

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JUNE 8, 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 June 8, 2015 at 2:05 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Sam Dickson, Chairman, William Payne, Vice Chairman, Jeanette Dalton, Thomas Littrell, and also present was Executive Director, Gary Larowe and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority. David Hutchins and James Light were absent.

**Mr. Dickson:** It is good to see the ones out. I think we have our regular bunch here today. It is good to be back. I think most of you know this has not been the best month of my almost 70 years but the Lord was with me throughout all of it. I am just happy to be back. I thank each one of you for your concern and your calls. The PSA also sent me an Orchid, I don't know if any of you had ever got an Orchid but I never have but it is still alive and it is beautiful. I do thank you for your concern. I do miss the whole part of it. It is always exciting for me to come to a meeting. I also missed seeing the people I work with. This is a wonderful group.

**CITIZENS TIME**

No Speakers

**(ORDER)**

**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, sections A, B and C. The May 11, 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**

Checks # 20817-20833: \$70,048.05  
Check # 20834: \$1765.00  
Check #20835: \$100.00  
Checks #20836-20871: \$227,305.67

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**Transfer for Claims**

CCPSA to Operating End for May Claims \$50,000.00

CCPSA to Operating for June Claims \$127,305.67

O&M to Operating for June Claims \$50,000.00

Short Lived Assets to Operating for June Claims \$50,000.00

**Transfer for Debt Reserves**

CCPSA to Debt Reserve \$8,614.50

CCPSA to Cliffview \$4,663.75

**(ORDER)**

**APPROVAL TO ADOPT THE 2015/2016 BUDGET**

Upon a motion by Dr. Littrell, seconded by Mr. Payne, and duly carried the Authority does hereby approve to adopt the 2015/2016 budget as presented.

**Mr. Dickson:** I should have mentioned this before. We are missing Mr. Hutchins. I think he is at a Graduation and I haven't heard from Mr. Light. Have y'all? We have enough to pass that motion.

**Old Business**

**Mr. Dickson:** We haven't had any further communication with Hillsville. Most of you know what that was about. They were looking for more flow to go to their sewage treatment plant. I think they have talked to Kevin; the Lane Group has worked out some kind of information for them. We will see what they say when they decide. They will probably be back to talk further about that.

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**PROJECT UPDATE**

**I-77 Exit 1 Water – Construction**

Construction has been completed and the system is in operation. Project closeout paperwork has been received from the Contractor and submitted with the Final Application for Payment. Once the final A/P is processed by USDA-RD, the project will be considered to be closed out. This will be the final report for this project.

**Fancy Gap Water - Construction**

The Contractor (CW Cauley & Son) has installed all of the lines along Chris/Devo Streets and has installed all but about 450 LF of the pipe along Foggy Ridge Lane. Once pipe installation is completed, the new lines will be pressure and bacteriological tested prior to being placed in service.

**Contingency Fund Equipment Purchases**

The specification/bid package has been approved by USDA-RD and permission to advertise has been received. The project has been advertised and bids are due at 2:00 pm on May 20<sup>th</sup>.

**Cliffview Water – Bidding Phase**

USDA-RD issued authorization to advertise the project for bids. The Health Department has approved the project plans. The project has been advertised and bids are due at 2:00 pm on June 3<sup>rd</sup>. An optional Pre-Bid Conference will be held at 10:00 am on May 20<sup>th</sup>.

**Dr. Littrell:** How many meters are in there?

**Mr. Larrowe:** 320

**Dr. Littrell:** Are you going to replace all of the conventional meters with these?

**Mr. Larrowe:** That's what we thought would end up being around the 620 tank. It is not the meter itself; it is just a base kind of like a capacitor.

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**Dr. Littrell:** How much were the contingency funds to begin with?

**Mr. Larrowe:** There is \$16,000.00 or \$17,000.00. Just as an example the heads for the drilling and underground boring machine are exceptionally expensive. Another contractor had one at Exit 19 to boar under the median and it was \$50,000.00 just for the head. So those things are very expensive. \$15,000.00 isn't a lot of contingency in this type of equipment. That's a few busted hydraulic lines or anything that could end up happening.

**Dr. Littrell:** So it could be spent later.

**Mr. Larrowe:** Yes. To upgrade what we have. Is that all the questions?

**Mrs. Dalton:** These Radio Read meters, will they replace others that have gone bad at other places or will it all be around 620?

**Mr. Larrowe:** We try to get those all in one location so that we are trying to expand form there. If you stick one over there, there is no reason to have Radio Read because you will still have to drive over there to read. So that's why we are trying to get them started over there. Are there any other questions?

**Lynnhaven Tank PRV – Design Phase**

Plans for the PRV installation have been approved by the Health Department.

**Cana/Meadowbrook Water – Planning Phase**

USDA-RD SEARCH Grant Project. The draft PER is being prepared and will be provided to PSA staff for review. Environmental clearinghouse agency reviews have been received and the Environmental Assessment is being prepared.

**FUNDING APPLICATIONS**

**Cliffview Water** – Planning Grant application submitted to VDH on April 1<sup>st</sup>.

**Lynnhaven PRV** – Small Project Construction Grant application submitted to VDH on April 1<sup>st</sup>.

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**Mr. Dickson:** We are pleased to see that the bids are in range of what we were hoping that can change things in a hurry.

**Mr. Larrowe:** There was a range.

**Mr. Dickson:** So are we still on track for our next step, which would be getting approval?

**Mr. Larrowe:** In order to proceed we need approval for USDA and to get a final issue of Completion. We received the bids on June 3<sup>rd</sup>. The intent is to award the contract in July for pre-construction issue Notice to Proceed in July and start construction the same month issue the Substantial Completion in July 2016. It is a 12 month construction period and then issues the Final Completion and payouts in August 2016. So a lot of construction the next 12 months.

**Mr. Dickson:** I know Dana and Jessica do a lot of work in tying up all of the loose ends so thank you for all the work you did. It will make the people out there very happy to see things moving along. Every time you see them they want to know what is going on.

**NEW BUSINESS**

Nothing at this time.

**AUTHORITY MEMBERS' TIME**

**Mrs. Dalton:** I don't have anything but glad to see you back. Mr. Payne did a great job while you were gone and I'd like to thank the staff for all their hard work.

**Dr. Littrell:** Thank you. It is certainly good to have you back in that chair. We missed you it was awful vacant when you weren't there. We were all thinking about you and trying to keep up with you. Glad to see that you were proceeding on schedule except for a couple snags, you stayed in the ICU a little longer than you expected.

**Mr. Dickson:** A little bit longer but it wasn't bad. The whole experience wasn't near as frightening as you would think it would be.

**Dr. Littrell:** I was looking at the budget. I was trying to figure out what our use of money was up until this point. It looked like it may have been two or three different sections.

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**Mrs. Phillips:** On the sewer side? Revenues or expenditures?

**Dr. Littrell:** Revenue

**Mrs. Phillips:** Revenue is \$1,416,038.00

**Dr. Littrell:** Can you repeat that?

**Mrs. Phillips:** \$1,416,038.00

**Dr. Littrell:** I'm talking about how much we have for interest.

**Mrs. Phillips:** Oh, I'm sorry.

**Dr. Littrell:** I was going to see what bank you were working with.

**Mrs. Phillips:** Year to date, this year. They do it from Calendar year. So at this point we have \$8,031.00.

**Dr. Littrell:** That's just since January. I just saw that it seem like less then we normally have.

**Mrs. Phillips:** That's on water; sewer is \$7,868.00. That would be from January 1 until May.

**Dr. Littrell:** That's only half a year. On a personal note a lot of people ask me with my scout group about disposing or retiring of solid or torn flags. This coming Sunday June 14, is Flag Day our scout troop will be sponsoring a flag retirement ceremony at 2 o'clock at Felts Park to dispose of any Flag that needs to be disposed of. The public is invited to come and bring flags that they need to have retired properly. I have contacted both papers.

**Mr. Dickson:** Well, how do you properly dispose of a flag?

**Dr. Littrell:** They're assembled from the stripes into the stars and then they are burned.

**Mr. Payne:** I don't have anything at his time just glad to see you back and that you're doing good and you look great and I just wonder if you really did have surgery. We missed you while you were gone. We would like to see some action start happening down there on Meadowbrook.

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Every time someone comes in the store, they ask, "When are they going to get some water down there?" They are drinking that old sulfur. Their water is terrible down that section.

**Mr. Dickson:** Sometimes it seems like when nothing happens all of a sudden something breaks through. Let's just hope that something happen so we can do more there. I thank you for conducting the meeting last month. I knew you would do well. Really I am sure I wasn't missed anyway. You had everything covered. It is always nice to have people to take care of it. Are there any other questions to bring before the Authority?

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Dr. Littrell and duly carried the Authority does hereby adjourn at 2:21 P.M. until the next regularly scheduled meeting on July 13, 2015 at 2:00 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

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Sam Dickson, Chairman

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Gary Larowe, Executive Director

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Dana Phillips, Sec./Treasurer, Assistant Director