

MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
DECEMBER 14, 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 Tuesday, December 14, 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 12:35 p.m.

(ORDER)

APPROVAL OF CONSENT AGENDA SECTIONS A, B, AND C

Upon a motion by Mr. McMillian, seconded by Mr. Hutchins 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 # 17662 to 17701 Claims in the amount of \$209,148.24.

Check # 17702 Additional Claim in the amount of \$1,500.00.

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

DEBT RESERVE TRANSFER

CCPSA to Debt Reserve \$ 3,770.90

TRANSFER FOR CLAIMS AND PAYROLL

CCPSA to Operating \$210,125.00

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SECTION B: AUTHORITY APPROVAL ITEMS

(ORDER)

APPROVAL OF DISPOSITION OF PROPERTY

Upon a motion by Mr. McMillian, seconded by Mr. Hutchins and duly carried the Authority does hereby approve of the disposition of the 2000 Chevrolet S10 Pickup with mileage of 101,882 and the 1985 Chevrolet Pickup with mileage of 170,148.

(ORDER)

APPROVAL TO AWARD BID FOR GLADEVILLE/CRANBERRY SEWER PUMP STATION UPGRADES

Upon a motion by Mr. McMillian, seconded by Mr. Hutchins and duly carried the Authority does hereby approve to award the bid for the Gladeville/Cranberry Sewer Pump Station Upgrades contingent upon Rural Development approval to F. L. Showalter, Inc. of Lynchburg, Virginia in the amount of \$479,500.

(ORDER)

APPROVAL OF RFP FOR LICENSED PLUMBER (DUE 12/10)

Upon a motion by Mr. McMillian, seconded by Mr. Hutchins and duly carried the Authority does hereby approve for the RFP for Licensed Plumbers to make SERCAPP-funded laterals for water and sewer projects.

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CITIZEN'S TIME—No one present to speak.

PROJECT UPDATES:

Woodlawn Sewer-Landform is still addressing the punch list items. We are waiting for a response from Landform for a schedule of work for the VDOT punch list. Once VDOT acceptance is secured we can proceed with closeout.

Gladeville/Cranberry Pump Station Upgrades-We are in the design/bidding phase. Bids for pump station upgrades were received on December 1st. A total of 6 bids were received, with the bid going to F. L. Showalter of Lynchburg with a combined bid of \$479,500. Bid information has been forwarded to RD and we are waiting for authorization before proceeding.

Exit 19 Sewer-Construction is complete on original contract. All gravity lines and forced main lines are complete. Change Order No. 1 for the Oakland Heights extension has been designed, permitted, and approved. PSA staff is securing the easements that will be needed for construction to begin.

Long Range Water- All 5 contracts are under construction, combined completion is about 92%. Contract #1-Ramey is about 85% complete. There is approximately 4,000 ft. remaining to be installed. Three crews are currently working on different sections of that contract. Contract #2-William G. Simmons is on the pump stations and is 98% complete. Pump stations are in place and have been tested. Two check valves still need to be installed for pump station #2 and the radio tower needs to be installed at the Exit 19 tank site. Contract #3-Mid-Atlantic Storage has completed the water tank. The tank is substantially complete with the exception of testing and sterilization. The contractor is waiting for Contract #1 and #2 to be completed to have water so that the tank can be placed in service. Contract #4 the Rt. 620 Connector with Carolina Environmental is 97% complete. All water line has been installed, tested, and is in service. There are still approximately 30 service connections to be installed. Contract #5-DLB has the Route 100 Connector and is 90% 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 2,000 ft. of 8" water line to the tie-in. Pressure testing is complete from I-77 to the Little Reed Island Creek Crossing. The creek crossing should be tested within the next week.

Honeycutt Dam-Construction is 97% complete. Steve Martin's Trenching has installed all pipe and service connections and is working on punch list items. All pressure testing and BAC-T sampling have been completed. Once copies of all test results are received from the inspector, certification will be made to the Health Department and the system can be put into service.

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PROJECT UPDATES (CONTINUED):

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-Waiting on remaining water quality tests from a potential well near 52. Bacteria tests were good but still need remaining tests from State Lab in Richmond. Other well sites are currently being evaluated. PSA staff has been working on securing easements and properties needed for both the water and sewer portions of the project. Final design changes 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 have been completed and submitted for permits. We received authorization from RD to bid the project. Advertisement for bids was 12/12/10 with a Pre-Bid meeting scheduled for 12/21/10 and bids to be received at 2:00 p.m. on January 6, 2011. PSA staff is working on easements.

Coon Ridge Water-No activity this month; we are waiting on further RD processing of the funding application.

Cliffview/Fries Water – No activity this month; we are waiting on further RD processing of the funding application.

Cana Sewer- No activity this month; we are waiting on further RD processing of the funding application.

Exit 1 Water and Sewer (LOVE'S)-We have been working with DEQ to get everything in line with the Wastewater Treatment Plant. We still have one reporting system that will be put into operation by January 15, 2011.

Mr. Hutchins ask about existing reporting systems that are in place and if there is any thought about extending/upgrading those systems. Mr. Larowe replied to the Authority with information regarding the SCADA system; SCADA is a monitoring system that helps control the wells, pump stations, etc and allows for communication between the different sites. A system like this would be put into place with hopes that in the future there could possibly be a master plan for the county. Mr. Larowe was hoping to add this to the Gladeville/Cranberry Upgrade Designs to make those pump stations compatible with the existing Regional Water SCADA system.

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(ORDER)

APPROVAL TO PROCURE A SCADA SYSTEM COMPATIBLE WITH REGIONAL WATER SYSTEM

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to procure a SCADA system with the Gladeville/Cranberry Upgrades that is compatible with the existing Regional Water system.

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. Dickson, and seconded by Mr. Hutchins 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.

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CERTIFICATION OF CLOSED MEETING

(ORDER)

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins 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.

DIRECTOR'S TIME

- I wanted to talk to you about the Coon Ridge water project; this was started with the anticipation that it would follow the Long Range project. The project aerial mapping has been completed and the price is \$27,800 to purchase it. Adams-Heath is wondering if the PSA wants to purchase the mapping or not. If the project is funded, then we will have to obtain mapping. We are not obligated to purchase this map but if we want it, then it is available. We do have dollars to purchase this if we want it in the capital projects funds.

(ORDER)

APPROVAL TO PURCHASE COON RIDGE AERIAL MAPPING

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins and duly carried the Authority does hereby approve to use capital project funds to purchase the aerial mapping of the Coon Ridge project for the amount of \$27,800.00.

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DIRECTOR'S TIME (CONTINUED)

-Just wanted to let you know that no plumbers responded to the RFP that was approved in the agenda. Mrs. Phillips has called 3 or 4 plumbers because we need to use these SERCAPP dollars.

-We have been looking at pre-signed checks; for example, this would keep us from chasing the chair around the county to have a check signed. There are still some issues to work out depending on if 2 or 3 signatures are required. Mrs. Phillips said that she would check the Rules and Regulations to see how many signatures are required.

(ORDER)

APPROVAL TO ORDER PRE-SIGNED CHECKS

Upon a motion by Mr. Hutchins, seconded by Mr. Dickson and duly carried the Authority does hereby approve to move forward with ordering the pre-signed checks; the checks will still be clearly auditable on the accounts payable register.

-The PSA member payroll is going to be changing to the Board of Supervisors checks. I just wanted to let you know in case anyone needs to change deductions or has questions.

-The other thing is that we need to set January 3, 2011 as the organizational meeting to follow the Board of Supervisors meeting. The next regular meeting would be January 10, 2011 but I will be in Richmond attending meetings on the 10th and 11th, I was wondering if we could set the regular meeting for Thursday, January 13, 2011? We can decide that at the organizational meeting if need be.

-Thank you to everyone; it has been a pleasure to work with you Chairman.

AUTHORITY MEMBERS' TIME

Mr. Dickson-It's been a great year Authority. Andy, you have done a great job. I hope that I wasn't a hindrance to anything this past year and I am sorry if I was. We have accomplished many things. God bless both of you and the other members as well.

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AUTHORITY MEMBERS' TIME (CONTINUED)

Mr. Littrell-I want to extend my congratulations to Andy. I think you have done a great job and Manus has backed you up well. We have gotten a number of things done. It's been a great 12 months. I also want to thank the other members and staff. Thank you to Mr. Larowe for the project updates that were sent out about a week or so ago, I really appreciate that extra information. I also had a very good compliment about the Honeycutt Dam Project. A lady said that the construction crew working out there had to be some of the most courteous workers that she had ever seen. I am also very pleased to see that Blackberry will be finished up soon. It has been a great year and I look forward to 2011.

Mr. McMillian-I would like to say thank you to Andy. You filled your position well and you put a lot of valuable time into your job. You made my job tremendously easier by stepping up to the plate and being there; I have enjoyed being vice chairman and working along with you. I also would like to thank everyone else—Gary, Dana, Jessica, Preston, all the guys, and the office staff. It's tough right now but I am proud to say that I have been a part of this with all of you. Hope everyone has a Merry Christmas and a Happy New Year.

Mr. Hutchins-Andy, you did a great job. You did whatever you needed to do whenever you needed to do it and I appreciate that. I would like to thank Gary for putting the project updates out a little earlier; it's nice to be able to read it and know what's going on with everything a little bit ahead of time. It's just good to have that information if someone were to ask; it's nice to be able to share good news like that. Staff you have done a great job this year. I have appreciated Preston's help on the IPR Board. There has been a lot of progress over these last three years. Thank you.

Mrs. Dalton-Andy, you have done a tremendous job this year. I know that you have put a lot of time into your job and Manus that includes you too. I have really enjoyed working with you all; you make me feel like I am one of the gang. I think we have had a very successful year. I feel really good about the way the year has gone. I appreciate all of you—the board and the staff. I look forward to working with you next year.

Mr. Jackson-Gary, thanks for the updates; it does make things easier when we are kept updated. It's nice to see and be able to share good news like that. Hopefully, next year those 90% will turn into 100% and we can see several things completed and finished up. People think I have done a great job this year but it's because of all of you people. When you have a board and a staff that keeps each other informed and up to date on things it makes this job much easier. It's nice not to get those surprises that creep up on you because no one knows what is going on. I want to thank each of you and you have made my year a pleasure. I look forward to working with you next year under our new leadership.

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(ORDER)

ADJOURNMENT

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby adjourn at 3:00 p.m. until their organizational meeting on January 3, 2011 at 8:30 a.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