

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
AUGUST 9, 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, August 9, 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, and Thomas Littrell. Member Jeanette Dalton was absent. 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 WITH EXCEPTION OF CLAIMS**

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 with the exception of Section C: Approval of Claims. Section C: Approval of Claims could not be opened from computers; members are waiting to receive printed copy during meeting.

**(ORDER)**

**APPROVAL OF CONSENT AGENDA SECTION C: CLAIMS**

Upon a motion by Mr. McMillian, seconded by Mr. Hutchins and duly carried the Authority does hereby approve the Consent Agenda for Section C: Approval of Claims. The Claims are on file in the PSA office:

**Claims:**

Check # 17356 to 17410 Voided Checks.

Check # 17411 to 17464 Claims in the amount of \$275,849.90.

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

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**DEBT RESERVE TRANSFER**

CCPSA to Debt Reserve \$ 3,770.90

**TRANSFER TO CLOSE ACCOUNTS (Transfer to CCPSA)**

Gladeville/Cranberry Sewer	\$13,917.17
Route 100 Water	\$35,971.74
Canawater	\$ 7,050.25
New Woodlawn Water	\$ 585.50
Airport Road Water	<u>\$ 2,317.27</u>
<b>TOTAL</b>	<b>\$59,841.93</b>

**SECTION B: AUTHORITY APPROVAL ITEMS**

(ORDER)

**APPROVAL OF ADOPTION OF COUNTY PERSONNEL POLICY**

Upon a motion by Mr. McMillian, seconded by Mr. Hutchins and duly carried the Authority does hereby approve to adopt the Carroll County Personnel Policy as the Public Service Authority Personnel Policy effective August 9, 2010.

**CITIZEN'S TIME**

**Ashley Buttery (Long Range Water)**-Thank you for hearing me out today. My fiancé, Rocky Dalton, bought the property at 99 Ridge Road about a year ago. We have had renters in the home since he bought it. We believe that we did not receive any notice regarding the water project nor did our renters. We cannot pay the \$1,250 connection fee, I am asking that the fee either be waived or reduced because we did not know about the deadline.

\*After much consideration and discussion, the Authority did not approve to waive or reduce the connection fee. The Commonwealth requires that the PSA give Public Notice and the PSA had provided Public Notice through the local newspapers and by going door to door.

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**CLOSED MEETING-PURSUANT TO SECTIONS 2.2-3711.A-3 DISCUSSION OR CONSIDERATION OF REAL ESTATE AND 2.2-3711.A-5 DISCUSSION CONCERNING A PROSPECTIVE BUSINESS**

**(ORDER)**

Upon a motion by Mr. Dickson, seconded by Mr. Hutchins and duly carried the Authority does hereby enter into Closed Meeting at 1:00 p.m. until 1:30 p.m. for the Discussion or Consideration of Real Estate 2.2-3711.A-3 and the Discussion Concerning a Prospective Business 2.2-3711.A-5.

**(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.

**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.

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**PROJECT UPDATES:**

**Woodlawn Sewer**-The construction of all lines in the Landform contract have been completed. Landform is working on the punch list and VDOT issues now. Completion date is estimated for late August, the final cleanup change order is being prepared and should be ready for the September PSA meeting. The upgrade designs to the Gladeville/Cranberry pump stations are underway and we expect to have the plans ready for the September meeting also.

**Exit 19 Sewer**-This project is about 95% complete. Ramey is working on gravity sewer along Airport Road. There is 890 ft of gravity sewer and 3 manholes left to finish. A request has been submitted to USDA-RD to use some of the remaining contingency funds for the sewer line extension to Oakland Heights.

**Long Range Water**-All 5 contracts are in progress, overall construction is about 58% complete. Contract #1-Ramey's is about 25% complete, this is the Austinville connector. Progress is slow because of issues with all the rock in that area. Contract #2 is on the pump stations and it's at about 90% complete. Simmons has installed the piping, vaults, pump cans, and concrete slabs for both Pump Stations. Contract #3 is the tank and it is complete but still empty. Contract #4-Carolina Environmental has the 620 connector and is estimated to be at 85% complete. All pipe has been installed but some testing still needs to be completed, then service connections can be made. Contract #5-DLB has completed about 55% of their contract. DLB has about 100 ft of 10" pipe, 10,440 ft of 8" pipe, and 4,620 ft of 6" pipe that needs to be installed. The directional drill across Little Reed Island Creek was completed last month. Most of the lines installed so far have been tested. The 8" line along Little Vine Road is expected to take longer due to anticipated rock and creek crossings.

**Honeycutt Dam**-Held Preconstruction Meeting on 8/3/10, with Notice to Proceed issued on the same date. Steve Martin's Trenching expects to begin moving equipment this week and hopes to begin construction on 8/16/10. A Groundbreaking is set to be held at 3:30 p.m. on 8/16/10, details will follow.

**Exit 1 Water and Sewer (Love's Project)**-Construction of all work in the Clark Brothers contract has been completed. We are still working on problems at the Wastewater Treatment Plant due to diesel fuel discharges from Love's.

**Exit 1 Water**-Draft plans have been submitted to CCPSA and Mount Airy for review. Tank and pump station sites have been identified. Once authorized, we will need to submit plans to regulatory agencies for permits.

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**Fancy Gap Water and Sewer**-The draft plans have been submitted for review. The water tank and pump station sites have been identified. We are researching some existing wells which could possibly be used in the system. Once final sites have been determined we will move forward to complete the plans.

**Sylvatus/Mitchells Crossroads**-Received project area base mapping from the aerial survey. Working on field plans now and expect to have plans ready for review in September.

**Coon Ridge Water**-PER completed, Environmental Assessment completed and accepted by RD. Project budget revisions completed and have been submitted. The PER revisions have been accepted at local RD office and currently under review in Richmond.

**Cana Sewer**-PER revisions have been completed and the environmental assessment has been completed and accepted by RD.

**Cliffview/Fries Water**-PER revisions and the Environmental Assessment have been completed. RD project review to begin following completion of Coon Ridge project review.

**Pridemore**-5 service lines to go, the line has been tested and everything is ready to go soon! The Celebration will be held on Friday, August 20, 2010 at 6:00 p.m. at the Calvary Church of Christ on Hebron Road.

**DIRECTOR'S TIME**

--We are moving ahead quickly and are upgrading processes to help us keep up.

--We are in need of some new equipment and hoping to see some things work out soon.

--We have several other things into Rural Development that we have not been approved on so hopefully things will pan out soon.

--SEMS is here, working with us on asset management. Donald and Debbie are taking care of that in the office today.

--We should be proud of all the positive things going on in Carroll County, that says something for us.

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**AUTHORITY MEMBERS' TIME**

**Mr. McMillian-** I do appreciate the citizens that came out today. We do have hearts and we do care about the people in Carroll County but we have made decisions that we need to back up. There are always going to be some people that fall through the cracks and we know that. We are moving ahead and hope to see things keep up the pace.

**Mr. Littrell-**I agree with Mr. McMillian about the citizens that were here today and at previous meetings but I wish there was some way to insure that the property owners get the right information before the deadlines. Also, I would like to see the matrix back on the agenda if possible.

**Mr. Hutchins-**I would like to thank you and our hard working staff. I do feel for the young couple that was here today but when we set deadlines we have to stick with them. I wish we had a better property owner notification system in place, I think we need to do everything possible to notify the property owner in or out of state.

**Mr. Dickson-**I would just like to say I am sorry to the young couple. I taught Rocky in school and when I spoke to him previously, I told him it would be worth a try but I didn't think there would be much success. I would like to comment on the USDA celebration that was held on Friday. I thought it went great and there was a great turn out for the event.

**Mr. Jackson-**In regards to the young couple that was here today, I think we all hate that we couldn't help them but we have to set deadlines and stick with our decisions. We will keep trying to improve our notification system but it will never be perfect. The USDA Celebration went great, I was proud of our over worked, under paid staff that was getting the job done out there on Friday. There was a lot of elbow grease going on behind the scenes, thank you to Gary for all the employees out there working.

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**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mr. McMillian, seconded by Mr. Littrell and duly carried the Authority does hereby adjourn at 2:00 p.m. until their next scheduled meeting on September 13, 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 Larrowe, Executive Director

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Dana Phillips, Sec./Treasurer, Assistant Director