

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 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, September 14, 2015 at 2:03 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Sam Dickson, Chairman, William Payne, Vice Chairman, David Hutchins, James Light Jeanette Dalton, Thomas Littrell, and also present was Executive Director, Gary Larrowe and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority.

Mr. Dickson: It is good to have everyone with us especially one of the PSA employee that is retiring, David Woods. We want to recognize you for all those years of work and give you this plaque. It says, "Outstanding Service Award, this award is presented to David Woods for nine years dedicated and exemplarily service." David mostly worked in waste water, but he did many other jobs. We will miss him, and we wish you the best and thank you very much. David come back and see us now and then, don't be a stranger.

CLOSED MEETING-PURSUANT TO VA CODE SECTION 2.2-3711 A (1) DISCUSSION OF PERSONNEL.

(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried by the Authority does hereby enter into closed meeting at 2:06 p.m. until 2:33p.m., for the discussion of VA Code 2.2-371181 A (1) discussion of Personnel.

(ORDER)

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

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2015
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 2**

(ORDER)

CERTIFICATION OF CLOSED MEETING

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

Whereas, section 2.23711A (1) 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 certifies that to the best of each members knowledge (1) only public business lawfully exempt from open requirements by Virginia law were discussed in this Closed Meeting in which the certification as indentified in this motion concerning the closed meeting were heard, or considered by the Authority certification resolution applies and (11) only such public matters as were identified in the motion concerning the Closed Meeting were heard, or considered by the Authority.

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve the consent agenda, sections A, B and C. The August 10, 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

Check #20970	\$ 1,769.69
Checks #20971-20986	\$ 56,703.38
Checks #20987-21032	\$189,695.61

Transfer for Claims

CCPSA to Operating end of August claims \$56,703.38
CCPSA to Operating for September claims \$189,695.61

Transfer for Debt Reserves

CCPSA to Debt Reserve	\$9,313.80
CCPSA to Cliffview	\$1,808.00

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2015
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 3**

(ORDER)

APPROVAL TO PURCHASE ADDITIONAL RADIO READ METERS

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to purchase additional Radio Read Meters not to exceed the amount of \$80,000.00.

(ORDER)

**APPROVAL TO SUBMIT APPLICATION TO VHD FORCE ACCOUNT
FOR COULSON CHURCH ROAD AND RIDGE ROAD**

Upon a motion by Mr. Hutchins, seconded by Mr. Payne and duly carried the Authority does hereby approve to submit application to Virginia Department of Health Force Account for Coulson Church Road and Ridge Road.

Old Business

Town of Hillsville - Nothing new at this time.

Sylvatus Water Extension Request:

Mr. Heath: I have not prepared a handout or anything. To bring you up to date we did a little bit of history in 2011 when the Sylvatus/Mitchells Project was bid there was an additive bid item that would include that section of Rt. 100 from Sylvatus back up to the original 100 system. It was an additive bid in that particular project. At that time there was about 19,000 linear feet and about 5 homes involved at that particular time. The bid price that was received for that section was \$568,342.00. That section of course was not awarded because of the high cost per connection as compared to the other projects. We did go back since your last meeting and look at potentially serving the area by a line extension from Sylvatus itself since that area is in, coming back up to the last house that we believe would sign up for service. That distance would be about 6,100 linear feet. And as we counted about seven homes or so. There may be other folks that could potentially sign up from there but again about 6,100 linear feet. As we see it about 7 potential customers. So that is almost 900 linear feet per connection. By comparison, the other projects that the PSA typically undertakes you have averaged 300 maybe 400 linear feet per house hold to make it affordable. So from that stand point this particular section is a little bit out of line as far as the footage of pipe required per customer. However in shortening the project distance that way it does make it a little but more affordable. Folks that were here the last time

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2015
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 4**

that talked about perusing the Health Department funding for this particular area because of concerns with their water. If the PSA would elect to file an application with the Health Department, some things that would need to happen would be to better determine actual health needs of the area collect our own samples from the wells to be able to show whether or not there is bacteriological contamination and in the event that there is put together a cost estimate to do that and file an application with the Health Department. They would rank the PSA's application with all the other application that they receive and in the end either decide to make a funding offering to the PSA or not. Their offers do include principle forgiveness however the majority of their funds do consist of a loan that needs to be paid back. So there would be some financial analysis that they would need to conduct, to determine if it is a good project or not as compared to all the other applications. So long story made short about 6,100 hundred feet, potential application should you elect to file. You're certainly free to do that. We are willing to assist the PSA in putting an application together if you want to. That application can be filed at anytime. It would be along March or April before they cut off the receiving of application but you could file at any time between now and then.

Mrs. Dalton: With all this added expense, the price will still be way up there isn't it?

Mr. Heath: It will still be even with cutting back on almost 900 feet of pipe per connection it is going to be expensive, yes.

Mr. Hutchins: Will the relative cost stay somewhat linear in terms of per foot cost. The 19,000 linear feet as opposed to the 6,000. The 19,000 is probably about \$30.00 a foot.

Mr. Heath: We went back and have not looked up a specific cost estimate. However I did look at the last six line extensions we have completed for Carroll County with similar size pipe 6 and 8 inch pipe, we came out with an average of \$41.00 per linear foot construction cost.

Mr. Hutchins: What size line can provide fire protection?

Mr. Heath: It has to be a six-inch line.

Mr. Light: What size pipe is at the end?

Mr. Heath: 8 inch

Mr. Light: Is there a chance of future development that this would help?

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2015
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 5**

Mr. Larrowe: It would be speculative would might could be or not.

Mrs. Dalton: Some of the house they are counting would not be within the 200 feet.

Mr. Larrowe: We are not sure any of those houses are within the 200 feet.

Mr. Heath: Things that would have to be to be confirmed, how many would sign up and what the cost per connection would be.

Mrs. Dalton: As Gary said I do not think any of them would be within the 200 feet.

Mr. Dickson: They have water sample they had taken right.

Mr. Heath: Three samples

Mr. Dickson: We would have to resample.

Mrs. Dalton: It would be a loan.

Mr. Heath: The Health Department would spell out the terms. They would make an offer. You would be under no obligation.

Mr. Light: Why are we not doing this at Meadowbrook?

Mr. Larrowe: At this time we do not have the water until we can buy more water from Mount Airy.

Mr. Dickson: Does anyone want to make a motion to file an application with the Health Department for next funding.

Mrs. Dalton: I feel we have done all we can do financial. However you all feel.

Mr. Dickson: There are many unknowns, how many will sign up.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2015
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 6**

PROJECT UPDATE

Contingency Fund Equipment Purchases – Purchase/Delivery Phase

Remaining Contingency Equipment items have been received – including the sewer jetter, mini excavator and trailer, generator, and service truck. Final drawdown has been submitted to RD for payment and closeout of the respective projects.

Cliffview Water – Construction Phase

The project Loan Closing and Preconstruction Conference were held on September 8th, 2015. The Notice to Proceed was issued and construction has begun. The Contractor has started work on the tank site and tank access road and has also started on the water line near Danely Park. The allotted construction time is 12 months.

Lynnhaven Tank PRV – Design Phase

A meeting was held with VDH in Abingdon on August 18th to discuss potential project funding.

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 – Construction Grant application submitted to MRPDC in June for possible water line extension along Fries Road. Awaiting application review by MRPDC.

Lynnhaven PRV – Small Project Construction Grant application submitted to VDH in April, and meeting was held on August 18th to discuss potential funding.

Force Account Construction – A VDH-DWSRF funding application was submitted on September 1st for force account construction of water lines along Coulson Church Road and Ridge Road.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2015
CARROLL COUNTY GOVERNMENTAL CENTER
MEETING ROOM
HILLSVILLE, VA
PAGE 7**

Radio Read Meter- Jessica stated we are taking and making some of our meters radio read. The radio read stick up a little more; therefore, a lawn mower can destroy the meter. These meter cost \$135.00 each. We wanted to talk to the authority to see how to handle this, it could get very costly. HD Supply said most localities do not charge the customer the first time but do charge after that.

Mr. Dickson: We need to get a policy started.

Mr. Payne: Staff brings a policy back to next meeting for their review.

(ORDER)

Upon a motion by Mr. Payne, seconded by Dr. Littrell and duly carried the Authority does hereby request staff to have a policy to present to at next Authority meeting for their review.

AUTHORITY MEMBER'S TIME

Dr. Littrell - I feel sympathy for the folks in Sylvatus that need water but the number just do not match up with what we can do. I hope we can keep looking for a solution. I do have strong feeling for them but unfortunately, we cannot make it work right now.

Mr. Payne - I have been here for years, Meadowbrook funding is not available, this is the first time I have heard that there is not enough water down there.

Mr. Dickson- We have had several problems with the wells from time to time.

Mr. Payne- Should we be looking for another source of water?

Mr. Dickson- We will have that source with the Mount Airy water in time. When the VDOT and NCDOT agreement has been completed. Maybe we could work that out.

Mr. Light - No comments.

Mrs. Dalton - Like Dr. Littrell I sorry that this could not workout for Sylvatus and maybe sometime we can find away.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2015
CARROLL COUNTY GOVERNMENTAL CENTER
MEETING ROOM
HILLSVILLE, VA
PAGE 8**

Mr. Hutchins- Mr. Chairman you are doing a fine job. I am happy to see that progress in Cliffview. Most of the folk have been happy. Most people are hoping they get ahead of schedule. We thought that project would never happen.

Mr. Dickson- I too am happy about Cliffview and sorry about Sylvatus. We knew going in that it was going to be hard. I know that brothers Jeanette as much as anybody.

Where is the water coming from that goes to the tank?

Jessica - The connection is at Creekview and at the park it goes cross county to Sylvia.

ADJOURNMENT

Upon a motion by Dr. Littrell and seconded by Mr. Hutchins and duly carried the Authority does hereby adjourn at 3:09 p.m. Until the next regular scheduled meeting on October 19, 2015 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