

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JUNE 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 Monday, June 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**

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson 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 # 17237 to 17293 Claims in the amount of \$220,245.34.  
Payroll Register-Auto-Draft in the amount of \$975.47.

**ON-LINE TRANSFERS FOR MAY 2010 FROM OPERATING TO THE FOLLOWING ACCOUNTS:**

Gladeville/Cranberry Water	\$ 24,970.55
Gladeville/Cranberry Sewer	\$ 22,627.55
Route 100 Water	\$ 13,575.07
Cana Water	\$ 2,240.41
Airport Road Water	\$ 437.63
Woodlawn Water	<u>\$ 1,430.38</u>
<b>TOTAL</b>	<b>\$ 65,281.59</b>

**REIMBURSE FOR CLAIMS**

Gladeville/Cranberry Water	\$ 44,869.21
Gladeville/Cranberry Sewer	\$ 17,404.50
Route 100 Water	\$ 44,785.68
Cana Water	\$ 12,424.10
New Woodlawn Water	\$ 2,946.73
Airport Road Water	<u>\$ 1,496.18</u>
<b>TOTAL</b>	<b>\$123,926.40</b>

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**NATIONAL BANK ON-LINE PAYMENT TO LOCAL GOVERNMENT INVESTMENT POOL DEPOSIT TO DEBT RESERVE ACCOUNT (LGIP)**

Gladeville/Cranberry Water	\$ 617.60
Gladeville/Cranberry Sewer	\$ 597.70
Route 100 Water	\$ 229.70
Canawater	\$ 573.80
New Woodlawn Water	\$ 375.90
Airport Road Water	<u>\$1,376.20</u>
<b>TOTAL</b>	<b>\$3,770.90</b>

**SECTION B: AUTHORITY APPROVAL ITEMS**

**(ORDER)**

**APPROVAL OF ICS POLICY**

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve the Infrastructure, Confidentiality, and Security (ICS) policy. A copy of this policy is included in these minutes.

**(ORDER)**

**APPROVAL OF WATER PROJECT CONTINGENCY FUNDS**

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve any water project contingency funds be obligated to upgrade to Radio Read Meters and associated equipment contingent upon USDA approval.

**(ORDER)**

**APPROVAL OF SEWER PROJECT CONTINGENCY FUNDS**

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve any sewer project contingency funds be obligated to purchase a Tandem Dump Truck and SCADA system.

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**(ORDER)**

**APPROVAL TO PURCHASE TRENCH BOX, LASER, MATERIALS FOR WATER AND SEWER BASED ON LOW BIDS (BIDS DUE JUNE 15<sup>TH</sup>)**

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve to award the bids to purchase the trench box, laser, and needed materials for water and sewer based on the lowest bids when the bids are opened on June 15, 2010.

**(ORDER)**

**APPROVAL OF POLICY FOR NEW WATER SERVICE METERS**

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve that all new water meters set shall be Radio Read unless impractical or financially unfeasible. The cost for the Radio Read meter transmitter is approximately \$140.00 each.

**(ORDER)**

**APPROVAL GALAX/TOWER ROAD DISCUSSION AND INTERCONNECT WATER DISCUSSION WITH GALAX**

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve to discuss relocating the Tower Road Pump Station as a way to add additional capacity to the water system and to begin interconnect discussions with Galax over the next few months. A copy of the letter to the City of Galax and a copy of the connection agreement are included in these minutes.

**(ORDER)**

**APPROVAL OF ACCEPTANCE OF WATER/SEWER FACILITIES**

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve to adopt the Acceptance of Water/Wastewater Facilities policy as part of the PSA Rules and Regulations adopted Sept. 9, 2008. A copy of this acceptance policy is included in these minutes.

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**(ORDER)**

**APPROVAL OF END OF THE YEAR CLAIMS**

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve to pay the end of year claims on June 30, 2010.

**(ORDER)**

**APPROVAL TO ADOPT 2010-2011 BUDGET**

Upon a motion by Mrs. Dalton, seconded by Mr. Dickson and duly carried the Authority does hereby approve to adopt the 2010-2011 budget. A copy of the budget is included in these minutes.

**CITIZEN'S TIME**

**Joe Bachler**-I live at 150 Mill Manor Road in Sylvatus and I am here today to apologize for how I spoke to you at meetings last year. I embarrassed you and I embarrassed myself because I realize now that this board gets things done. I didn't have my facts straight. It just takes time and I have seen how smoothly things run when you sit back and watch. I missed the fact that everything you guys do creates jobs for our county. It's a shame that Washington can't come down here and see how things are going.

**PROJECT UPDATES:**

**Woodlawn Sewer**-The line is in and tested. The cleanup work has started with the seeding, mulching, paving, and the inspections.

**Exit 19 Sewer**-There have been a couple items that we had to deal with this past week. There was a phone line that had been placed on private property that had to be moved back to the right of way. Secondly, there was a manhole put on private property; there is an easement being obtained for us by the contractor. It looks like this project is about 30 days out with the exception of the change order for Oakland Heights that has not been approved yet.

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**Exit 1 Water and Sewer (Love's Project)**-The pump draw down has been improving everyday and the fuel problem has been solved. I had a call from Love's environmental department and they are going to be in contact with Jessica Montgomery and Kevin Heath directly from here on out concerning these problems and any others.

**Long Range Water**-Everything is looking great on this project. They have pressure tested the lines as they go. There are 5 different contractors working together on this project and things are running pretty smoothly.

**Exit 1 Water**-We are still in negotiations with the City of Mt. Airy as we have been. We are getting closer and closer to coming up with a solution to this problem.

**Fancy Gap Water and Sewer**-We are still obtaining easements, several have come in. We are still working on obtaining well sites, pump sites, and tank sites.

**Honeycutt Dam**-Everything has been sent in and has been in review so we should be getting notice to proceed on this very soon.

**Pridemore**-All the main line is in and we were planning on getting water in those lines but due to a small leak last week we have not been able to fill them yet. The service lines will be going in, pressure testing and setting meters will happen within the next two weeks. A Co-chair from the ARC will be visiting on June 22<sup>nd</sup>; this project was recommended because it has been such a model project.

**Sylvatus/Mitchells Crossroads**-We are still in final design, working on the mapping.

**Cana Sewer**-Information has been sent to Richmond, we do not know exactly where this one stands.

**Fries Water**-This project is in limbo but we will give you more information as it becomes available.

**Coon Ridge Water**-This project is also in limbo and we will pass along information as it is available.

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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 A PROSPECTIVE BUSINESS, 2.2-3711.A-7 CONSULTATION WITH COUNTY ATTORNEY**

**(ORDER)**

Upon a motion by Mr. Hutchins, seconded by Mr. McMillian and duly carried the Authority does hereby enter into Closed Meeting at 1:00 p.m. until 1:45 p.m. for the Discussion of Personnel 2.2-3711.A-1, Discussion or Consideration of Real Estate 2.2-3711.A-3, Discussion Concerning a Prospective Business 2.2-3711.A-5, and Consultation with the County Attorney 2.2-3711.A-7.

**(ORDER)**

Upon a motion by Mr. McMillian, and seconded by Mrs. Dalton 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. McMillian, seconded by Mrs. Dalton 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**

- I just wanted to update you on the line break at Blackberry Lane, I have asked Preston to work on this. We are going to see what the price will be to fix this line. There are huge rocks under there, the lines were installed poorly in the '90s. We are going to put a notice on our billing statements with emergency numbers to call in cases like this one. We also updated the Sherriff's department with a current list of after-hours phone numbers for on-call employees.

- Yesterday, we had a pump station failure behind Gladeville Elementary School. We are urgently trying to get those change orders in place to update these pumps because this pump is one of the pumps that will be handling the larger flow to Galax.

-SWVTC is offline and we have the documentation showing that sewer plant as closed.

-USDA wants to have a celebration in Carroll County sometime the first week of August. This will be a big BBQ type event with several speakers from Rural Development in Richmond recognizing all the work that has been done in the county with the help of Rural Development. This is going to be a big thing!!

**AUTHORITY MEMBERS' TIME**

**Mr. McMillian**-I appreciate Mr. Bachler for coming in and speaking to us this afternoon. I appreciate everyone in the PSA and the board members. Thank you to everyone.

**Mr. Littrell**-I have a question for Gary concerning the sewer backup on Shady Square, did that ever get solved? Mr. Larrowe and Mr. Hill responded that roots had grown into the drain lines on Emmanuel Goad's property, replaced part of his drains with pvc and the problem has been resolved.

**Mr. Dickson**-I am very pleased with the progress being made. I would like to encourage the staff to take their vacations and I, for one, am willing to help in any way possible.

**Mr. Hutchins**- I would like to thank the staff again. I would like to thank Preston again for his services on the IPR program.

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**Mrs. Dalton**-I would like to go back to something Joe Bachler said, he said that he had lived in a lot of places and there was no place like Carroll County. It makes you feel good and like you are doing something right when you hear that people in the community feel that way.

**Mr. Jackson**-It is refreshing to see a man get up in public and apologize for not having his facts straight. I want to commend the staff for a job well done. Preston and the guys have had a rough couple weeks with the line breaks and other problems. Thanks to Dana and Jessica for all their hard work in and out of the office. Thank you to my fellow board members for working together, we are doing a good job.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mr. Littrell, seconded by Mr. McMillian and duly carried the Authority does hereby adjourn at 2:00 p.m. until their next scheduled meeting on July 12, 2010 at 12:30 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

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Andy Jackson, Chairman

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Gary Larowe, Executive Director

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Dana Phillips, Sec./Treasurer, Assistant Director

