

MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 11, 2010
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA

CALLED TO ORDER

The Carroll County Public Service Authority held their regular scheduled meeting on Thursday, November 11, 2010 at 12:30 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Andy Jackson, Chairman, Manus McMillian, Vice Chairman, Sam Dickson, David Hutchins, Thomas Littrell, and Jeanette Dalton. Also present were Gary Larrowe, Executive Director and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority.

Chairman Jackson called the meeting to order at 12:40 p.m.

(ORDER)

APPROVAL OF CONSENT AGENDA SECTIONS A, B, AND C

Upon a motion by Mr. Hutchins, seconded by Mr. Littrell and duly carried the Authority does hereby approve the Consent Agenda for Sections A, B, and C. The Claims are on file in the PSA office.

Claims:

Check # 17588 to 17645 Claims in the amount of \$198,977.21.

Check # 17646 to 17661 Additional Claims in the amount of \$11,266.85.

Payroll Register-Auto-Draft in the amount of \$975.47.

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve \$ 3,770.90

TRANSFER FOR CLAIMS

CCPSA to Operating \$200,000.00

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SECTION B: AUTHORITY APPROVAL ITEMS

(ORDER)

APPROVAL TO PURCHASE PROPERTY FOR FANCY GAP WATER/SEWER PROJECT

Upon a motion by Mr. Hutchins, seconded by Mr. Littrell and duly carried the Authority does hereby approve to purchase property for the Fancy Gap Water/Sewer project.

CITIZEN'S TIME

Robin Whittington (Woodlawn Sewer)-I would like to thank the people for coming over to our neighborhood time and time again regarding the smell. The problem is not fixed but it is getting better. One of the problems was found at my connection and the PSA guys came out and fixed it back the way it was supposed to be. I just want to say thank you and please keep working on fixing the whole problem.

PROJECT UPDATES:

Woodlawn Sewer-Landform has been addressing the punch list items. We have requested the final inspection from VDOT. Once VDOT acceptance is secured and the punch list items have been addressed, then we can proceed with the project closeout with Landform. We are continuing to address the sewer odors. Odor absorbers have been installed in selected manholes and smoke testing has been completed at the locations with the most frequent odor complaints. Design upgrades to the existing Gladeville/Cranberry pump stations have been completed. We received permission to advertise for bids on 11/3/10.

Exit 19 Sewer-Construction is complete on original contract. All gravity lines and forced main lines are complete. Punch list items including the pump station sign and the conduit for the auto-dialer remains to be installed. The proposed change order for the Oakland Heights extension was submitted to RD on 11/2/2010.

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Long Range Water- All 5 contracts are under construction, combined completion is about 87%. Contract #1-Ramey is about 67% complete. They have 5 crews working and have around 9,000 ft left to install. Blasting damage on Rt. 52 resulted in VDOT stopping all blasting. Ramey has been taking measures to be able to start blasting again. Contract #2-William G. Simmons is on the pump stations and is 94% complete. Pump stations are in place and have been tested. The control wiring is 90% complete. The shipment of check valves for pump station #2 has been delayed but other valves have been approved for temporary use if needed. Contract #3-Mid-Atlantic Storage has completed the water tank. The tank is substantially complete with the exception of testing and sterilization. Contract #4 the Rt. 620 Connector with Carolina Environmental is 93% complete. We have received Health Department approval to allow customers to connect to these lines. Contract #5-DLB has the Route 100 Connector and is 80% complete. All 10" and 6" water lines have been installed along with 50% of the service connections. The contractor is working on Little Vine Road and lacks about 4,500 ft. of 8" water line to the tie-in.

Honeycutt Dam-Construction is 65% complete. Steve Martin's Trenching has installed 7,200 ft. of 6" pipe with approximately 2,500 ft. to be installed.

Exit 1 Water and Sewer (Love's Project)-Completing final closeout activities with the contractor. There is no longer any connection to the fueling area at Love's; if fuel gets into the Wastewater Treatment Plant now, then we know it is coming from somewhere else.

Exit 1 Water-This project is still under design, no activity this month. We are awaiting the conclusion of Mount Airy Agreement negotiations before submittal of plans to regulatory agencies for permits.

Fancy Gap Water and Sewer-This project is also still under design. The yield testing of the existing Class 2-B well was completed on 11/3/10 and water quality samples have been submitted to the labs. Final design changes need to be made and submitted for regulatory approvals after all pump station sites are secured and adequate well capacity is obtained.

Sylvatus/Mitchells Crossroads-The designs are complete. Draft plans and easements have been presented to the PSA for review and received authorization to submit plans for regulatory approvals.

Coon Ridge Water-We continue to work with RD staff as needed to address questions and comments in their processing of the project funding application. USDA-RD is actively processing the application.

Cliffview/Fries Water –RD project funding review is expected to begin following completion of Coon Ridge project application.

Cana Sewer-Still awaiting USDA-RD review, we are not sure where this project stands.

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CLOSED MEETING-PURSUANT TO SECTIONS 2.2-3711.A-1 DISCUSSION OF PERSONNEL, 2.2-3711.A-3 DISCUSSION OR CONSIDERATION OF REAL ESTATE, 2.2-3711.A-5 DISCUSSION CONCERNING PROSPECTIVE BUSINESS, AND 2.2-3711.A-7 CONSULTATION WITH COUNTY ATTORNEY

(ORDER)

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins and duly carried the Authority does hereby enter into Closed Meeting at 1:10 p.m. until 2:15 p.m. for Discussion of Personnel 2.2-3711.A-1, Discussion or Consideration of Real Estate 2.2-3711.A-3, Discussion Concerning Prospective Business 2.2-3711.A-5, and Consultation with the County Attorney 2.2-3711.A-7.

(ORDER)

Upon a motion by Mr. Hutchins, and seconded by Mr. McMillian and duly carried 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 the meeting in accordance with the Virginia Freedom of Information Act.

CERTIFICATION OF CLOSED MEETING

(ORDER)

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

Whereas, Section 2.2-3711.A (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 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.

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DIRECTOR'S TIME

-PSA recently purchased a truck in the amount of \$16,000 for the meter reader. The current truck was in very bad condition; this money had been included in the budget but I just thought we should bring it to your attention. The vendor was RK Chevrolet.

-A new line is being installed at Blackberry Lane; we discussed what poor condition this line was in at the last meeting. Hopefully, this will put an end to all the line breaks we have had in the past.

-I wanted to let you know that my intentions are to travel to Central America again this year to do some more mission work. I will be gone a week (Nov. 27th through Dec. 4th). I should be back on the night of the 4th.

-The results and recommendations from the Compensation Study that was conducted in the spring by Springstead Inc. have been received and we have been working through that. I would like to ask for an approval regarding the Compensation Study and employee insurance recommendations.

(ORDER)

APPROVAL OF COMPENSATION STUDY

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby agree to approve and implement the Springstead Compensation Study and move Carroll County in line with the majority of other communities on payroll matters with 26 pay periods and at least a 3% salary increase for Carroll County PSA employees and to include insurance employee/employer payment ratios not to exceed the highest level reported on the study.

AUTHORITY MEMBERS' TIME

Mr. Dickson-I don't really have anything. I'm just glad to see us progressing. I think we will see a big benefit from what we are doing.

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Mr. Littrell-It's nice to see a complete list of our projects and where we stand. I see a couple of substantial completions; it's nice to see things starting to finish up. The only question I have is if we have an approximation on the when the Airport sewer might start? Mr. Larrowe responded that to be on the safe side we are looking at a couple months or by spring.

Mr. McMillian-I agree with Sam regarding the study and finally being able to bring our employees up to where most communities are already. I want to say a big thank you to all the PSA staff from the office all the way down to the shovel. Everyone does such a great job and I am so thankful for that. The progress we have made on some of these projects is amazing. I know some of the stimulus has dried up but hopefully we will have a little better direction for some of the other projects in the near future. I hope all of you have a great Thanksgiving, eat good and spend some time with family.

Mr. Hutchins-I want to thank everybody. It is good to see the projects going so good. We may have to change directions a little and do some shifting and shuffling but I think the directors will figure that out and get everyone where they need to be. It has been a great year. Mr. Larrowe asked if management had the authority to make these decisions as needed; Mr. Hutchins responded that he feels that it should be at management's discretion to make these decisions as needed. For example, as the outside crews pickup the different projects, then the directors should be able to move people around as necessary and cross-train them to do different things so we are able to handle the work load, etc.

(ORDER)

APPROVAL TO ALLOW MANAGEMENT TO CROSS-TRAIN/CHANGE JOB DESCRIPTIONS AS NEEDED

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby agree that there should be flexibility over time for management to change job descriptions or shuffle employees as needed to best handle the growing and changing work load.

Mrs. Dalton-Like the rest of this board, I like seeing that we have some projects completed or nearing completion. I would like to thank all the board members and staff for everything. Everyone is doing a great job! Thank you.

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Mr. Jackson-I really appreciate the staff and board members. I think we are getting in pretty good shape; especially by hearing good reports from our Woodlawn citizens. It does look like some of the money is going away but we should be thankful we got a big chunk of it. Thank all of you for being a good group to work. Thank you to Dana and Gary for all of your hard work.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. McMillian, seconded by Mr. Littrell and duly carried the Authority does hereby adjourn at 2:40 p.m. until their next scheduled meeting on December 14, 2010 at 12:30 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

Andy Jackson, Chairman

Gary Larrowe, Executive Director

Dana Phillips, Sec./Treasurer, Assistant Director

