSION OF PERSONNEL, A(3) DISCUSSION OF ACQUISITION OR  
DISPOSITION OF PROPERTY, A(5) DISCUSSION OF PERSPECTIVE BUSINESS OR  
INDUSTRY, AND A(7) LEGAL COUNSEL**

**(ORDER)**

Upon a motion by Mr. Hutchins, and seconded by Mrs. Dalton and duly carried the Authority does hereby enter into closed meeting at 2:12 p.m. until 2:52 p. m. for discussion of VA code 2.2-3711 A(1) discussion of personnel , A(3) Acquisition or disposition of property, A(5) perspective business and A(7) legal counsel.

**(ORDER)**

Upon a motion by Mr. Hutchins, and seconded by Mrs. Dalton 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 Virginia Freedom of Information Act.

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**CERTIFICATION OF CLOSED MEETING**

Now therefore be it resolved that the Authority certifies that to the best of each members knowledge (1) only public business matters lawfully exempt from open requirements by Virginia law were discussed in this Closed Meeting in which the 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 the motion concerning the Closed Meeting were heard, or considered by the Authority.

**CITIZENS TIME**

No one present.

**(ORDER)**

**APPROVAL OF CONSENT AGENDA**

Upon a motion by, Mr. Hutchins, seconded by Dr. Littrell and duly carried the Authority does hereby approve the consent agenda, sections A, B and C. The February 9, 2015 minutes were also approved, they are on file in the PSA office. The Claims are also on file in the PSA office. They are as follows:

**Claims**

Cliffview Property Check#20668 \$11,225.00  
End of February Claims Check #20669-20676 \$13, 387.49  
March Claims Check #20677- #20710 \$132,806.94

**Transfer for Claims**

CCPSA to Cliffview for property \$11,225.00  
CCPSA to Operating for March Claims \$132,806.94  
Operating to Cliffview \$1,570.00

**Transfer for Reserve**

CCPSA to Debt Reserve \$8,614.50

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**(ORDER)**

**APPROVAL TO SUBMIT FUNDING APPLICATION**

Upon a motion by, Mr. Hutchins, seconded by Dr. Littrell and duly carried the Authority does hereby approve to submit a funding application to Virginia Department of Health for the Cliffview Project and Lynnhaven area improvements.

**PROJECT UPDATES**

**I-77 Exit 1 Water – Construction**

Substantial Completion was issued for construction on February 11<sup>th</sup> and the Health Department has released the system to be placed in operation. The final project cleanup Change Order has been submitted to RD for approval and the Contractor is completing punchlist items in advance of final project closeout. A Dedication Ceremony with the City of Mount Airy was held on March 4<sup>th</sup>. Anticipate the project being closed out in the upcoming month.

**Fancy Gap Water - Construction**

RD approved the contracts for the contingency fund water line extensions (Devo, Chris, Foggy Ridge), the Preconstruction Conference was held on February 25<sup>th</sup>, and the Notice to Proceed for construction was issued with an official start date of March 2<sup>nd</sup>. The Contractor (CW Cauley & Son) has ordered materials and expects to mobilize equipment and begin construction once they are delivered – during the month of March.

**Contingency Fund Equipment Purchases**

The specification/bid package is being prepared and is to be submitted to USDA-RD for review and approval prior to bidding.

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**Cliffview Water – Design Phase**

The Health Department has approved the project plans. Plan review comments for Erosion Control and VDOT have been received and are being addressed. PSA staff working toward securing easements in advance of advertising for bids.

**Lynnhaven Tank PRV – Design Phase**

Plans for the PRV installation have been completed and submitted to the Health Department for review.

**Cana/Meadowbrook Water – Planning Phase**

USDA-RD SEARCH Grant Project have started gathering background information and evaluating alternatives for potential water line extensions and other improvements to the Cana and Exit 1 Systems.

**FUNDING APPLICATIONS**

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

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

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

**OLD BUSINESS**

Mr. Dickson: Commonwealth Fire Hydrant is on schedule for March 9-13, 2015. I talked about the opening of the valve ceremony at Exit 1 that was a very good day and we got that done. I have one question on Cliffview. I had a person call and wanted an estimated date when we might be done. I didn't have my matrix with me. So I said probably about a year is that somewhere close?

Mr.Hutchins: I think it is scheduled for May 2016.

Mr. Dickson: Ok, I thought it was somewhere in early 2016. Roughly a year from the start of construction.

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Mr. Larrowe: Scheduled completion April 2016.

Mr. Dickson: Will we make that target?

Mrs. Montgomery: We have to get these last easements and we are getting down to the wire.

Mr.Hutchins: I think it was originally going to be completed in the latter part of this year but stuff happens.

Mr. Dickson: You will probably be asked that, because if I got a call then you will too. Just tell them we are hoping but some of the factors we cannot control but this are a good estimate.

Dr. Litrell: How are the easements coming along?

Mrs. Montgomery: We have eight to complete.

Dr. Littrell: Are there any problems, or have they just not got around to signing them.

Mrs. Montgomery: We just try to negotiate with them at this point. One of them just recently bought the property. One of them is the state's property.

Mr. Dickson: If it does look like that we may have to go to court with some of them can we go ahead and proceed with the other part anyway? We may get to that point.

Mrs. Phillips: We were at Cliffview March 3<sup>rd</sup> from 2:00 p.m. -7:00 p.m. collecting user agreements and connection fees. We had a steady flow.

**NEW BUSINESS**

Mr. Dickson: Mr. Montgomery declined the amount we offered to purchase those well sites back, so the motion from last month we need to move on with the sale of that, probably go for auction and the attorney would handle the auction. We need a motion to go ahead with auction for Mr. Cornwell and Sands Anderson to sell on the courthouse steps.

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**(ORDER)**

**APPROVAL TO SELL PROPERTY**

Upon a motion by Dr. Littrell, seconded by Mr. Payne and duly carried the Authority does hereby approve for the auction of the surplus property in Cana on the courthouse steps.

Mr. Payne: Who will set the date for that?

Mr. Dickson: The attorney will, and we will try to inform every one of that.

**AUTHORITY MEMBERS TIME**

**Mr. Hutchins:** It was a great time for the advertisement for the Exit 1. That project has been underway for several years going back to 2006 or 2007. I became aware when Love's became interested in 2006, we started hunting sustainable water. We did everything we could to find water. We kept enough water to keep it going between our wells and hauling. Mr. Chairman you did a great job, the staff and Kevin did a good job. It has been a long road but as Gary said it really is a pleasure to see sustainable water. It will be good for that area. It will allow additional growth. Great job.

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

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

**Dr. Littrell:** Just to echo what Mr. Hutchins said it is great that we have all four exits covered with water now. It is an accomplishment we have been working on for quite some time. Now we can probably give back our water truck to whoever we borrowed it from that would be a good thing. I would like to thank all of the PSA guys who had to work in pretty miserable whether a time or two with some leaks that we had at very inconvenient times. It shows the quality of our staff that does that sort of thing. Hats off to them.

**Mr. Payne:** Nothing at this time.

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**Mr. Dickson:** I want to thank Mrs. Dalton for being there at Exit 1. I realize we all have busy schedules and it is hard to make it. However, she was able to be there. She may miss the next one and someone else is able to be there. I did get a report the PSA, as you know we have to keep a certain amount of funds in reserve I guess the loan institutes are the ones that wants that. We have about 1.5 million. We have it in a Now account it does not pay very big interest, but a million and half did net us \$28,000. Which is about\$ 27,999 more than the county gets with their funds balance. Therefore, that is not a bad thing I guess. We appreciate Dana and the ones that do that keeping up with it so we can get a little interest back. I know interest rates are low but still \$28,000 is \$28,000. Thank you for that. We need the revenue, the more we get the better. We talked about some of you are not getting some of the messages, as chair I do take full blame for that. I do have a sheet, if you will put an address down if you want something else besides your last name first initial at Carroll County va.org put it down on this piece of paper. Now if you say well I do not like to read my email can you just call me then give me a phone number and I will call you. Just do that when the meeting is over. I apologize that you did not get some. Mr. Larrowe working hard on it he just sent some out just to see if it is going out now. Wherever the problem is we are going to correct it. I would like you to know. In your packet, we have a thank you letter from Jim and Diane Marshall where we had the leak on Oak Hollow Circle. It is a very good letter they were appreciative of everything going and to have it back we have a letter that was sent out. People carried water to them. They did all they could at that time.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by and seconded by and duly carried the Authority does hereby adjourn at 3:06 p.m. until the next regular scheduled meeting on April 13,2015 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, Assistant Director